

# 2023 SUBLETTE COUNTY FAIR VENDOR RULES & APPLICATION

## VENDOR HOURS

### Required Hours

July 26 10:00AM to 9:00PM  
July 27 10:00AM to 9:00PM  
July 28 10:00AM to 9:00PM  
July 29 10:00AM to 9:00PM

### Optional Hours

July 21 8:00AM to 9:00PM  
July 22 10:00AM to 5:00PM  
July 23 8:00AM to 5:00PM  
July 24 8:00AM to 4:00PM  
July 25 8:00AM to 8:00PM  
July 30 7:00AM to 2:00PM

### Optional Breakfast Hours

July 26 7:00AM to 10:00AM  
July 27 7:00AM to 10:00AM  
July 28 7:00AM to 10:00AM  
July 29 7:00AM to 10:00AM  
July 30 7:00AM to 10:00AM

### Food Vendors

\$300 Fee\*\*  
+\$100 Deposit

### Commercial Vendors

\$150 Fee  
+\$100 Deposit

### Non-Profit / Community Vendors

\$50 Fee  
+\$100 Deposit

All vendors must submit two checks immediately after submitting their application, one for the vendor fee and one for the deposit. The checks should be made payable to "Sublette County Fair Board".

## VENDOR RULES

- Please read this completely as rules, fees, and hours have changed.
- You can access the vendor application [here](#). Vendor applications must be submitted using the Google Form link.
- Food vendor applications are due by June 15, 2023. All other vendor applications are due by June 25, 2023.
- Payment must be submitted immediately after submitting the application online. Please see the "Vendor Fees" section above for more information.
- Vendors must keep their booths open during the required hours listed above and during any optional hours that they sign up for. If booths are not open during the required hours or optional hours, as signed up for, the deposit will not be returned. For outdoor vendors, it is strongly recommended that you remain open if there are still people on the fairgrounds and in the vending areas after 9:00PM.
- The fair staff will select a limited number of vendors for the optional hours July 21-25 and 30. Breakfast vendors must be open from 7:00AM to 10:00AM, but are allowed to open earlier if they so desire.
- No vehicles are allowed on the midway or in the vendor areas after 9:45AM daily, starting Wednesday, July 26. Vehicles cannot re-enter the vendor area until all fair guests have left for the evening.
- Booths may be set up on Tuesday, July 26 from 1:00PM to 5:00PM. Those bringing vending trucks / trailers will be contacted to arrange a date and time that they can park.
- 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.
- All vendors are responsible for their set-up, property, and clean up.
- The booths are approximately 10'x10', unless otherwise requested.
- 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.
- Food vendors *only* selling drinks and baked goods, please contact Kailey at the email below before mailing payment.
- 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 7:30PM 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.
- **If you have any questions, please contact Kailey at 307-276-5373 or by email at [vendors@sublettecountyfair.com](mailto:vendors@sublettecountyfair.com).**