

# VENDOR APPLICATION

## 2022 GUIDELINES & RULES

### VENDOR HOURS

#### Required Hours

July 27	10:00AM to 9:00PM
July 28	10:00AM to 9:00PM
July 29	10:00AM to 9:00PM
July 30	10:00AM to 9:00PM

#### Optional Hours

July 22	8:00AM to 9:00PM
July 23	8:00AM to 7:00PM
July 24	10:00AM to 5:00PM
July 25	8:00AM to 4:00PM
July 26	8:00AM to 8:00PM
July 31	7:00AM to 2:00PM

#### Optional Breakfast Hours

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
July 31	7:00AM to 10:00AM

### VENDOR FEES

#### Food Vendors

\$300 Fee  
+\$100 Deposit

#### Commercial Vendors

\$150 Fee  
+\$100 Deposit

#### Non-Profit / Community Organization Vendors

\$50 Fee  
+\$100 Deposit

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

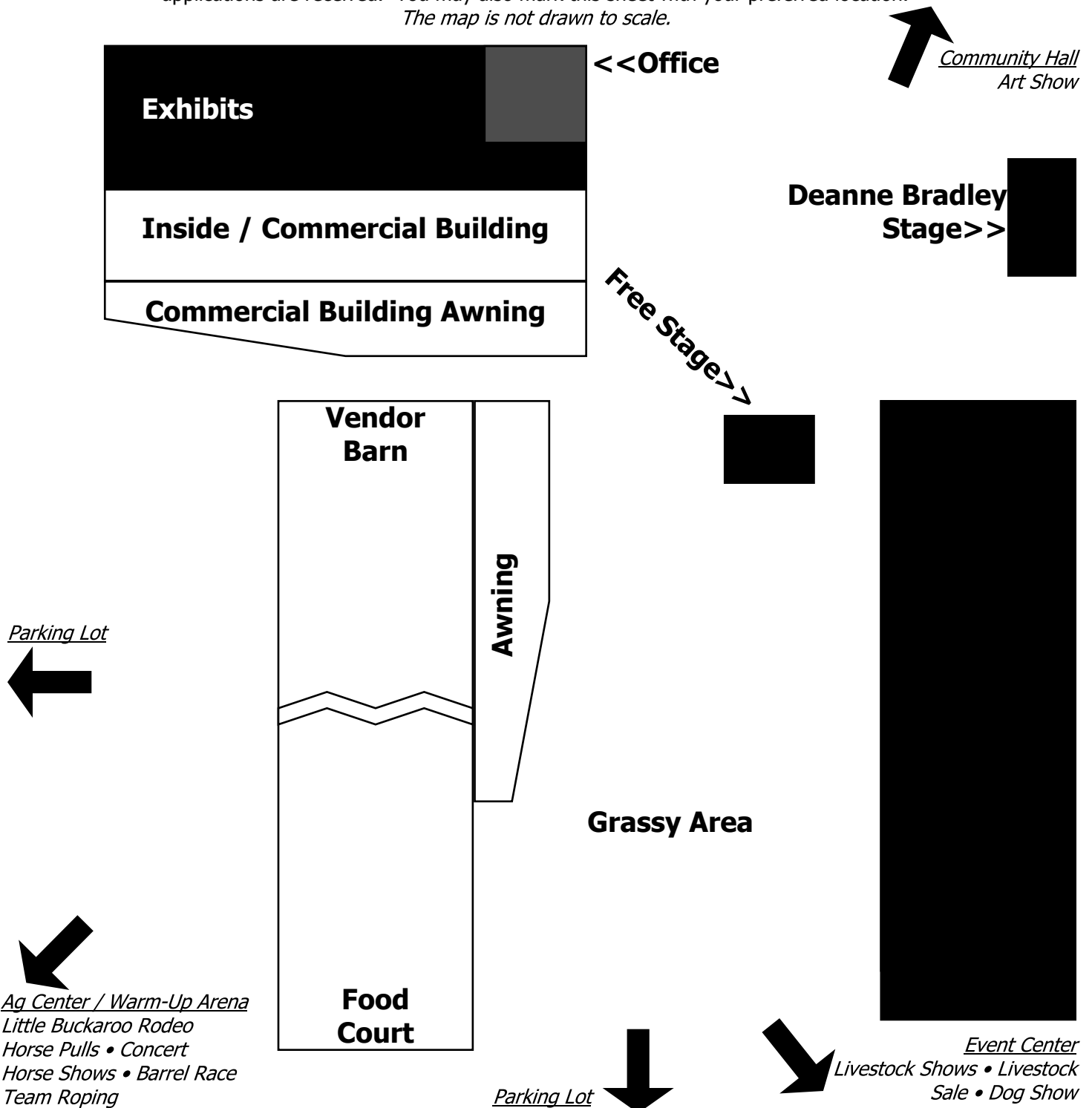
- **Please read this application completely as rules, fees, and hours have changed.**
- Food vendor applications are due by June 15, 2022. All other vendor applications are due by June 25, 2022.
- Payment must be submitted with the application. Please see the "Vendor Fees" section above for more information.
- Vendors must submit an item and price list with their application.
- 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 22-26 and 31. 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 27. 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.
- 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).**

# VENDOR APPLICATION

## 2022 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

## 2022 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      OTHER

**BOOTH LOCATION (rank 1-5):**

Inside\_\_\_ Awning\_\_\_ Vendor Barn\_\_\_ Food-Court\_\_\_ Grassy Area\_\_\_

**VENDOR DATES (please circle all that apply):**

REQUIRED: July 27, 28, 29, 30

OPTIONAL: July 22, 23, 24, 25, 26, 31

BREAKFAST: July 27, 28, 29, 30, 31

**ADDITIONAL INFO:**

BOOTH / TRAILER DIMENSIONS: \_\_\_\_\_

ELECTRICAL NEEDS: \_\_\_\_\_

# OF TABLES: \_\_\_\_\_ # OF CHAIRS: \_\_\_\_\_

WALL SPACE (YES / NO)      VENTILATED AREA FOR COOKING (YES / NO)

STORAGE / SUPPLY TRAILER PARKING (YES / NO)      DIMENSIONS: \_\_\_\_\_

RV SPACE (FULL HOOKUP OR WATER & ELECTRIC ONLY): \_\_\_\_\_

**ITEMS & PRICE LIST:**

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**OTHER NEEDS:**

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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, 2022**

**ALL OTHER VENDOR APPLICATIONS DUE JUNE 25, 2022**

**MAIL: PO BOX 1072 BIG PINEY, WY 83113**

**FAX: (307)276-3864**

**EMAIL: VENDORS@SUBLETTECOUNTYFAIR.COM**