



## MARKETPLACE APPLICANT HANDBOOK 2026

### GENERAL INFORMATION

Location:	Downtown Parker, Colorado
Admission:	Free Admission
Attendance:	225,000
#Vendor Spaces:	225
Contact Info:	Peg Menos, <a href="mailto:Peg@EventsbyEMG.com">Peg@EventsbyEMG.com</a>

### FESTIVAL DATES AND MARKETPLACE HOURS\*

Friday, June 12	4pm-10:30pm
Saturday, June 13	10am-10:30pm
Sunday, June 14	10am-8:30pm

\*Thursday, June 11 1pm-10:30pm \*Carnival Rides Only \***NO VENDORS OR STAGES ON THURSDAY**

### BOOTH CATEGORY DESCRIPTIONS /Booth Fees

#### ***Non-Profit and Facepainting \$525***

A limited number of booth spaces are available to local (not national) non-profit organizations that hold a 501(c)(3) designation. National non-profits that have a local office should contact our office for participation information.

#### ***Original Art/Handcrafted \$625***

All work in this category must be created by the exhibiting vendor. Examples of this category include ceramics, fiber art, drawing, printmaking, original jewelry, 3-D mixed media, painting, photography, pottery, sculpture, wood, soaps, home crafts, tie dye artists, functional art, floral arrangements, hair wraps.

### ***Colorado Cottage Food Specialty Food Items \$750***

Packaged and Sold for Home Consumption Only – no on-site consumption. A limited number of specialty food item vendors that qualify under the Colorado Cottage Food law (all items made and packaged by vendor) will be accepted in this category. If your items are sold in a manner which encourages on-site consumption at the festival, please contact [peg@eventsbyemg.com](mailto:peg@eventsbyemg.com) to receive an application for the food category.

### ***MLM \$775***

A limited number of multi-level marketing booth spaces will be available, with the aim of providing a variety of companies and no company duplication

### ***Commercial/Imports/CBD Products \$975***

Category includes: imported clothing and accessories, jewelry (imported or mass produced), t-shirts, framed art, toys, CBD products and some specialty food items that are not handmade and which are prepackaged for home consumption, and political party registered organizations.

### ***Home and Lifestyle \$1650***

Category includes: home building, home improvement, doors, windows, HVAC, landscaping, pools and spas, solar energy, water treatment, senior living facilities, family entertainment destinations, fitness studios, insurance, financial services, chiropractic offices, dental offices, real estate and property management companies. **Please Note:** We may determine that some in this category may better fit the Corporate Partner or Sponsorship category and will contact you to discuss.

### **Booth Placement**

Please see the map links to numbered booth space maps for the various areas of the festival as part of the application process. Please contact [Peg@EventsbyEMG.com](mailto:Peg@EventsbyEMG.com) with any questions or if you need clarification about both space locations. We will make every effort to place you in or near the booth space/s you have requested; however, we do not guarantee booth placement, as there are multiple factors which determine booth locations. This is especially true for vendors who apply after February 20. Booth space maps are subject to change based on Town of Parker improvement projects and other factors.

### **Booth Space Information**

Corner and 2-sided spaces:

A limited number of 2-sided (\$150) and corner spaces (\$350) are available.

- Booth spaces are measured/sold in 10 ft X10 ft increments. You are contracting for that 10X10 space – no hawking, handing out literature, etc. outside your contracted 10X10 space.
- Exhibitors must provide their own tent, tent weights (at least 50lbs per pole), booth display, tables, etc. There is NO STAKING allowed anywhere on site.
- There is no sharing/subletting of booths.
- Do not play music or use incense or anything that bleeds into/affects your neighbors operations
- In most cases, exhibitors will be able to unload/load from vehicle at booth space. However, exhibitors with booths in O'Brien Park (200's) will park adjacent to O'Brien Park to unload.  
**Please be prepared to personally transport your items to your booth across grass if your booth space is in O'Brien Park (200's).**
- On-site Marketplace staff who are happy to help you.
- Volunteer Booth Sitters available throughout the weekend.

### **Electrical**

Electrical hook-ups are available for an additional and must be ordered and paid for as part of this application. Personal generators are prohibited. Exhibitors must provide their own UL rated, heavy duty, outdoor extension cords and multiple plug-in strips. Extension cords need to be secured and must not create a trip hazard in or around your booth.

### **Electrical Hook-up Fees**

\$295/20amp service

\$495/50 amp service

### **Security**

The festival has contracted with a security company to provide dedicated roaming security for the vendor area and festival grounds each night of the festival. However, the festival site continues through several blocks of Downtown Parker and some areas remain open to the public after festival hours. Please remove valuable items, your moneybox, and secure your tent each evening. Parker Days Festival, the Parker Area Chamber of Commerce Foundation, Parker Chamber of Commerce and the Town of Parker will not be liable for theft or damage to your display, merchandise, equipment or property during the festival weekend.

## PAYMENT, CANCELLATION DEADLINE, LOAD-IN/OUT/DATES

**Please note:** Your application to Parker Days is indication of your commitment to have your booth open and operating all days/hours of the festival.

### **Payment**

Full payment (debit or credit card) is due with your completed application.

### **Acceptance/Non Acceptance/Waitlist Notification**

You will be notified with an ACCEPTED, NON-ACCEPTED or WAITLIST status within 3 weeks of your completed application. If you receive a NON-ACCEPTED notification from us, your payment, will be fully refunded.

### **Cancellation/Withdrawal Deadline March 15, 2026\***

We consider your application to be a commitment to participate all days and all hours of the festival. Therefore, refunds will be issued on the following basis and are subject to the discretion of the Parker Chamber of Commerce Foundation. Important note: Cancellations and refund requests must be made in writing via e-mail to [Peg@EventsbyEMG.com](mailto:Peg@EventsbyEMG.com) Please follow-up with a text to Peg 303.501.7868 to confirm receipt of your request.

- Vendor withdrawal from festival on or before March 15, 2026 **\*You will receive a refund of your booth fees minus a \$150.00 administrative fee.**
- March 16, 2026 – Sorry, we cannot issue a refund after this date.
- There are no refunds after March 16, unless you are not accepted.
- If you fail to exhibit at the festival, we will not issue a refund.
- This is an “all weather” show. The festival will happen rain or shine, and as such, there will be no refunds made due to weather

## **BOOTH ASSIGNMENTS, SITE MAP, LOAD IN-INFO, OTHER USEFUL INFO:**

**Booth assignments and other important info e-mailed** Week of May 24th, 2026

- The final site map, booth assignments, load-in, teardown schedule, directions and parking information, site access pass, Town of Parker sales tax form, and other useful information will be emailed to the email you have listed on your vendor application form.

## VENDOR LOAD-IN-/SET-UP Thursday or Friday, June 11<sup>th</sup> and 12<sup>th</sup>

- Vendor set-up will take place beginning Thursday, afternoon, June 11<sup>th</sup> and on Friday, June 12<sup>th</sup>, 2026 at 7:00 am.
- Specific load-in day and times will be assigned and staggered (some on Thursday, some on Friday) depending on the location of your booth space within the festival site

## VENDOR TEAR DOWN/LOAD-OUT Sunday, June 14<sup>th</sup>

- Tear down will begin on Sunday, June 14<sup>th</sup>, 2026, beginning at approximately 9:00 pm, after we have received the all-clear from the police and festival patrons have exited the site.

## Use of Name

Vendors and artists who complete an application and are accepted to exhibit at Parker Days 2026, are giving permission to the festival to use the exhibitor and/or product name to describe their work and/or products in advertising and social media posts for the purpose of promoting the festival.

## Parking

Once again have secured a dedicated vendor parking lot immediately adjacent to the festival site for the 2026 event **beginning at Noon on Friday** (no RV's- sorry). The link to purchase parking in this lot will be emailed to accepted vendors. I urge you to not hesitate to purchase this convenient parking as the number of spaces are limited and it fills up. Other, parking options are first-come, first-served and somewhat limited immediately around the festival site.

## Sales Tax

- Vendors selling merchandise on site are required to collect 8% sales tax on all festival weekend on-site sales. This breaks down as follows: 3% Town of Parker, 4% State of Colorado/RTD and 1% Douglas County. Participating vendors will be provided a Town of Parker Sales Tax Worksheet prior to the festival as part of the load-in email.
- **The Town of Parker requires us to collect your 3% Town of Parker sales tax and remit payment and documentation to the Town on your behalf. Please be prepared to remit the Town of Parker sales tax (3%) on Sunday, June 14th at the festival in the form of cash or check only. Our Marketplace staff will be visiting your booth on Sunday afternoon for this purpose.**
- In addition to the Town of Parker sales tax, you are required to remit State of Colorado/RTD sales tax (4%) and Douglas County sales tax (1%) and can do that following the festival as per your usual method.

## INSURANCE REQUIREMENTS FOR ACCEPTED VENDORS

There are 2 ways to fulfill this requirement. *Within 10 days of acceptance into the festival:*

- **Either**
  - Purchase Insurance for \$55.00 from Henry Ham Insurance for the festival weekend. This will fulfill the festival's insurance requirement. The link to purchase will be included in your acceptance email.
- **Or**
  - Contact your insurance carrier and request that they email **Certificates of Insurance** evidencing the following coverages and including the 2 additional insured entities noted below, so that we receive your proof of insurance within 10 days after your acceptance.
- **Please note: if you choose to have your insurance agent provide your certificate of insurance, please contact your agent right away, as your booth placement may be affected if we do not receive your Certificate of Insurance within 10 days of acceptance into the festival.**

### CERTIFICATE OF INSURANCE – evidencing the following coverages

Insurance in effect from 12:01a.m. June 11 through 11:59 p.m. June 14, 2026

General Aggregate 2,000,000

Products- Comp/OP/AGG 2,000,000

Personal & ADV Injury- 1,000,000

Fire Damage (Any one fire) 300,000

Medical Expense (Any one Person) 5,000

**Certificate must include these 2**

**ADDITIONAL INSUREDS:**

1. Town of Parker/ 20120 E Main Street / Parker CO 80138
2. Parker Area Chamber of Commerce Foundation/ 19751 E Mainstreet, Suite R16/ Parker CO 80138  
(email [peg@eventsbyemg.com](mailto:peg@eventsbyemg.com))

**We appreciate your interest in participating in Parker Days Festival 2026. Thank you!**