

# VENDOR APPLICATION

## 2020 GUIDELINES AND RULES

### Required Hours

July 22	10:00AM to 9:00PM
July 23	10:00AM to 9:00PM
July 24	10:00AM to 9:00PM
July 25	10:00AM to 9:00PM

### Optional Hours

July 17	8:00AM to 1:00PM
July 18	8:00AM to 4:00PM
July 19	10:00AM to 5:00PM
July 20	8:00AM to 4:00PM
July 21	8:00AM to 8:00PM
July 26	7:30AM to 2:00PM

### Optional Breakfast Hours

July 22	7:30AM to 10:00AM
July 23	7:30AM to 10:00AM
July 24	7:30AM to 10:00AM
July 25	7:30AM to 10:00AM

*Please note that these are the minimum required hours. If people are still on the grounds after 9:00PM, it is strongly recommended you stay open, but not required.*

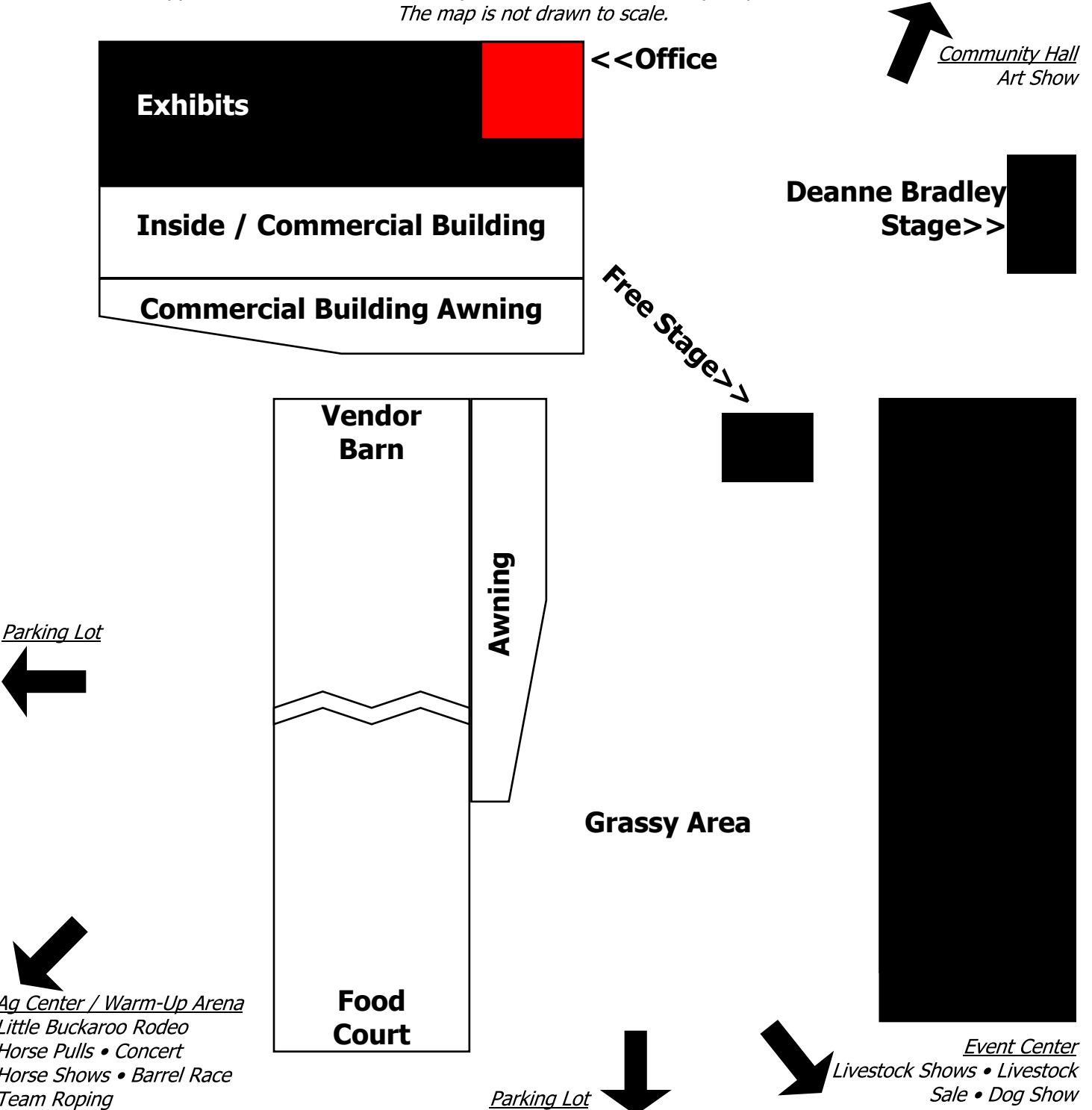
- Booths must be set up by 10:00AM each morning. No vehicles are allowed to be on the midway after 10:00AM daily, starting Wednesday, July 22. Booths may initially be set up on Tuesday, July 21 from 2:00PM to 5:00PM. Booths must be left in place until closing each day. Absolutely no motor vehicles of any type will be allowed in the vendor area until after all attendees have left each evening.
- Vendors must operate their booth July 22-25. The fair board and staff will only select a limited number of vendors for the optional hours. If you would like to be considered for this, please submit an application ASAP. We are in need of at least one vendor for the morning of Friday, July 17 for static exhibit judging, the evening of Tuesday, July 21 during the dog show and livestock check-in and Sunday, July 26 for exhibit release. The same vendor is not necessarily needed for the three optional dates. Breakfast vendors may open as early as they wish, but it is strongly recommended that they open by 7:30AM.
- A tentative fair schedule is posted online at [www.sublettecountyfair.com](http://www.sublettecountyfair.com) if you are interested in viewing the events happening daily. Please note that there will be much more added to the schedule, including entertainment.
- The Sublette County Fair Board reserves the right to refuse the sale of a specific product. The Sublette County Fair Board also reserves the right to refuse anyone from vending.
- Food vendor applications and payment are due to the Sublette County Fair Office by June 15, 2020. All other vendor applications are due by June 25, 2020. Applications can be mailed, faxed, or emailed.
- **Vendors MUST submit a tentative item and price list with the booth application.**
- **A \$50 fee, due with the application and made payable to "Sublette County Fair" or "SCFB" is required from all applicants. Checks will not be deposited until after the application due date. We also accept credit / debit cards.**
- All vendors are responsible for their set-up, property, and clean up.
- Fair staff will be checking that vendors needing electricity limit their use to two 20-amp circuits. Please use energy-efficient appliances.
- The booths are approximately 10'x10'. This space can be reasonably altered to your needs.
- The Sublette County Fair Board is not responsible for any lost, stolen, or damaged articles.
- Applicants may request a specific space; however, the fair management reserves the right to assign areas.
- All booth exhibitors are required to keep their area in a neat and sanitary condition, and they must help police areas for trash. No glass of any kind is to be distributed.
- Booths and vendors should always be clean and presentable.
- Vendors must use safe food handling practices.
- Only authorized vendors are allowed to serve alcohol. Any unauthorized vendor caught serving or distributing alcohol will lose all vending privileges.
- Space inside is limited as the static exhibits will also be in that building; however, this is a great space for vendors who would like to leave their items on display and have them locked up every night. The indoor booths will close at 7:00PM instead of 9:00PM.
- All rules and regulations, written or verbal, set by the fair management must be followed and failure to comply will result in refusal of space at all future fairs.
- All vendors are responsible for payment of Wyoming sales tax on their products. Liability insurance for vendors is highly recommended.
- By submitting the vendor application, all vendors agree to indemnify and hold harmless the Sublette County Fair Board and other related organizations from and against all claims, losses, damages, fines, penalties, liabilities, expenses, etc. Vendors also accept liability for any damages or injuries caused due to negligence or any other cause during the fair.
- **Vendors will be notified via email if/when their application is approved.**
- **If you have any questions, please contact Kailey at 307-276-5373 or by email at [kailey@sublettecountyfair.com](mailto:kailey@sublettecountyfair.com).**

# VENDOR APPLICATION

## 2020 VENDOR SPACES

Please use this as a guide for selecting the booth location you desire (inside, awning, vendor barn, food-court, or grassy area). Please rank, on the application, your booth location desired in order of preference (1=most desired, 5=least desired). Booth locations will be assigned based on products being sold, previous participation at the fair, and order applications are received. You may also mark this sheet with your preferred location.

*The map is not drawn to scale.*



# VENDOR APPLICATION

## 2020 SUBLETTE COUNTY FAIR

YOUR NAME: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS (required): \_\_\_\_\_

VENDOR CATEGORY (circle one): FOOD    NON-PROFIT    COMMERCIAL    POLITICAL    OTHER

BOOTH LOCATION (rank 1-5): Inside\_\_\_ Awning\_\_\_ Vendor Barn\_\_\_ Food-Court\_\_\_ Grassy Area\_\_\_

BOOTH DIMENSIONS: \_\_\_\_\_

VENDOR DATES (please circle all that apply):

REQUIRED: July 22, 23, 24, 25

OPTIONAL: July 17, 18, 19, 20, 21, 26

BREAKFAST: July 22, 23, 24, 25

ITEM / PRICE LIST (required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEEDS: WALL SPACE(Y/N)    ELECTRICITY(Y/N)    # OF TABLES \_\_\_\_\_    # OF CHAIRS \_\_\_\_\_

PORTABLE FLOORING(Y/N)    VENDING / SERVING TRAILER (Y/N)    RV SPACE (Y/N)

VENTILATED AREA FOR COOKING(Y/N)    STORAGE / SUPPLY TRAILER PARKING(Y/N)

*If "YES" to any of the above, please explain below. Please list all trailer dimensions, including height! If parking for a storage or supply trailer is needed next to the booth, please include that space in your booth dimensions above. Portable flooring is limited and may not be available for everyone. If you would like to use it, please indicate how much of an area it needs to cover.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER SPECIAL NEEDS (please explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting this form, I understand all of the rules and regulations and release the Sublette County Fair from all liability of any kind and character on account of loss, damage, or injury to this or any other property which the undersigned may have at the fairgrounds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOOD VENDOR APPLICATIONS DUE JUNE 15, 2020**  
**ALL OTHER VENDOR APPLICATIONS DUE JUNE 25, 2020**  
**MAIL: PO BOX 1072 BIG PINEY, WY 83113**  
**FAX: (307)276-3864**  
**EMAIL: kailey@sublettecountyfair.com**  
**FOR MORE INFORMATION, PLEASE CALL (307)276-5373**