



Wyoming Equality's Rendezvous

**PO Box 2531
Cheyenne, Wyoming 82003-2531
307-778-7645**

**August 10th thru 14th 2016
Forest Road 701C, Laramie, WY**

GENERAL VENDOR INFORMATION

WE ARE GRATEFUL FOR YOUR PARTICIPATION IN OUR EVENT AND WE SINCERELY WISH TO HELP YOU SUCCEED. SHOULD DIFFICULTIES OF ANY NATURE ARISE WE ASK YOU TO BRING THEM TO OUR ATTENTION AND WE WILL WORK TO RESOLVE THEM AS QUICKLY AS POSSIBLE.

Please note that participation in past Rendezvous Events does not guarantee vendors entrance into this year's event. Event volunteers reserves the right to refuse vendor applications for any reason.

Vendors with questions about festival logistics, policy and other vendor-related matters should contact
Vendor Coordinator John King 307-778-7645 Ext 4

Vendor Regulations and Guidelines

Please check in at the Registration tent prior to setting up for the event. This will ensure that you get your passes and information, and that you are in the correct area. Please check with event volunteers to find out the location of the vendor parking. Registrations tent is only open 8am - 5pm during the event. **WE DO NOT GUARANTEE PARKING OR CAMPING SPOTS FOR VENDORS.**

Booth Fee

Booth fee for non-food vendors includes event passes for two individuals. Booth fee for food vendors includes 3 passes. Each additional person working in your booth is required to purchase a ticket, which is available for a discount if purchased in advance.

Full payment is due with the submission of this application. **THERE WILL BE NO REFUNDS**

Food Vendors:

\$300.00 for 1st 10x10 space. Each additional 10x10 space (FOOD VENDORS ONLY) will be \$50.00
Food Vendors- please attach a **full menu** to your application.

Non-food Vendors:

\$200.00 per 10x10 space.

Be sure to describe in your application all products or foods that you will be offering, because we will make every effort to avoid duplication of vendors. It is important that you return your application early to secure a booth at the festival.

Power

Power is available to food vendors only! No generators are allowed in the non-food vendor area.

Payment

Payment in full is required to reserve your spot!

Please send your fee (check or money order) payable to Wyoming Equality, attention Linda, to the PO Box address above along with your application. We require that your account be paid in full prior to your arrival at the event. Vendor passes will be issued to all pre-registered and pre-paid vendors upon arrival.

Product Restrictions

We ask that each vendor bring only those items which they specified in their application. Additional items may not be sold without prior approval.

Wyoming Equality reserves the right to prohibit the display or sale of any product that could be unsafe, dangerous, offensive, objectionable, or inappropriate for the event.

Camping

The Wyoming Equality volunteers do not reserve campsites for vendors. Campsites are available on a first come, first serves basis. Campsites are unimproved with unlimited space, as the event takes place on National Forest Service land.

When to arrive and when to leave

Set up & tear down may be done anytime during the event. You will not be allowed to tear down or set up until the event area is free of people and security has deemed it safe. Please see a Wyoming Equality Rendezvous Volunteer for additional info on appropriate times for set up and tear down

Sales Tax

You are responsible for collecting and reporting all sales tax to the State of Wyoming.

Insurance

All food vendors are required to carry their own insurance for liability and for loss or damage, as well as a Health Department license.

Sanitation

Food booths should dispose of all waste in appropriate containers. Vendors are responsible for removal of thier own used grease / oil. **DO NOT DISPOSE OF ANY TRASH, INCLUDING FOOD ITEMS, IN THE PORTA-POTTIES.** Trash bins are located throughout the event grounds.

Security

It is always advisable to NOT leave valuable merchandise unattended in the booth area. You remain fully responsible for loss or damage to your merchandise, booth, personal effects, etc.

General Vendor Information

- Placement of vendors in the designated vendor area is at the sole discretion of Wyoming Equality Rendezvous. Past vendors are not guaranteed the same space as last year.
- Each vendor space is limited to an area large enough to accommodate a 10x10 tent, unless additional space has been purchased in advance.
- Vendors are responsible for constructing, securing, furnishing, maintaining, and removing their booth materials, leftovers and trash.
- Vendor booths should have an attractive, professional well-maintained appearance.
- This is an open-air venue and tents are required. The Festival does not furnish tents; also they may need to be secured with sturdy ropes and stakes.
- Food vendors must maintain a healthy atmosphere with all trash/garbage secure and removed from vending site at regular intervals.
- All vendors must provide their own fire extinguisher and tie downs for any propane tanks.
- Food/drink for immediate consumption will only be sold by food vendors. However non-food vendors may sell packaged food and give out SAMPLES of the items they are selling.
- **THERE WILL BE NO REFUNDS**

*** Please be sure to be prepared for any type of weather, particularly wind and afternoon thunderstorms.***

We are extremely grateful for every effort you put forth to make this event a huge success. We believe that vendors who sell quality products will make our festival immeasurably more enjoyable for our attendees and will, therefore, enjoy greater success for their own business. We will definitely be here for years and plan on a much longer life for this festival, hoping to grow bigger and better each year.

Thank You!!

