

**43RD  
ANNUAL**

# **TERRITORY DAYS**



## **MEMORIAL DAY WEEKEND MAY 26, 27, 28 2018**

Open to the public  
10:00 am - 7:00 pm Saturday & Sunday  
10:00 am - 6:00 pm Monday

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### **APPLICATION & REGULATIONS Jury Deadline: March 15, 2018**

Presented by  
Old Colorado City Associates, Ltd. with Management by Pro Promotions, Inc.  
P.O. Box 1153, Monument, CO 80132 phone & fax 719.487.8005  
events@pro-promotions.com

Territory Days is an outdoor, historic festival that combines entertainment, exhibits, demonstrations, food and crafts. Now in its 43rd year, the emphasis of the Festival is "The Old West."

The Old Colorado City Historic District is located on West Colorado Avenue between 23rd and 27th Streets and is closed to traffic for the three day festival.



**2018 TERRITORY DAYS**  
**May 26, 27, 28 2018**  
**FESTIVAL SPACE APPLICATION / AGREEMENT**  
PLEASE READ AND KEEP A COPY!  
**DEADLINE MARCH 15, 2018**

**CONTACT:**

Pro Promotions  
P.O. Box 1153  
Monument, CO 80132  
719-487-8005  
events@pro-promotions.com

**SPACE RESERVATIONS**

All spaces are outdoors. Exhibitor spaces are 10'x10', food spaces are 10' x 15'. If you were in last year's event, consideration of placement will apply. New vendors can apply on a first come, first serve basis. Full payment must accompany all required forms and information. Vendors will not relocate or sell any merchandise other than outlined herein. **Vendor spaces may not be split, shared, resold or sublet.**

This is a juried event, your products will be reviewed subject to availability. Jury fees are non-refundable. Incomplete applications will not be considered. **Provide 3 color photographs or color copies of photographs of your products, regardless of your repeat status. These will not be returned.**

**CRAFTERS ~ provide a crafters statement to include who you are, what you make and how you make it. Specify your role in your work. Tell us about your craft, your process and your materials. Limit 200 words.**

**Confirmation and space assignments will be made before May 1.** All vendor space/sales at Territory Days must be reserved through Pro Promotions.

Management reserves the right to stop or remove from the event any exhibitor, or his representative, performing any act or practice which in the opinion of the management is unacceptable or detracts from the dignity of the event. Exhibitors removed from the event under these circumstances will not be eligible for any refund.

**CANCELLATIONS**

No refunds will be issued for no shows. If you cancel, we will refund space rent **ONLY if we can re-book** your space. A \$35.00 cancellation fee will be applied and deducted from any refund money. Jury fee will be forfeited. Event shall be held rain or shine and **no refunds** shall be given after May 5.

**ATTENTION REPEAT VENDORS**

Please list separately any desired changes or additions to your product line or menus. Note that any changes and/or additions must be approved as new items. This helps us protect exhibitors and keep a variety for festival goers.

**INSURANCE REQUIREMENTS**

Copy of Insurance Certificate(s) naming Old Colorado City Assoc, Ltd., **and** Pro Promotions, Inc as additional insured, for Territory Days May 25-28, 2018. Must be received by May 1, no exceptions.

If you have your own coverage, please have your agent send us the certificate as soon as possible.

**IF YOU DO NOT HAVE YOUR OWN COVERAGE:** Please visit the website at <http://tinyurl.com/TDays2018>. This is a direct link for this show only. Or you may call 303-744-1341. The cost is only \$44.00. **This insurance is Non-Refundable.** Do not purchase before acceptance.

**SALES TAX - NEW information included**

All vendors are required to collect and remit sales tax on taxable items. Two licenses are required; State of Colorado & City of Colorado Springs:  
<https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf>  
<https://coloradosprings.gov/finance-sales-tax/page/applications-licenses>

Note: If you participate in more than one special event in Colorado Springs consider getting a regular sales tax license as opposed to a Temporary License.

The State of CO collects taxes for State (2.9%), County (1.23%) & RTA (1%). City rate 3.12% for a total of 8.25%. Current State of Colorado Multiple Event license holders can submit through your regular terms, with proof of Multiple Event License number. Current City of CS license holders can submit through your regular terms with license number.

**SECURITY**

We provide limited overnight security for all vendor spaces and will exercise reasonable precaution for the protection of the property of exhibitors, but assume no responsibility for loss or damage to the property of exhibitors. Small articles or displays should be put away nightly for safe keeping by exhibitors.

**HISTORIC DRESS / MOTIF**

All participants are strongly encouraged to dress in some type of pioneer/western/1800's period costume. This is a consistent theme that adds authenticity and fun to the event. If you do not dress each day, you may not be considered for acceptance next year.

**NO DOGS ALLOWED BY CITY ORDINANCE.**

## SET UP / TEAR DOWN GUIDELINES

- **Check-in and Set up is:** Saturday, May 26, 6:00 am to 9:30 am. Check in by 9:00 am. You must have your vehicle out of the event area by 9:30 am, and ready for the public by 10:00 am. Please unload and remove your vehicle immediately. **You must check-in prior to setting up, you may not set-up prior to 6:00 AM, NO EXCEPTIONS. Confirmation and space assignments will be made before May 1.** You will be provided a clear map and available nearby parking. If you park illegally you will be ticketed and/or towed.
- Check-in location will be disclosed upon confirmation. This confirmation will include further instructions and information. Vendor is responsible for the delivery, maintenance, safety and cleanliness of exhibit and immediate area.
- **All items must be located within the designated space as marked.** You cannot have any items that extend into walkways, including awnings. This is required by the Fire Department. This will be strictly enforced. Your full cooperation will avoid fines and further regulation from the fire department.
- No exhibit or portion thereof may be removed from the event site during the period of the event without management's knowledge and consent. This does not apply to small articles. No vendor may tear down any exhibit or portion thereof before 6:00 pm on the final day. All trash must be deposited in proper receptacles. Do not use private dumpsters. A cleanup fee will be charged if necessary.
- Exhibits may be serviced between 8:00-9:00 am on Sunday & Monday, between 7:00-8:00 pm on Saturday & Sunday by permitted vehicles only.
- When moving out please pack up and then bring in your vehicle to load out. Please be patient and willing to lend a hand to your fellow vendor.
- You will not be able to park your vehicle in or near your vendor space during the event.
- Tent stakes or spikes will not be permitted. You must use sand bags or water barrels on paved surfaces. In the interest of public safety, **YOU MUST SECURE YOUR CANOPIES.**
- **YOU MUST CLOSE BY 6:00 PM on Monday! AND BE PACKED UP & OFF THE STREET BY 8:30 PM, NO EXCEPTIONS! Load out will commence at approximately 6:00 PM.**

## MERCHANDISE RULES

Unauthorized event merchandise including t-shirts, mugs, etc. will not be allowed. Written permission is required to use the event name in any form. Prohibited verbiage includes; "Colorado Territory Days", "Territory Days" or anything specific to the event. Please call us with any questions.

## ELECTRICAL SERVICE

There is limited electricity provided by the City of Colorado Springs. Specific needs must be requested. The use of generators is generally prohibited. **Please inquire as to generator usage.**

## TENT/CANOPY RENTAL

Any tents to be placed by an outside contractor must be secured with Bruno's Rentals - Lindsey (719-634-1212). Tell them you are with Territory Days.

## SOLICITING / DISTRIBUTION OF MATERIALS

Soliciting and/or handing out of pamphlets, leaflets, flyers or any other materials in areas other than vendor's space is strictly prohibited. Any person so doing will be required to leave, and any business associated with the activity will be not be invited back. Printed materials distributed or made available at vendors space must be related to the products or services offered by said vendor as juried.

## OTHER MATTERS

This agreement covers the provision of space only. Any services required by vendors/exhibitors remain the responsibility of the applicant. Vendors/exhibitors will be responsible for providing any additional needs for their display, including but not limited to security, trash, etc. Any matters not addressed specifically by this agreement will be subject to the judgement of festival management and/or the OCCA.

## FOOD VENDORS SPECIAL RULES & REGULATIONS

- All vendors are required to obtain an El Paso County issued RFE. 719-578-3199 option 3
- Please provide a complete menu. Unique and unusual foods, especially "old west" will be given priority.
- Packaged drinks must be purchased from Territory Days at a wholesale price.
- Please read, fill & sign the attached 2 page form required by the CSFD. You will be required to return signed copies to us as well as retain signed copies at your booth for the Fire Inspection. All LP gas cylinders must be secured in a manner to prevent them from falling or being knocked over.
- Bring your own trash receptacles & bags and they will be picked up throughout each day.
- Electricity is very limited. You must request and pay for it with your application, or it will not be available. Providing your required AMPS is necessary to determine power availability. Each circuit has a 20A limit. Microwaves are prohibited. Charges are per plug in.
- The 10% of gross sales commission will be collected by us on Monday.

Set up particulars will be disclosed upon confirmation.



## APPLICATION FOR SPACE DEADLINE MARCH 15, 2018

**FOR MORE INFORMATION:**  
719-487-8005 (phone & fax)  
9 am to 5 pm Monday – Friday (MST)  
events@pro-promotions.com

Please complete this page and mail with:

1. Three color photographs of your products. (A photo of your booth if available is appreciated.)
2. Crafters include: A vendor statement to include who you are, what you make and how you make it. Specify your role in your work. Tell us about your craft, your process and your materials. Limit 200 words.
3. **REQUIRED separate check or money order payable to Territory Days for \$35 jury fee.** (non-refundable)
4. Check or money order **payable to Territory Days** for space rent. (will be deposited upon acceptance)
5. Completed Release of Liability / Hold Harmless Agreement.
6. Copy of Insurance Certificate naming Old Colorado City Associates, Ltd., and Pro Promotions, Inc as additional insured, for Territory Days May 25-28, 2018. General liability of \$1,000,000 per occurrence and \$2,000,000 general aggregate limits.  
**INSURANCE MUST BE RECEIVED BY MAY 1 - no exceptions.**

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Your Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact (name & phone #) \_\_\_\_\_

Type of merchandise for sale/Description of exhibit (please be as specific as possible & attach 3 color photographs):  
food attach a complete printed menu \_\_\_\_\_

**Please provide:** City of Colorado Springs Sales Tax license # \_\_\_\_\_

State of Colorado Multiple Event license # \_\_\_\_\_

Classification:	Fee	# of Spaces	Total Amt
<input type="checkbox"/> Courtesy (non-profit)	\$150.00 x (limit 1)	_____	_____
<input type="checkbox"/> Craft (handmade items)	\$350.00 x (1st booth)	_____	_____
2nd or more booths	\$400.00 x	_____	_____
<input type="checkbox"/> Home-Based business	\$650.00 x	_____	_____
<input type="checkbox"/> Commercial (retail store)	\$1,500.00 x	_____	_____
<input type="checkbox"/> Food +10% of gross sales**	\$950.00 x	_____	_____

**Electricity:** # of outlets needed \_\_\_\_\_ @ \$150.00 each = \_\_\_\_\_

Total AMPS required \_\_\_\_\_ / Qty of appliances to power \_\_\_\_\_

**TOTAL SPACE & POWER ENCLOSED**

**Checks Payable to Territory Days**

**Separate check for JURY FEE**

\_\_\_\_\_

**\$ 35.00**

To purchase business insurance please see the gray box on page 1.

\*\*Food vendors include copy of El Paso County Retail Food Establishment license & **both** pages of Fire Dept. Form. El Paso County Health Department - 719-578-3199 - option 3.

FOR OFFICE USE ONLY

**MAKE CHECKS PAYABLE TO: TERRITORY DAYS**  
MAIL TO: Pro Promotions  
P. O. Box 1153  
Monument, CO 80132-1153

# RELEASE OF LIABILITY

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# HOLD HARMLESS AGREEMENT

This agreement is entered into by and between the Old Colorado City Associates, Ltd., a non-profit Colorado Corporation, Pro Promotions, Inc. and

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**(fill in company name here)**

In consideration of renting booth space or participating in any fashion in Territory Days this May 26-28, 2018, the undersigned hereby agrees to indemnify; Old Colorado City Associates, Ltd., Pro Promotions, Inc., the City of Colorado Springs, RMC Distributing, and any and all other sponsors of Territory Days, and their officers, directors, trustees, employees, agents, representatives, volunteers and servants, and anyone else connected with the management or presentation of Territory Days and will hold and save each of them harmless from any and all actions, damages, and claims, to persons or property, penalties, obligations, liabilities or attorney's fees that may be asserted or claims by any person, firm, entity, corporation, political subdivision or other organization arising out of any negligent errors or omissions of vendor, its agents, employees, sub-contractors, or invitees, provided for herein and arising out of the performance of this agreement.

By execution of the release I agree to hold and save Old Colorado City Associates, Ltd. and Pro Promotions, Inc. and all listed parties above and any sponsors not listed harmless from and against any liability, loss or damage to the full extent thereof and from and against all costs and expenses including attorneys fees, hereafter incurred or suffered by vendor by reason of the existence of any claim, liability, loss or damage of any kind or nature arising out of my participation as a vendor/exhibitor at Territory Days.

I hereby acknowledge that I have received, read and understand the contents of the entire package that has been provided as part of the application and do hereby agree to all of the terms and conditions contained therein. I understand and agree that I am not to sell or attempt to sell items or provide services other than those listed herein or that are within a limited category not included in this agreement.

By signing below, Vendor/Exhibitor/Entertainer agrees to comply with and accept all rules and regulations contained herein.

**Print Business Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Cooking and LPG Use at Special Events**

January 2015

**PURPOSE** To establish requirements for cooking operations within special events.

**SCOPE** This document pertains to all special events whether public or private utilizing vendors which cook foods.

**DEFINITIONS**

**Canopy** A temporary structure, enclosure or shelter constructed of fabric or pliable materials supported in any manner other than by air or the contents it protects, which is open, without side walls or drops on 75 percent or more of the perimeter.

**Cooking Booths** - Those tents, canopies or other structures that are used solely for the purposes of cooking. No other uses permitted except the sales of the food cooked.

**Temporary Structure** - Any enclosure or shelter constructed of materials as described in the 2009 International Fire Code, as amended, and erected for a period of less than 180 days.

**Tent** - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, with side walls or drops on 75 percent or more of the perimeter.

**POLICIES**

**Cooking Booth Structure**

- Cooking booths shall be grouped together in single rows, spanning 100 lineal feet or less in distance. See Figure 1 on back. Groups of cooking booths shall be separated from all other non-cooking vendors by at least 16 feet unobstructed clearance in all directions.
- Required fire lane may be part of the required 16-ft separation. If so, 16-ft is absolute minimum. No obstructions in or over the fire lane permitted.
- There is no limit on the number of grouped cooking booths or where they are located within the event.
- Cooking booths shall be constructed from flame retardant materials. A label shall be permanently affixed to the structure.

**Cooking Fuels**

LPG

- One cylinder per cooking appliance plus one cylinder per cylinder size, additional storage, permitted for each cooking booth.
- Safety valves on LPG cylinders shall be pointed away from tent/canopies/structures.
- LPG cylinders shall be located outside of cooking booths (unless specifically approved) and no less than 1 foot from the exterior of the structure.
- LPG cylinders shall be located remotely from all exits for each vendor as well as adjacent vendors.
- LPG tanks are uniformly and remotely located amongst each cooking vendor. See Figure 2 on back.
- No smoking signs are posted within 10 feet of the cylinders. Wording for signs shown in Figure 3 on back.
- Cylinders are protected and securely fastened to a suitable object to prevent tampering and/or tipping.
- Any individual vendor utilizing more than 125 gallons (water capacity) of LPG will apply for an LPG Permit and meet all applicable code requirements. The permit must be submitted and approved a minimum of 1 week before the event. Permit requirements are more restrictive than noted in this document. ***If during the inspection, a vendor is found to have more than 125 gallons (water capacity) of LPG, that vendor must immediately reduce the LPG to below 125 gallons or the vendor will not be allowed to participate in the event.*** To determine the amount of LPG being used, complete Table 1 on back.

Solid Fuels

- All cooking utilizing solid fuels must be done under open air and not located under any canopy, tent, and membrane structure or similar.
- A metal receptacle with a secure lid shall be provided for the sole purposes of collecting hot ashes, smoldering coals, cinders, etc. This receptacle shall not be used for general trash/rubbish.

**Miscellaneous**

- One extinguisher with a minimum rating of 2A: 10BC required for all cooking activities.
- One Class K (wet chemical) extinguisher, in addition to above extinguisher, is required for cooking appliance utilizing vegetable or animal fats and oils.
- Deep fat fryers shall be provided with a metal lid to cover the hot oil in case of rain.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

I, the above signee, represent a responsible party for the vendor stated above, acknowledge that I have read and understand the requirements contained within this document. Additionally, I understand that I am responsible for ensuring these requirements are met. I also understand not following these requirements may prevent participation in this event.

375 Printers Parkway, Colorado Springs, CO 80910 - 719.385.5978  
"Protecting life and property today, creating a safer tomorrow"



**Cooking and LPG Use at Special Events**

January 2015

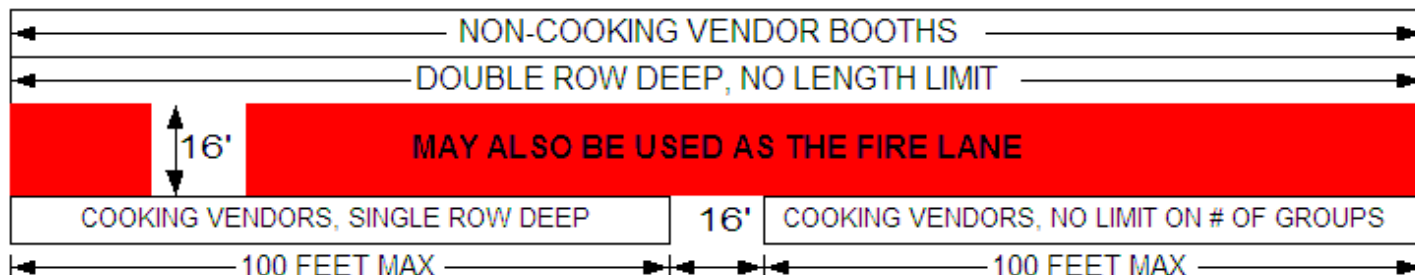


Figure 1 - Spacing/Grouping of Cooking Vendors Example

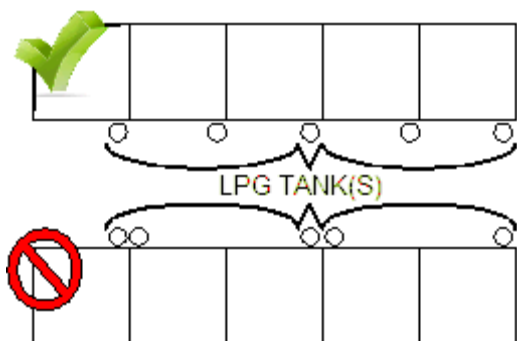


Figure 2- Uniformity of LPG Cylinders Example

**DANGER  
FLAMMABLE  
GAS  
NO SMOKING  
WITHIN 10 FEET**

Figure 3 - No Smoking Sign Example

**COMPANY NAME** \_\_\_\_\_

**Table 1 - LPG Pounds to Gallons of Water Capacity Conversion Table.**

Column 1 Size/type of Cylinders	Column 2 Number of Cylinders	Column 3 Gallons of Water Capacity	Column 4 Total Gallons of LPG in Water Capacity
Cylinder LPG capacity in pounds (lbs)	Total number of cylinders at capacity	Constant	Multiply Column 2 with Column 3
5		1.4	
20		5.7	
33.5		9.6	
40		11	
60		17	
100		29	
150		43	

All Other Size Tanks      Contact the      Division of the Fire Marshal      719.385.5978

**Total Gallons of LPG in Gallons of Water Capacity at 80% fill**  
(Add all individual gallon amounts in Column 4)

**Gallons**

**If the total Gallons of Water Capacity is greater than 125, then an LPG Use Permit is required!**  
Contact the Division of the Fire Marshal