

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

**LABOR DAY WEEKEND  
September 1st-September 4th, 2023  
VENDOR BOOTH APPLICATION**

Evanston Cowboy Days Committee would like to invite you to participate in our 2023 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 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 10'x10'.  
You are welcome to purchase additional 10'x10' spaces if you need a larger area.**

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

**Booth Hours:**

Friday, September 1st – 4pm to 9:00pm

Saturday, September 2nd – 9am to 6:00pm

Sunday, September 3rd – 9am to 6:00pm

Monday, September 4th – 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 10'X10' 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. **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. Health Department number is 307-362-3331. If a food booth you must contact them.**

**\*\*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 1st from 9am-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 on Friday afternoon, you may set up on **Saturday, September 3rd 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 your own tables, chairs, tents, display racks, etc. We have many tables and chairs, but they are not guaranteed. 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 at 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 Vendor Coordinator  
P.O. BOX 458  
EVANSTON, WYOMING 82931**

**NO PERSONAL CHECKS WILL BE ACCEPTED**

**For more information or questions:  
Email [vendors.ecd@gmail.com](mailto:vendors.ecd@gmail.com)  
or call/text Dustin at 307-679-8019.**

**LABOR DAY WEEKEND**  
**September 1st-September 4th, 2023**  
**VENDOR APPLICATION FORM**

\*Cowboy Days Use Only

BOOTH SPACE  
NUMBER

**DEADLINE: AUGUST 31, 2023 - 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 assigned for what is best for Cowboy Days**

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

Total # of 10'x10' Spaces \_\_\_\_\_

Please indicate below the # of each type:

Food Booth \$85 \_\_\_\_\_

Outside (Not Grandstand/Arena) w/o electricity @ \$60 \_\_\_\_\_ Outside with electricity \$70 \_\_\_\_\_

Exhibit Hall with electricity @ \$70 \_\_\_\_\_

Covered (Not Grandstand/Arena) with electricity @ \$70 \_\_\_\_\_

Due to fairgrounds renovations, vendors at grandstands will be by invitation since we do not currently know what space we will have until summer. Food booths will be a priority.

Inside and Outside booths are near the exhibit hall, a short distance from the Grandstand/Arena where activities take place during the day. **Grandstand booths are only open during rodeos and preference is given to food booths.**

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

We will not allow multiple vendors of exactly the same business such as Scentsy, LuLaRoe, young living, doterra etc.... These will be strictly first come first serve. The committee reserves the right to determine if you can be exclusive. Craft and handmade stuff will not be limited as styles and preferences vary.

**\*\*\*\*\*2023 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. I also understand that Cowboy Days reserves the right to move booth locations for any reason, to make the event the best they can for ALL vendors. (A \$50 FINE WILL BE ISSUED PER 10'X10' SPACE FOR TEARING DOWN AND LEAVING EARLY, if an emergency please ok with committee to waive fee)

DATE:

\_\_\_\_\_

VENDOR:

\_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

**\* COWBOY DAYS COMMITTEE USE ONLY**

Booth Type: \_\_\_\_\_

NOTES

Electricity: \_\_\_\_\_

PAID: \_\_\_\_\_

Method: \_\_\_\_\_