



SEPTEMBERFEST

rangely, colorado

We are pleased to invite you to join us as a vendor for our annual Septemberfest Vendor Show on Monday, September 4, 2023, at Elk's Park from 10:00am to 5:00pm in beautiful Rangely, Colorado. We are expecting a great turnout and hope that you will join us!

This invitation is extended to any for-profit or non-profit organization wishing to participate by selling food or other items, performing, or presenting demonstrations.

EVENT DETAILS

- Vendor set up is from 7:30am – 10:00am on Monday, September 4. Please arrive early to unload for set up and remove your vehicle to an outside parking area when finished unloading. No large vehicles will be allowed to stay as part of your vending area unless approved by event staff.
- For pedestrian safety, vehicles are not allowed to park inside the park after 10:00am.
- Setting up the night before is not allowed.
- Your vendor location will be assigned to you prior to the start of the event.

We hope that you will consider participating in our Septemberfest events, it can be a wonderful fundraising event for your non-profit organization and a great opportunity to expose your business or products. If you have questions, please feel free to contact Bethany Green, at 970-675-8211; e-mail is bgreen@westernrioblanco.org.

Sincerely,

The 2023 Septemberfest Committee

Western Rio Blanco Recreation and Park District

VENDOR RULES & GUIDELINES

1. In an effort to provide optimal sales for vendors we limit similar vendors on a first come, first served basis.
2. If your space will be larger than a single 12' x 12', please register and pay for the number of spaces that will cover your needs.
3. Vendors must bring their own tables, chairs, signs, and price sheets.
4. Pricing should be visible or accessible to shoppers.
5. If you have special needs regarding space, access to electricity or location, it must be noted with your application. This is on a first received, first served basis.
6. Vendors are required to either pay their own sales taxes or fill out the envelope provided by the WRB Rec & Park District, and we will submit sales tax for you. Please make checks payable to WRB Rec & Park District.
7. After unloading, all vehicles must be moved outside of the park. There will be a designated parking lot for all vendors.
8. Vendor space location and size will be mapped out according to the dimensions and special needs you note on application.
9. Vendors must ensure their space is thoroughly cleaned and picked up after the event.
10. Produce and other food goods must be fresh, clean, and presentable. Containers used for the sale and transportation must be clean and sanitary.
11. WRB Rec and Park District Septemberfest reserves the right to approve or deny vendor applicants. Vendors are required to respect fellow vendors and customers and any vendors that are in violation may be asked to leave for the remainder of the day without a refund.

Special Event Sales Tax

Western Rio Blanco Recreation and Park District has a Special Event Sales Tax License for the 2023 Septemberfest event. If you do not have a Special Events Sales Tax License, we can submit your Sales Tax for you. You will need to submit a provided report with gross sales and tax collected at this event. You will need to turn your taxes into us by the end of the day on September 4, 2023.

We are required to turn in a list of all vendors present at this event to the State of Colorado Dept. of Revenue. It will tell the State of Colorado who turned in taxes for us to submit and who did not.

If you have any questions regarding special event sales tax please direct your questions to Erin LeBleu, 970-675-8211.