

2026 "Park 2 Park"
Artisan & Food Market
Application

Pagosa Springs Area Chamber of Commerce
P.O. Box 787 Pagosa Springs, CO 81147
Tel: (970)264-2360 Fax (970) 264-4625
events@pagosachamber.com

4 Day Show - DATES OF SHOW: JULY 2nd – 5th

Primary Artist Name: First _____ Last _____

Secondary Artist Name: First _____ Last _____

Business Name _____

Address Mailing: _____ Physical: _____

City _____ State _____ Zip _____

Phone (____) _____ Cell Phone (____) _____

E-mail address _____

Website URL _____

PLEASE CHOOSE ONE:

Pagosa Springs Business License # _____ **or** Special Event License: \$20 fee _____

Booth Space (please circle) (see rules for pricing) 12x12, 12x24, 12x36, 12x48

Electricity Needed (\$50 fee applies) _____ Total AMPs _____ #Outlets _____ Water Needed Y/N

Booth Space Fee _____ **Electric** _____ **Special Event Fee** _____ **Total** _____

Products to be Displayed are Handmade ___ Commercial ___ Both ___ Food ___ (attach menu)

Description of work _____

Comments/Requests _____

Payments made by Check/Money Order need to be made out to Pagosa Springs Chamber of Commerce. Credit Card payments need to be made over the phone at 970-264-2360

GENERAL RELEASE AND ACCEPTANCE OF RULES: I have read the show rules & regulations as described in the 2026 registration form and I agree to abide by said rules, payment schedules, and refund schedules. I, the applicant, do expressly release the producer, Pagosa Springs Area Chamber of Commerce, the Owners of the show sites and employees from any and all liability for any damage, injury or loss to any person or goods which may arise from participation in the event(s). If this application is accepted, I give permission to use my name, business name, images submitted and any photographs or videotape taken at the shows of me or my items for advertising and publicity purposes. I understand that requests for refunds must be made in writing and postmarked by the dates indicated on the refund schedule. My signature indicates that I make this application in good faith and am ready, willing and able to participate in the event(s). I understand that written notification of acceptance into the event(s) implies a contract with all the duties and obligations incumbent therein.

Applicant Signature _____ date _____

RULES AND REGULATIONS

- Park to Park has a handmade section designated for artists/crafts persons who exhibit works of their own original concept design and execution. Manufactured, imported or mass-produced items are not acceptable for this section. Works may incorporate some commercially produced parts, such as a necklace chain or a picture frame, but the work’s design and execution must be primarily the product of the exhibiting artist’s skill. Artists that wish to have their booth space in the handmade section may be asked to provide images of their process and finished product to be displayed.
- Artists who do not have their booth space in the handmade section will be placed in the commercial section. This section is reserved for artists that produce an art or craft but are not handmade by the present vendor.
- Artists who create the work must be present at the show. You must participate in the show all 4 days. No setting up late or tearing down early will be permitted unless arranged with the organizer. All booths must be set up and ready by 10:00 a.m. each day.
- Categories are limited. Once each category is full, an alternative list will be compiled and exhibitors wait listed will be offered spaces as they become available.
- Vendors are responsible for providing their own tables, tents, chairs, booth displays, etc. Each leg of the tent needs to be weighed with a minimum of 40lbs due to potential for high winds.
- No stakes, thumbtacks or nails may be used for booth display.
- Wi-Fi will be available at the park. A special code will be issued starting the day of the show.
- Due to the possibility of bears or wildlife in the area, leave no food in your tent overnight.
- All trash and recycling need to be put in provided dumpsters and not in park trash cans. All boxes need to be broken down before being put in dumpsters.
- Absolutely no overnight camping in park or parking lots. Please make arrangements at campgrounds early as they fill up that weekend.
- Absolutely no vehicles permitted in parks during show hours. Cars may be pulled in to load and unload during setup and before or after show hours. A special area will be available for cargo and supply trailers. Please check with the special events coordinator.
- Pagosa Springs Chamber of Commerce reserves the right to ask a vendor to leave the premises, without a refund, should the vendor violate any rules or regulations or otherwise cause a disruption during the event. Should your vehicle be blocking others in vendor parking or along residential areas, you will be subject to towing.
- This is a family friendly event. Any displays or signage deemed inappropriate will need to be removed.

BOOTH FEES are for all display, tent & trailer needs within Park.

BOOTH FEES (if paid prior to 01/31/26)	
12 x 12	\$275
12 x 24	\$475
12 x 36	\$675
12x 48	\$875
Other	\$1000

BOOTH FEES (if paid 02/01/26 or after)	
12 x 12	\$325
12 x 24	\$550
12 x 36	\$850
12 x 48	\$1000
Other	\$1050

- Electricity is available on a limited basis for an additional fee of \$50-\$100 depending on needs & will be awarded on a 1st come 1st served basis. Vendors are responsible for providing all of their own extension cords. The Chamber will provide staples to hold down cords and avoid tripping hazards.
- **Town of Pagosa Springs Business License or event permit is required for all VENDORS. This needs to be obtained at least 2 weeks prior to 1st day of event. NEW: THERE ARE NOW SEVERAL OPTIONS IN OBTAINING A TOWN LICENSING. Some vendors participate in multiple events in Pagosa Springs. Go to <http://www.pagosasprings.co.gov/> to register for your vendor permit. If you choose to register for just the Special Event permit, this fee will be added to your registration process with the Chamber of Commerce. No License # will be required. THE ANNUAL OR SEASONAL PERMIT NEEDS TO START WITH BL**-*****. This is NOT your sales tax ID. See attached sheet for business licensing options.**
- **Food vendors/trucks are responsible** for contacting Archuleta County Public Health Dept. to secure a temporary event food license. The application for the license is online at www.archuletacounty.org/763/food-safety-program.com. A one-time fee of \$75 will be charged no matter how many events you participate in throughout the event season. Should you file your application less than 2 weeks prior to the event, an additional \$25 fee will be assessed by ACPHD. **A certified food manager certificate is required on site.** All food vendors will be inspected at the start of the event by ACPHD and PFPD.

REFUNDS

- A full refund will be given through February 28th.
- A 50% refund for cancellations will be given from March 1st through May 31st.
- After May 31st, **ABSOLUTELY NO REFUNDS** will be issued for cancellations.

SECURITY AND LIABILITY

- Security is provided each night from 7pm-7am beginning on set up day and ending on the last day of the event. However, we assume no responsibility for damage, theft, or loss to exhibitor's work, personal property, or displays. Regardless of festival measures to prevent theft it is ultimately the responsibility of the artist to insure their work on an individual basis from theft as well as unexpected weather.
- Exhibitors must comply with all applicable state and local laws regarding the sale of their work/products and with local fire codes with regard to flammability of booth and display materials.
- Artists will be responsible for proper insurance and protection of work and set up. The Pagosa Springs Chamber of Commerce will not be responsible for damage to work or set up due to weather or unrelated incidents

TIMELINE

- **Artist set up Wednesday, July 1st 10 a.m. -8 p.m.**
- **Festival Schedule:** Thursday, July 2nd – Sunday, July 5th, 10 am- 5 pm each day except for July 5th when break down is at 4 p.m. All artists are welcome to open early or stay open later.
- **Breakdown:** All booths must be taken down by Sunday July 5th at 9pm.



BUSINESS LICENSING OPTIONS

Annual Business License – year-round businesses

- Valid for one year from the date of issuance
- \$25.00 application fee
- \$50.00 license fee
- \$50.00 annual renewal fee
- Apply online through Citizenserve portal, <https://www.pagosasprings.co.gov/>

Seasonal License – 6 months within the year, typically used April/May - September/October

- Valid for 6 months within the calendar year
- \$25.00 application fee
- \$30.00 license fee
- \$30.00 annual renewal fee
- Apply online through Citizenserve portal, <https://www.pagosasprings.co.gov/>

Special Event Vendor License

- Valid for one event
- \$20.00 entry fee
- Contact event organizer for details