



VENDOR MOVE-IN/OUT INFO

Colorado Super Show and Swap

March 22-23, 2025

MOVE IN HOURS:

FRIDAY, MARCH 22, 2025: 9:00am until 11:00am is the 2 hour window to drive into the building and unload. 9:00am thru 8:00pm will be open for carrying in to the building as well as setting up.

FRIDAY ONLY: Call or text 720-674-8999 if you have an emergency affecting your arrival.

NO VEHICLES WILL BE ALLOWED TO DRIVE INTO THE BUILDING AFTER 11AM FRIDAY.

ALL BOOTHS MUST BE READY WITH AISLES CLEARED BY 9AM ON SATURDAY.

ARRIVAL AT EVENT CENTER: Head west on Lower Gold Camp Rd. off South 8th St. When you reach the Norris Penrose Center at 1045 Lower Gold Camp Rd., we will be in the indoor event center to the left, down the hill. See map included.

ONSITE CHECK IN: When you reach the check-in point, stop, and go inside the building to the vendor check-in desk. There you will be given your wristbands, table and chair tickets (if purchased) and further instructions needed for move-in and parking.

BALANCES OWED: If you still owe \$\$ for your registration, you will not be allowed in until paid.

INSURANCE: If you still need to get insurance, please purchase at the link below:

<https://securevendorinsurance.com/CSSVendorInsurance2025>

If you don't have insurance when you arrive you will need to provide a **credit card** to register for insurance and we will assist you at check-in.

CAMPING: There are some camping sites with partial hookups and an on-site dump station available. Call the facility directly at 719-635-3547 to reserve.

OTHER LODGING: You can book discounted hotels, motels, etc. directly through our website by going to the vendors page at www.coloradosupershow.com/ and scrolling down to the "Book Your Hotel" section.

SHOW HOURS:

SATURDAY MARCH 22nd, 2025: 8:00am for Vendors. 9:00am to 6:00pm for public.

SUNDAY MARCH 23rd, 2025: 9:00am for Vendors. 10:00am to 5:00pm for public.

GENERAL INFO:

- ANY VEHICLES LEFT INSIDE THE BUILDING DURING THE EVENT MUST BE PRE-APPROVED BY SHOW MANAGEMENT AND MUST HAVE LESS THAN ¼ TANK OF FUEL.

- NO ALCOHOL, PORNOGRAPHY, OR EXPLOSIVES MAY BE BROUGHT INTO THE BUILDING.

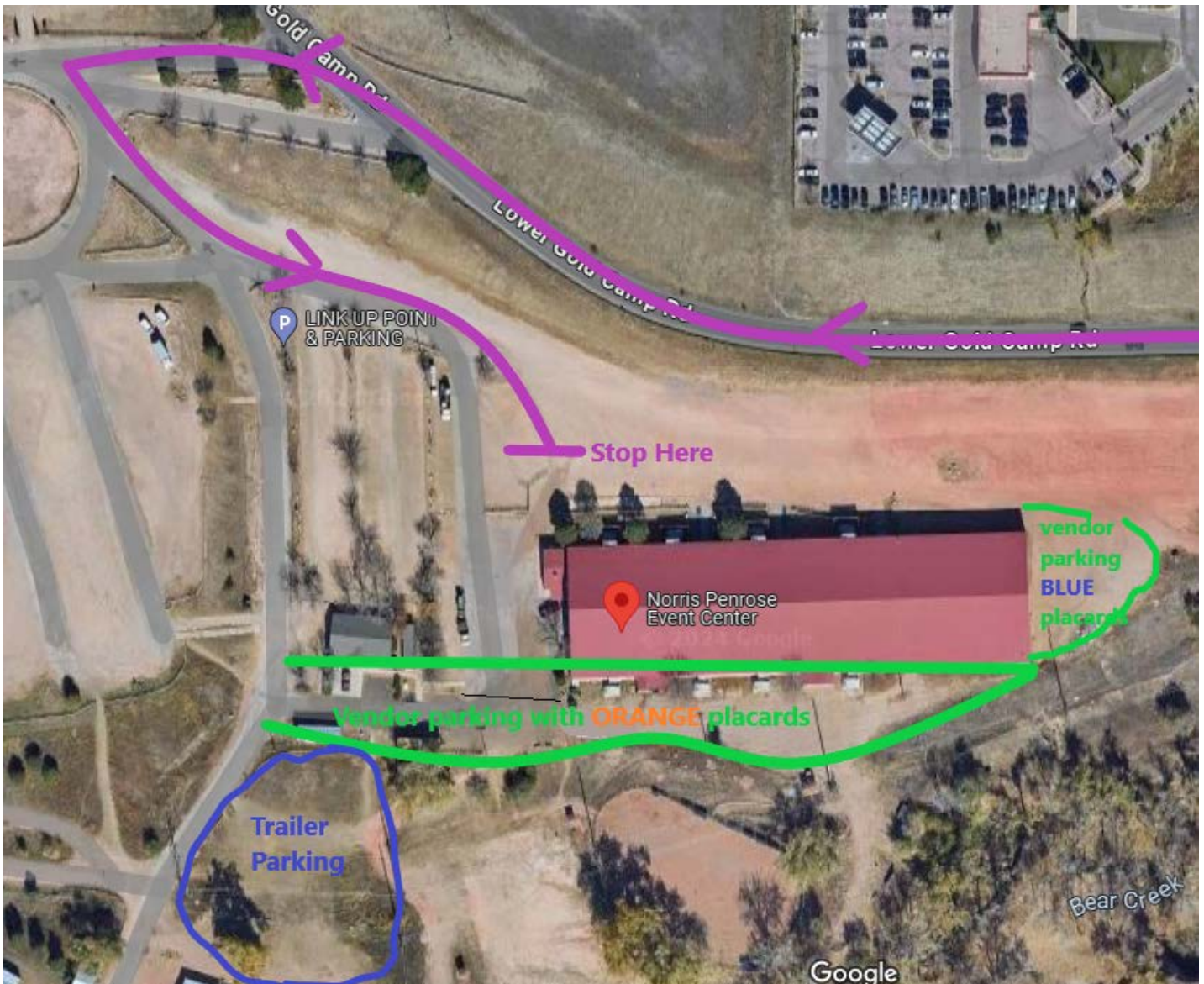
- BY SUBMITTING YOUR ENTRY, YOU ACKNOWLEDGE YOU HAVE READ AND AGREE TO

ABIDE BY THE RULES/REGS POSTED HERE: <https://www.coloradosupershow.com/rules-regulations>

VENDOR MOVE-IN MAP
Colorado Super Show and Swap
MARCH 22-23, 2025

ARRIVAL AT EVENT CENTER: Head west on Lower Gold Camp Rd. off South 8th St. When you reach the Norris Penrose Center at 1045 Lower Gold Camp Rd., we will be in the indoor event center to the left down the hill. Follow the purple line on the map below to the gate. Stop there and walk inside to check in.

VENDOR PARKING: The areas in green are the new vendor parking areas. You will be given a colored placard for your dash at check in. If you have an orange placard, you will drive in the front of the building and park in the area indicated for orange placards. If you have a blue placard, you will drive in the back of the building and park in the area indicated for blue placards. The area outlined in blue below, is where you will park your trailer if you have one. **DO NOT PARK YOUR TRAILER ANYWHERE IN THE MAIN PARKING LOT.**





VENDOR MOVE-OUT INFO

Sunday after 5:00pm

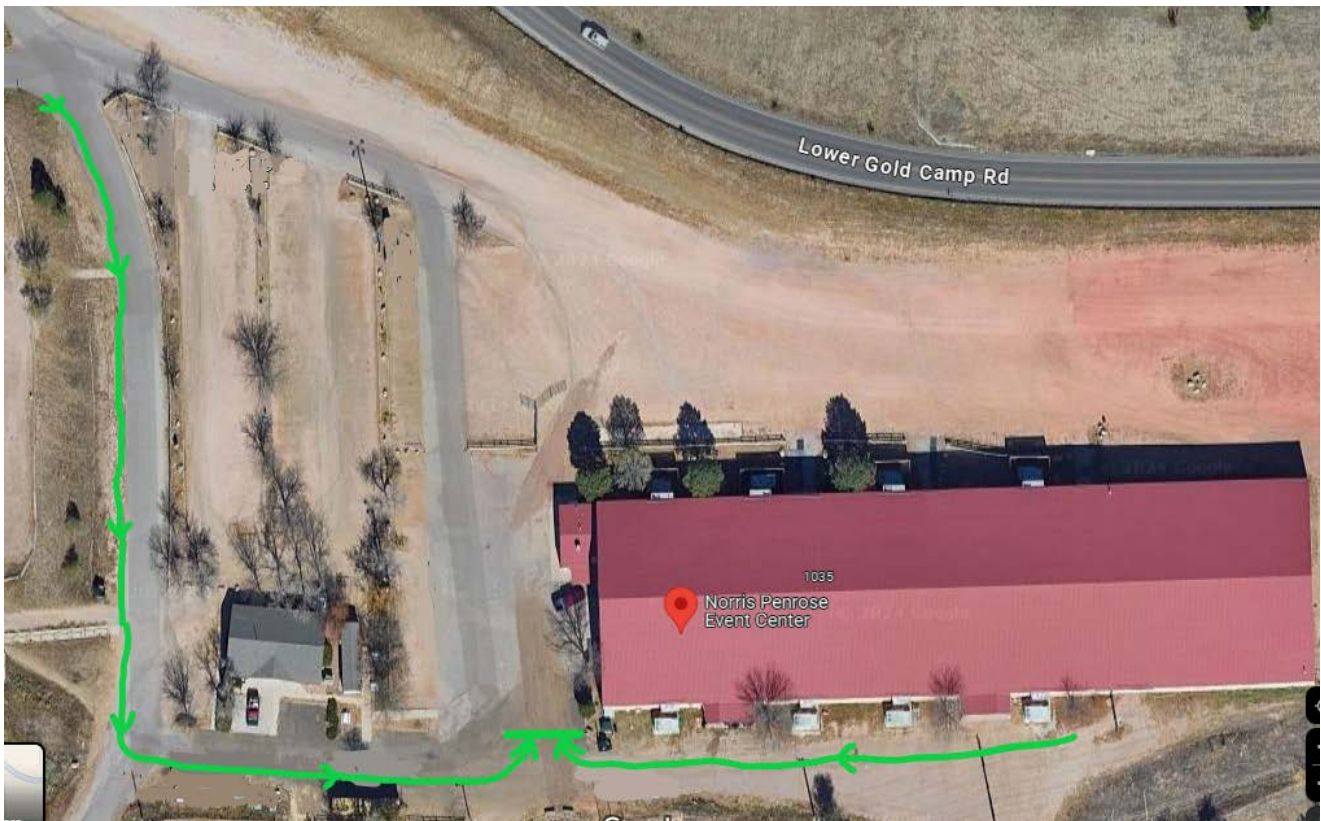
MOVE OUT HOURS:

SUNDAY March 23rd, 2025: 5:30pm until 7:30pm

If you plan on driving into the building to load, you will need to line up according to the map below.

VEHICLE STAGING: Depending on where you are parked, line up according to the arrows on the map below. Please stay to the right of your lanes, and be aware that people may need to drive around you. Stop where indicated by the straight lines on the map. All motorcycle show registrants (yellow placards) will be allowed into the building for loading before vendors are able to drive in. Motorcycle removal begins at 5:00pm and will not take long. If you are a BLUE placard holder, you should be parked in the back of the building, and you can drive directly in the back door after the event closes and the public has left.

HAND CARRYING ITEMS OUT: If you don't need to drive in to the building, you will be able to start removing your items at 5:00pm through the side doors only. You will **NOT** be able to remove your items out any of the front doors during motorcycle loading.





Dear Vendor,

Please see sales tax information and contact below. As a reminder, collecting and remitting sales tax is mandatory for special events, and attached you will find: 1) A link to the state tax website where you can apply for your license if you haven't already done so, 2) A link to a free webinar if you need info on how to obtain a license, collect or remit sales tax, and 3) The current sales tax rates.





Special Event Sales Tax Web Site:

<https://tax.colorado.gov/special-event-sales-tax>

Special Event Webinar

<https://tax.colorado.gov/special-event-webinar>

Tax Rate Details

	Colorado	
	Sales Tax	2.90%
	El Paso County	
	Sales Tax	1.23%
	Colorado Springs	
	Sales Tax	3.07%
	Pikes Peak RTA	
	Sales Tax	1.00%

Total Tax Rate:	8.20%
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Contact: (Please direct all questions here)

Jamie Nicoletti, Special Event Coordinator/Tax Compliance Agent

PO Box 140430

Lakewood, CO 80214

Desk - 303-866-5643

Cell - 303-981-9153

Email: dor_specialevents@state.co.us



COLORADO
Department of Revenue