



24th Annual Co Springs Holiday Food & Gift Festival
December 2-4, 2022
 Norris Penrose Event Center
 1045 Lower Gold Camp Rd #3 Colorado Springs, CO 80905

Let's get social! Together we can market better! Please tag us in your social media posts.

Facebook	www.facebook.com/Holidayfoodgiftfest	@holidayfoodgiftfest
Instagram	www.instagram.com/holidayfoodandgiftfestival	@holidayfoodandgiftfestival
Twitter	www.twitter.com/holidayfoodgift	@holidayfoodgift
Electricity	Complimentary this year!	
Admission Coupons	Our office has created a flyer for marketing that includes a \$1 off admission coupon. If you'd like a digital for social media, please email: Gwen@hfgf.com your request.	
WIFI	Complementary this year	
Exhibitor Parking	FREE	
Hotel	We recommend VRBO, AirBnb or hotels.com	
RV Parking	Handled through facility. Call onsite manager Kyle at (719)635-3547 to arrange.	
Show office	On-site	
Move-in	Thursday December 1 st , *9AM-5PM* Bring your own dolly/cart. Friday MOVE in ONLY PRE-ARRANGED! Please email gwen@hfgf.com This year the drapes will be black.	
Move-out	Sunday, December 4 th , *4:05PM-10PM* Bring your own dolly/cart *NO PACKING & MOVING OUT BEFORE THE SHOW CLOSES. If you choose to, we will execute the terms of the signed contact and charge \$75.00 per contract.	
Deliveries	HFGF does NOT receive vendor deliveries, nor are we responsible for your packages.	
Show Hours	Friday & Saturday 10:00AM-5:00PM, Sunday 10:00AM-4:00PM *Doors open to vendors at 8am on Friday & Saturday & 9am on Sunday*	
Show Requirements	<ul style="list-style-type: none"> You MUST be in your booth by 9:45AM each day, display set and ready for opening. ALL Tables must be draped to the floor Backstock must be hidden 	
PROHIBITED	Canopy tops--Helium Balloons--Propane Heat Sources--Microphone/Megaphone	
Fire Marshall Requirements	All Exhibitors' booth displays, and product lines MUST be contained within rented space(s). If you are outside your designated rented space(s), expect to be fined by the Fire Marshall upon walk-through inspections.	
Ice for Exhibitors	You are responsible for sourcing your own ice for the show. NO bags of ice will be available at the facility.	
Wash Station	There is NO access to the kitchen to wash dishes. Please do NOT wash dishes in the restrooms , this will result in a fine. Items will need to be taken and washed off premises.	
Show insurance	We suggest your company carry insurance for theft, loss & liability. HFGF and the facility are NOT responsible for theft, loss, damage, or injury.	
Decorator	Tables, chairs, and carpeting is NOT included in the booth fees. These items are available along with table covers, and other display aids for rent through Coast to Coast Trade Show Services. Order form is included in this email. Onsite rental is limited, please order by deadline.	
Tax	You are responsible for your own Colorado Springs City & Colorado State Taxes. All Forms are included. 8.2% sales tax rate in Colorado Springs consists of 2.9% Colorado state sales tax, 1.23% El Paso County sales tax, 3.07% Colorado Springs sales tax and 1% Special tax. Colorado Springs Temporary Sales Tax License Application MUST be applied for by Nov 1st, 2022: <ul style="list-style-type: none"> Fee \$20 City Tax Application https://coloradosprings.gov/sites/default/files/inline-images/application_for_temporary_sales_tax_license.pdf Colorado State Tax DUE by December 20th, 2022 <ul style="list-style-type: none"> COLORADO SPRINGS HOLIDAY FOOD & GIFT FESTIVAL - COLORADO SPRINGS - DECEMBER - 2-4 - 2022 - F.pdf 	

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| | <ul style="list-style-type: none">• State Tax Application 1-DR0589 07-2022.pdf• State Special Event Sales Tax Return 1-DR0098 2022.pdf |
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Please plan ahead and arrive to your booth by 9:45AM each day, pass along the remote office # 503-908-2942 to your staff. ALL Exhibitors MUST wear identification while at the Norris Penrose Event Center

Please know your booth number upon arrival.

All exhibitor information and forms are located at www.hfgf.com

See you at the show!

Stephanie & Gwen