



**Home, Garden & Outdoor Living - April 30 & May 1, 2021**

**9 am to 4:30 pm for Both Days**

**Vendor Registration**

**Vendor Registration Deadline: April 15, 2021**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Product(s): \_\_\_\_\_

**Do you Need Electricity:** YES  NO

**(We have limited spots for electricity, it will be a first come first served basis)**

Booth (10x10 aisle space) \_\_\_\_\_ @ \$50 Each

Food Vendor (self-contained) \_\_\_\_\_ @\$50 Each

**Total Amount Enclosed:** \_\_\_\_\_

Please return form and checks payable to: Monte Vista Chamber of Commerce  
947 1<sup>st</sup> Ave Monte Vista, CO 81144  
Phone: 719-852-2731  
Email: [chamber@montevistachamber.org](mailto:chamber@montevistachamber.org)

**\*\*REGISTRATION CAN BE DONE BY MAIL OR EMAIL\*\***

# Show Instructions

**Set Up:** Thursday, April 29 from 1 pm-4 pm and/or Friday, April 30 from 7:30 am - 9 am

**Tear Down:** Saturday May 1 from 4:30 pm – 5:30 pm

**Refunds:**

- Refunds prior to April 15<sup>th</sup> will be issued at 50% of the cost
- **NO REFUNDS WILL BE ISSUED AFTER APRIL 15<sup>TH</sup>, 2020**

**Vendors:** provide your own tables, chairs, power cords and power strips as needed.

**Payment:** You will not be allowed to set up unless you have paid.

**Security:** The building will be locked during closed hours but there will be **NO** security officers other than routine police patrols.

**Confirmation:** A confirmation email containing your booth number and show instructions will be provided after all applications are processed.

**Sales Tax:** All vendors are responsible for self-reporting their own sales tax. 2020 Monte Vista tax is: State 2.9%, Rio Grande County 2%, Monte Vista City 3%: Total = 8.5%

**Forms:** Please fill out the included City of Monte Vista Vendor Registration Form and return with payment to:

City of Monte Vista  
95 West 1<sup>st</sup> Avenue  
Monte Vista, CO 81144  
(719)852-6171

Submission and signature of this contract ensure that you have read and agree to all the terms listed above.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# CITY OF MONTE VISTA

www.cityofmontevista.com \* 95 West 1st Avenue \* Monte Vista, CO 81144 \* (719) 852-6171

## 2020 VENDOR REGISTRATION FORM FOR EVENTS

Fee: [ ] \$5.00 Per year. Please attach a check made payable to the City of Monte Vista

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Vendor Name  
(DBA): \_\_\_\_\_

DBA Mailing Address: \_\_\_\_\_

DBA Business Telephone \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone No.: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Goods to be sold: \_\_\_\_\_

### Vendor must comply with all relevant State and Federal laws.

[ ] Food Vendors – A copy of the food service license, issued by the State of Colorado, must accompany the vendor registration form for those serving food.

[ ] State of Colorado Sales Tax license Number: \_\_\_\_\_ (if required under State law). Please attach a copy of the license. It is the responsibility of Vendor to remit all required sales tax through the State of Colorado reporting system.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

### FOR CITY OF MONTE VISTA STAFF USE:

Issued by: \_\_\_\_\_ Vendor Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Non-Transferable**