

# SummerFest 2021

## HISTORIC DOWNTOWN RAWLINS

### Vendor Application and Guidelines

Yes, I want to reserve \_\_\_\_\_ space (s) at the Rawlins SummerFest on July 10th, 2021.  
Enclosed is my check for \$ \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Goods Sold \_\_\_\_\_

Address with City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Will you have a generator? \_\_\_\_\_

Do you have a tent or canopy for use over your booth? \_\_\_\_\_

I would like to have my booth from:

9am to 4pm

*Use this opportunity to sell products and grow your business throughout Wyoming.  
Reservations are assigned on a first come, first serve basis so register ASAP!*

### **Vendor Spaces are 10ft x 10ft**

Downtown Rawlins Businesses: \$0

Non-Profits / Carbon County Chambers / Carbon County Businesses: \$20

Outside County: \$40

Please call Rawlins DDA/Main Street at 307-328-2099 or email at [downtown@rawlins-wyoming.com](mailto:downtown@rawlins-wyoming.com)  
to have your free activity approved.

**ALL VENDORS ARE RESPONSIBLE FOR READING THE GUIDELINES PRIOR TO  
CHECK IN ON SATURDAY, JULY 10<sup>TH</sup> 2021.**

#### **Identification:**

Please mail these guidelines and a check (if applicable) to DDA/Main Street at Box 1778, Rawlins, WY 82301. Please also keep a copy of your records. That copy will be proof of identification and payment of fees and space assignment to the Rawlins DDA/Main Street staff or festival coordinators. The check-in table will be located at the corner of Cedar Street and 4<sup>th</sup> Street.

**Spaces:** All spaces are approximately 10 ft. X 10 ft. in an open, outdoor area. If your booth area is larger than the size stated, you must reserve additional spaces. Rawlins DDA/Main Street will assign spaces. **Locations and street closures are subject to change.** Booth placement will be based on previous SummerFest attendance.

**Notice: Electricity, water, ice or trash cans, tables or chairs will NOT be provided.**

**Cancellation:** Vendor fees are non-refundable. **However, Rawlins DDA/Main Street will only give refunds if Wyoming State Orders are in place that do not allow us to hold the SummerFest event, or, if current orders do not meet outdoor event capacity for SummerFest.**

**Arrival and Departure:** All booths must be set up between 7:00 a.m. and 9:00 a.m. on Saturday, July 10<sup>th</sup>. Vehicles must be removed from festival area by 8:30 a.m. However, we recommend that vendors locate their space, unload their wares and move their vehicle to public parking areas as early as possible to avoid traffic jams. Late arrivals will not be allowed to drive vehicles into festival areas. All vendors are required to remain at the festival until closing at 4:00 p.m. Festival hours will be advertised as being from 9:00 a.m. to 4:00 p.m. Your professionalism and cooperation in this matter is appreciated.

**Parking:** Public parking spaces and lots are located in close proximity to the SummerFest area.

**Confirmation:** An email confirmation will be sent to all vendors who provide an email address in the registration area above. Otherwise, please feel free to call to confirm.

**Clean Up:** Vendors are responsible for cleaning up any trash or debris around their space. A dumpster will be located in the downtown area for your convenience.

**Inclement Weather:** NO REFUNDS will be given for inclement weather, including rain, snow or wind.

**Sales Tax:** All commercial vendors are responsible for collecting, filing and remitting Wyoming sales tax.

**Food Vendors:** Food vendors must follow the Wyoming Department of Agriculture Consumer Health Services guidelines. Questions? Call Mykel Murry at 307-324-3220

**Conduct:** SummerFest is a family event and vendors and their employees are expected to behave in a professional and courteous manner to everyone at all times.

**Restricted Merchandise:** Rawlins DDA/Main Street reserves the right to prohibit any merchandise that is not suitable around children. Prohibited items include but are not limited to products containing profanity or nudity, counterfeit merchandise or drug paraphernalia. Any vendor not in compliance with these restrictions will be asked to leave the festival and all vendor fees will be forfeited.

**Insurance and Indemnification:** Vendors are responsible for their own liability insurance. Vendors are strongly advised not to leave valuables unattended. Vendors are solely responsible for any injuries, accidents, or losses that may be sustained as a result of vending operations at the SummerFest. Participants in the SummerFest agree to indemnify and hold harmless the City of Rawlins, Rawlins DDA/Main Street, and the Carbon County Visitors Council, their employees and volunteers from any damage, lawsuits, or claims arising out of any injuries, accidents or loss occasioned by your activities.

**Solicitation:** Only vendors validated by Rawlins DDA/Main Street ARE allowed in the SummerFest area.

**Nonprofits:** Vendors requesting the nonprofit rate must provide documentation of their nonprofit status upon request.

**SIGNATURE** \_\_\_\_\_  
(Agree to the above Guidelines)

If you have any questions regarding the vendor form, please contact Sondra Dent at 307-328-2099.