



RioFest Vendor Guidelines

Event Hours:

- Saturday, June 6, 2026: 10:00 AM – 10:00 PM
- Sunday, June 7, 2026: 10:00 AM – 5:00 PM

Vendor Check-In: (Need a section here for check-in location, Cole Park entrance off of Second Street)

- Friday: 12:00 PM – 4:00 PM (required for all vendors)
- Saturday: 8:00 AM – 10:00 AM

All vendors must be checked in prior to 10:00 AM on Saturday, June 6th. Late check-in will not be accepted.

To ensure a smooth and successful event, we ask that all vendors assist our staff by following these setup and teardown guidelines. While Friday setup is highly encouraged, those arriving on Saturday may begin at 8:00 AM and must be fully operational by 10:00 AM. To maintain a consistent experience for our guests, booths must remain open for the entire duration of the festival; early teardowns are strictly prohibited. Additionally, for the safety of all attendees, driving through the park is not permitted until 4:00 PM on Sunday. Please note that previous year's booth locations are not guaranteed.

Please know that although you may be a local vendor or have participated in years past, we cannot guarantee that your application will be accepted. ***Any request to sell imported or retail items will be reviewed and left to the discretion of the committee regarding acceptance.*** Second-hand or yard sale-type items will not be accepted. Approved or denied applications will be communicated accordingly.

APPLICATIONS ARE DUE NO LATER THAN May 1, 2026.

RioFest Vendor Policies:

Arts & Crafts Booths:

- Arts and crafts products are preferred to be handcrafted by the vendor. ***Any request to sell imported or commercially manufactured items will be reviewed and left to the discretion of the committee regarding acceptance.*** There will be no guarantee of acceptance.
- Please describe and submit photos of your items or a link to your website.

Food Booths:

- Please submit a detailed food item menu and include pricing with the application.
- Applications will not be reviewed without a detailed food item menu with pricing.
- Any vendor who is **not currently registered or permitted** with Alamosa County Public Health for food vending is required to complete and submit a **Temporary Food Vendor Application** directly with Alamosa County Public Health prior to the event. Please contact Alamosa County Public Health at 719-589-6639 regarding public health certificates.

- Licensing, insurance, and public health certification must accompany the application. Once the application is approved, food items may not be changed or added.

Activity Booths:

- All activities must provide a proposed price schedule for each activity.
- The committee reserves the right to decline applications based on the type of activity, electricity needs, or proposed price.
- Describe your activity and provide a web-link to your services.
- Booth fees are 15% of gross and are due at the time of breakdown on Sunday at the Information Trailer.
- We must receive your proof of insurance prior to set-up of your activity, a minimum of \$1 Million per occurrence and \$2 Million General Aggregate.
- Dependent on electrical needs, you may be required to supply a generator.
- Fundraising activities shall be limited and must be approved by the RioFest Committee before being initiated.

Information Only Booths: (Including non-profits)

- May not have any items for sale.
- Must submit a detailed description of the information you intend to display.
- Commercial information booths are prohibited.

Electricity:

- **Electricity Access Limited:** Electricity is available for vendors on a first-come, first-served basis. Please note that power is not guaranteed.
 - Capacity: Maximum of 20 amps per vendor.
 - Payment: Electrical fees must be paid in full upfront.
- **Refund Policy:** In the event of unforeseen technical issues that prevent us from providing power on the day of the event, your electricity fee will be fully reimbursed.
- You must provide your own electrical power cords.
- Electricity is not allowed for RVs and motor homes during festival hours.

Water Hook-up

- Water hook-up is available on a first-come, first-served basis as availability permits.
- You must provide your own hoses and splitters.

City Sales Tax:

- If you have a **Colorado state-issued sales tax license number**, please include it on your vendor application.
- If you do not currently have a sales tax license, vendors are responsible for completing the **City of Alamosa Sales Tax License Application Form** and paying the required fee by **May 31st**. Payment must be made by **check or in person**.
- Local vendors may also visit **City Hall (300 Hunt Avenue)** on the **Thursday before the festival before 4:00 PM** to submit the City of Alamosa Sales Tax License Application and pay the required fee.
- The sales tax license application can be found at <https://www.alamosarec.org/special-events>
- If taxes are not paid to the City, you are at risk of not attending future events.
- You will be responsible for collecting and reporting any other vendor taxes.
- Activity booths are exempt from city sales tax.

Important Things to Know:

- RioFest cannot be held responsible for the sudden change in the weather. Be prepared for all types of weather. You are encouraged to bring umbrellas, awnings, tents and other provisions for shading, shelter from the sun, etc. The wind can be very strong at times. Prepare to weigh your tent poles down with something heavy.
- Exhibitors are responsible for bringing tables and chairs.
- Exhibitors and vendors will be allowed to camp in Cole Park during the festival only. **You will not be allowed to camp prior to Friday night or after Sunday night.** Though vandalism and theft issues have not been a problem in the past, you are ultimately responsible for all your equipment and valuables.
- The Alamosa Police Department will be doing routine patrols for Friday, Saturday and Sunday afternoon. Alamosa Mosquito Control will be spraying on Friday and Saturday evening. We recommend you cover and/or protect all your items.
- We ask for your cooperation in taking care of Cole Park. Please be aware of sprinkler heads and valve boxes when driving through the park.
- Parking permits will be given out at registration and must be visible at all times. **Pathways and walkways must remain unobstructed at all times.** Vehicle ingress and egress are highly discouraged during festival hours; please plan accordingly. Please be aware of others' needs and work accordingly with your neighbor.
- We will try to accommodate all requests for placement in the park, but are not guaranteed acceptance. Priorities will be given to requests relating to health needs, and first come first serve basis.