

**Evanston Cowboy Days
Uinta County Fairgrounds
130 Bear River Drive (Exit 6 off I-80)
Evanston, Wyoming**

**LABOR DAY WEEKEND
September 4th-September 7th, 2020
VENDOR BOOTH APPLICATION**

Evanston Cowboy Days Committee would like to invite you to participate in our 2020 Arts & Crafts Fair. The Committee would like to stress that our celebration is a family-oriented event. The events that Cowboy Days and its sponsors provide are for the entire family (adults and children), we are billed a "FAMILY ENTERTAINMENT", therefore anything containing pornography, nudity or obscene language is strictly prohibited and will be removed from the premises. THIS WILL BE ENFORCED!!!

Booth Fees: (Fees include all 4 days)

FOOD BOOTH - \$75.00+ donate Raffle item worth \$10 minimum (Power for food booths is 20amps)

CRAFT/OTHER BOOTH (WITHOUT electricity) - \$60.00 + donate Raffle item worth \$10 minimum

CRAFT/OTHER BOOTH (WITH electricity) - \$70.00 + donate Raffle item worth \$10 minimum

Booth spaces for Crafts/Other are approximately 12'x12'.

You are welcome to purchase additional 12'x12' spaces if you need a larger area.

*******BOOTH FEES ARE NON-REFUNDABLE, NO EXEPTIONS*******

Booth Hours:

Friday, September 4th – 4pm to 9:00pm

Saturday, September 5th – 9am to 6:00pm

Sunday, September 6th – am to 6:00pm

Monday, September 7th – 9am to 2:00pm

PLEASE NOTE, THAT BY REGISTERING FOR A SPACE, YOU AGREE TO KEEP YOUR BOOTH IN OPERATION DURING VENDOR HOURS, FOR THE ENTIRE DURATION OF THE EVENT.

(A \$30 FINE WILL BE ISSUED PER 12'X12' SPACE FOR TEARING DOWN AND LEAVING EARLY)

No reservations will be confirmed and held without having a completed Registration Form and Booth Fee payment. Please remit your payment at the time of submitting your application.

Corporate vendors/MLM companies are limited to one booth per company and are first come first serve, all other Small Business's, Crafters, Vendors are welcome. If you have attended in previous years and would like your same spot, please remit application and payment ASAP. **All spots are FIRST COME, FIRST SERVE!** Make sure you have all your permits with you. If you will be running a food booth, it is up to you to make sure you have the proper permits- (the Health Inspector does come around to check each food vendor) Cowboy Days will not be responsible if you do not have the proper permits and your booth gets shut-down for health reasons.

****NOTE: Only one Vendor type per booth fee, no exceptions. For example; If you would like to sell your homemade items but also have a direct sales business that you would like to include, you will need to pay two booth fees even if you are only taking up one booth space. The reason for this is, if someone else wants in that has your same direct sales product, we will not be able to let them in and that is one less booth space that we can fill. Thank you for your understanding in this matter.**

SET UP TIME:

Vendors will have access to the Fairgrounds to set up on **Friday September 4th from 12pm-4pm.** Booths coming in on Friday, must be ready for operation by 4pm as The Friday Night Kick-Off event at the Fairgrounds begins at 4pm. If you are unable to make it Friday afternoon, you may set up on **Saturday, September 5th from 7:30am-9:30am.** **ALL BOOTHS MUST BE READY FOR OPERATION AND ALL VEHICLES MUST BE OFF THE GROUNDS BY 9:45 AM ON SATURDAY!!!**
*****Please have your raffle donation ready to turn in upon checking in during the set-up hours.***

Vendors, please be prepared to bring their own tables, chairs, display racks, etc. Electricity will be given on a first request basis, based on availability. There is no guarantee an electrical outlet will be available but if access is available, you must have your own cord, a surge protector and take all safety precautions.

Each Vendor is responsible for collecting their own monies, taxes, giving receipts if applicable and posting your own return policies etc.

We are excited to have you join us in our annual Evanston Cowboy Days Celebration. Please make sure that you read this document in its entirety and that you understand it before turning in your registration.

The Registration Form can be found on the next page. Please complete and return the form with payment as soon as possible. Remember, booths are on a first come first service basis.

****Payment can be made by the following routes:**

On our Website: <http://www.evanstoncowboydays.com/vendors.php>

Money Order or Certified Check, Payable/Mailed to: EVANSTON COWBOY DAYS
C/O Trista Nelson
P.O. BOX 458
EVANSTON, WYOMING 82931

NO PERSONAL CHECKS WILL BE ACCEPTED

For more information or questions:
Email vendors.ecd@gmail.com
or call/text Trista at 385-260-2216.

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VENDOR APPLICATION FORM

*Cowboy Days Use Only

BOOTH SPACE
NUMBER

DEADLINE: AUGUST 31, 2020 - FIRST COME, FIRST SERVE

*****Please PRINT Clearly*****

NAME: _____

BUSINESS NAME (if applicable): _____

ADDRESS: _____

CITY: _____ State: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: (____) _____

ALTERNATE CONTACT: _____

PHONE: (____) _____

E-MAIL ADDRESS: _____

Please list specific items you intend to sell
For example: Scentsy, Paparazzi, Pampered Chef, Home Decor, etc.

Booths will be first come, first serve.

Internet and/or phone signal is not guaranteed for processing credit cards. Hot spots tend to be more reliable than just phones.

Total # of 12'x12' Spaces _____

Please indicate below the # of each type:

Food @ \$75 _____

Inside w/o electricity @ \$60 _____ Outside (Not Grandstand/Arena) w/o electricity @ \$60 _____

Inside with electricity @ \$70 _____ Outside (Not Grandstand/Arena) with electricity @ \$70 _____

Grandstand/Arena w/o electricity @ \$60 _____

Grandstand/Arena with electricity @ \$70 _____

Inside and Outside booths are near exhibit hall, a short distance from the Grandstand/Arena where activities take place during the day.

TOTAL AMOUNT ENCLOSED: _____

EXCLUSIVE VENDOR \$150- _____

Contact Committee Before Submitting if you want to be Exclusive

*******2020 LIABILITY RELEASE FORM*******

Your application will not be accepted without this signed form returned with your payment and application.

The vendor listed and signed below, hereby releases Evanston Cowboy Days, Inc. and Uinta County Fairgrounds from any and all liability for copyright, damage, theft, injury or loss related to the leasing of space. Evanston Cowboys Days, Inc. cannot be held responsible for inclement weather during the event weekend and by signing below, **I agree that I have read the attached document in its entirety and agree to the terms. I further understand that all vendor booth fees and NON-REFUNDABLE without exceptions and you agree to keep your booth in operation during vendor hours, for the entire duration of the event. (A \$30 FINE WILL BE ISSUED PER 12'X12' SPACE FOR TEARING DOWN AND LEAVING EARLY)**

DATE:

VENDOR:

CONTACT PERSON:

SIGNATURE:

*** COWBOY DAYS COMMITTEE USE ONLY**

Booth Type: _____

NOTES

Electricity: _____

PAID: _____

Method: _____