

Creede Parks and Recreation

City of Creede / P.O. Box 457 / Creede, CO 81130 / (719) 658-2729

January 24, 2020

Dear Vendor,

This year Creede will again have vendors as part of its 4th of July, Days of 92 celebration. The vendors will again set up in the western half of the parking lot of the Kentucky Belle Market and south of the lot. The dates of the Days of 92 will be Saturday, July 4th and Sunday, July 5th. Vendors will set up on Friday, July 3rd and be open on the 4th and 5th from at least 9am-5pm. Vendors on the pavement must be packed and their area cleaned up by 10:00pm on Sunday, July 5. Vendors in the dirt lot must be packed and their area cleaned by 3:00pm on Monday, July 6. You must be ready to set up during your designated time. **Any vendor who has a trailer as part of their set-up must be present to set up at the beginning of their designated time. Any vendor with a trailer who is not ready to set up at the designated time will forfeit their space(s) and fees paid.** You may open your booth after it is set up. There will be a total of 52 spaces available which will be assigned on the basis of when the registration form and fee is received by the Parks and Recreation office. If you are a returning vendor, and would like the same location as last year, your registration must be received no later than March 31, 2020. After March 31, you may still reserve a spot, if there's one available, but are not guaranteed the same spot as last year. The fee for each 10 ft. x 10 ft. booth space will be \$85.00 for craft booths and \$175.00 for food booths. **Your tent or trailer must fit within the space(s) you paid for. If your booth is larger than the assigned space(s) you may not be allowed to set up.** There will be someone patrolling from 8:30 pm to 3:00 am on July 3rd and 4th. All fees are to be submitted at the time of registration.

Parks and Recreation will be providing generators for the food vendors. We have two newly purchased generators. The food vendors will have access to electricity without bringing a generator. Please remember to list the number of plugs you will need on your application. Access to one plug per space is included in your registration fee (if you pay for three spaces, you have access to three plugs included in your fee). There will be an additional charge of \$55 per plug for each additional plug needed. **Food vendors MUST bring their own extension cords.**

Each year there are an estimated 7,000 -10,000 people who come to Creede for the 4th of July. I believe most vendors are satisfied with their sales. For those vendors who use ice and other groceries from the grocery store, **it will be very important to call the Kentucky Belle, (719) 658-2526 prior to the 4th of July to check on the availability of the needed supplies. The grocery store will make every effort to have the supplies you need on hand, if you give them advance notice.**

Each vendor must have a Colorado sales tax license or Colorado special events license. No exceptions will be made. You will not be allowed to set up until Parks and Recreation has a copy of your sales tax number. You must collect and submit 7.5% taxes on every sale (CO state (2.9%), Mineral County (2.6%), and Creede city (2.0%) sales tax on all sales.

All fees must be paid when the application is submitted. I will contact the vendor, via email, as soon as I receive the application. If you have not heard from me within a week of mailing it, please contact me.

If you are planning to stay in a motel, bed and breakfast, guest ranch or one of the RV parks, you must make your reservation as soon as possible. These facilities fill up quickly, so reserve your space as soon as possible. You may contact the Creede-Mineral County Chamber of Commerce for information on lodging, and camping. Their number is (719)658-2374 or 1-800-327-2102. You can also contact the Chamber at www.creedetownhall.com. The Rec Center will also be open certain hours for showers free of charge for vendors.

I look forward to working with you and hope you have a successful as well as enjoyable holiday. If you have any questions, please feel free to call me at (719)658-2729 or (719)849-9904, or email me at recassistant@creedetownhall.com.

Sincerely,

Kristeen Lopez

Parks and Recreation Assistant Director