



Chipita Park Association
PO Box 653
Green Mountain Falls, CO 80819
chipitaparkcolorado@gmail.com
<https://www.chipitapark.org>

22nd Annual Arts & Crafts Fair
Saturday, November 7, 2026, 9 am to 4 pm
Sunday, November 8, 2026, 10 am to 3 pm
At Marcroft Hall
9105 Chipita Park Road, Chipita Park, CO

March 4, 2026

Dear Vendors,

The Chipita Park Association (CPA) is hosting its annual arts & crafts fair on November 7 & 8 this year. We are grateful for your participation in the past and hope it has been a beneficial event for you. CPA's long-time coordinator DeeAnn Brown has retired from the coordinator position, and we are working to continue this event—hopefully with her advice and continuing support! Please see the information below:

- 1) The initial application deadline is May 15, 2026. The CPA Board of Directors will review all vendor applications to help ensure the vendor/product representation and distribution meets the theme and goals of the event. CPA will confirm with vendors by June 5, 2026; if we cannot accommodate your entry, your entry fee will be returned promptly.
- 2) The theme is effectively the same as in the recent past: local, handmade arts & crafts. Our goal is to ensure a wide variety of locally made or produced items. We will be prioritizing local/area vendors with locally made items.
- 3) The booth fee in 2026 will be \$100. This includes an 8ft x 2ft table space for both days of the event. This is a slight increase from last year's fee of \$85.
- 4) Cancellation: If a vendor cancels at least three weeks prior to the event, CPA will refund half of the vendor fee. This year's cancellation deadline will be October 16, 2026. If a vendor cancels after that, the vendor fee will be forfeited in full. If CPA cancels the event, all vendor fees will be returned in full. This cancellation policy is the same as in previous years.
- 5) Special Event Sales Tax: Vendors participating in this event are subject to Colorado's special event sales tax laws. All sellers participating in the event must collect the applicable state and state-administered local sales taxes due and remit the sales tax collected to the Colorado Department of Revenue.
 - The applicable sales tax for our location (9150 Chipita Park Rd, Cascade, CO) is 5.13% (State = 2.9%, County = 1.23%, and Pikes Peak RTA = 1.0%).
 - Vendors may elect to remit such taxes to the event organizer, if the organizer has obtained a special event license. CPA has a special event sales tax license; therefore vendors may remit sales tax to CPA to submit on their behalf.
 - The event organizer (CPA) is obligated to provide a list of the sellers participating in the event to the CO DOR within ten days of the event ending. The list must include the names, addresses, and special sales event license number, if any.
 - You can review this information on the CO DOR website:
<https://tax.colorado.gov/special-event-sales-tax>.

- 6) Set Up: As in the past, vendors will have access to the venue the day prior to the event from 9:30 am to 3:30 pm for set up. This year set up day will be Friday, November 6.
- 7) Event Hours: As in the past, the Hall will be open to vendors one hour prior to opening for the public. Saturday: 8am for vendors; 9 am for public; Sunday: 9 am for vendors; 10 am for public.
- 8) Tear Down: We ask that vendors not close their booths early. The event is open to the public until 4 pm on Saturday and 3 pm on Sunday. Complete tear down will be 3:00-4:00 pm on Sunday.

At this time, we anticipate the layout will be the same as in the past and will do our best to assign space as in the past. However, we may not be able to accommodate every request. In addition, all email communications regarding the fair will be through our organization email address (chipitaparkcolorado@gmail.com) and all applications and payment will be mailed to our organization post office mailbox (PO Box 653, Green Mountain Falls, CO 80819).

The attached application form has been revised, please let us know if you have any questions. Again, thank you for your participation in the past and we look forward to having you again this year!

Michelle Myers

Michelle Myers

Treasurer

Chipita Park Association

Chipita Park Arts & Crafts Fair 2026

chipitaparkcolorado@gmail.com



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VENDOR APPLICATION

Name	
Business Name	
Sales License Number if any	
Mailing Address	
City, State, Zip	
Mobile Phone #	
Email Address	

PRODUCT DESCRIPTION

Please indicate the type or category of the products you plan to sell (e.g. pottery, woodworking, photography, jewelry, textiles, leather goods, holiday décor, etc.). Also tell us where the product is made (e.g. City, State, my backyard workshop, etc.). And finally, tell us something about how the items are made (e.g. handsewn, hand carved in personal workshop, fired in special kiln... whatever helps us understand more about your special products and your unique skills.)

Type/Category	Where is it made/produced?	How is it made/produced?

<p style="text-align: center;">Booth Request</p> <p>Please describe and explain any special requests for display space (e.g. electric outlet, wall space, etc.):</p>	
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Event	Chipita Park Arts & Crafts Fair (22 nd Annual) 9150 Chipita Park Rd, Chipita Park, CO
Vendor Setup	Friday, November 6, 2026 9:30 am to 3:30 pm
Event Hours	Saturday, November 7, 8 am for vendors; 9 am – 4 pm for public Sunday, November 8, 9 am for vendors; 10 am – 3 pm for public
Vendor Tear Down	Sunday, November 8, 3-4 pm
Booth Fee	\$100 for 8ft x 2ft table area for the two-day event

Cancellation: Vendor booth fees will be refunded in full if the event is cancelled by the Chipita Park Association (CPA). CPA will refund half of the vendor fee (\$50) for vendor cancellations received by October 16, 2026. The fee will be forfeited in full for vendor cancellations after that.

Special Event Sales Tax: Vendors participating in this event are subject to Colorado’s special event sales tax laws. All sellers participating in the event must collect the applicable state and state-administered local sales taxes due and remit the sales tax collected to the Colorado Department of Revenue. (<https://tax.colorado.gov/special-event-sales-tax>)

- The applicable sales tax for our location is 5.13% (State = 2.9%, County = 1.23%, and Pikes Peak RTA = 1.0%).
- Vendors may elect to submit taxes to the CPA treasurer at the close of the event. CPA will submit the Special Event Sales Tax Return (DR 0098) to CO DOR as required. Please indicate if you intend to remit Colorado sales tax to the event organizer: Yes _____ No _____

Ways to submit your application:

1) Mail the application and check to:
 Chipita Park Association
 PO Box 653
 Green Mountain Falls, CO 80819

2) Email the application to:
chipitaparkcolorado@gmail.com. Then make an electronic payment using CashApp by scanning the QR code or use this link:
[https://cash.app/\\$ChipitaParkAssoc](https://cash.app/$ChipitaParkAssoc)

