



BEARTRAP SUMMER FESTIVAL  
150 N. NICHOLS  
CASPER, WY 82601  
307-266-5252



AUGUST 6<sup>TH</sup> AND 7<sup>TH</sup>, 2011  
BEARTRAP MEADOW  
CASPER MOUNTAIN

## GENERAL VENDOR INFORMATION

WE ARE GRATEFUL FOR YOUR PARTICIPATION IN OUR FESTIVAL 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. WE HAVE A GREAT MEADOW OF VENDORS AND WE DON'T ANTICIPATE ANY PROBLEMS. WE THANK YOU FOR COMING.

Vendors with question about festival logistics, policy and other vendor-related matters should contact Michelle Gibbs or Jana Price, Vendor Coordinators, by telephone at 307-266-5252.

### Vendor Regulations and Guidelines

**Please check in on Friday, August 5, between noon and 7pm with either Michelle or Jana.** This will ensure that you get your passes and that you are in the correct booth space as well as making sure we have all necessary material to you and from you. **There will be absolutely NO PARKING allowed on the meadow -- this is per the parks department, and also for the safety of everyone on the meadow!**

#### Booth Fee

Booth fee includes Festival Passes for two individuals. Each additional person working in your booth is required to purchase a ticket. Full payment is due with the submission of this application. If you need to cancel, we will refund your payment in full prior to July 1, 2011. After July 1, 2011, cancellations will receive no refund.

Food Vendors                      \$250.00 Extra space will be \$50.00  
Non-Food Vendors                \$120.00 per 10 X 10 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

Will be available to food vendors only! Be sure to indicate in the application what type of power you require.

#### Payment

**Payment in full is required to reserve your spot!**

Please send your fees (check or money order) payable to Townsquare Media, attention Michelle, to the address above along with your application. We require that your account be paid in full prior to your arrival at the festival. Vendor passes will be issued to all pre-registered and pre-paid vendors upon arrival.

## **Product Restrictions**

No glass containers are allowed on the festival grounds. You may bring your own alcohol, but please remember that this is a family event and be responsible. We ask that each vendor bring only those items which they specified in their application. Additional items may not be sold without prior approval from Michelle or Jana.

**Beartrap Summer Festival reserves the right to prohibit the display or sale of any product that could be unsafe, dangerous, offensive, objectionable, or inappropriate for the family-oriented event.**

## **Camping**

The camping fee is \$7.00 per night and is available on a first come, first served basis. You must be in a designated camp site and fees must be paid to the Natrona County Parks Department in the appropriate place.

## **When to arrive and when to leave**

Set up will be noon to 7pm on Friday, August 5<sup>th</sup>. We would like our vendors to be completely set up before the gates open at 9am on Saturday. All vehicles will be required to be off the meadow by 8:45 Saturday morning, so please come prepared.

**There will be absolutely NO PARKING on the meadow during the festival for any reason!** When we tear down on Sunday, we ask that you do not plan on leaving before the final act is finished. And there will be **NO VEHICLES** allowed on the meadow until it has been deemed safe for all involved. You will hear an announcement from either Bob Price, Jana or Michelle telling you when it has been deemed ok to go get your vehicle. Please, please do not try to do so before we have announced it, as you will not be allowed on the meadow by security.

## **Gate Times**

The gates open Saturday and Sunday at 9am. Music starts at 10am. Music will end early evening both days.

## **Sales Tax**

You are responsible for collecting and reporting all sales tax.

## **Insurance**

All food vendors are required to carry their own insurance for liability and for loss or damage.

## **Sanitation**

Food booths should dispose of all waste including grease in appropriate containers. There is a large Garbage bin at the end of the food area that is set up for vendor garbage; please use this and leave the cans in the middle area for the festival participants garbage use.

## **Security**

It is always advisable to NOT leave valuable merchandise in the booth area. Although we provide security, you remain fully responsible for loss or damage to your merchandise, booth personal effects, etc.

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## **General Vendor Information**

- Each vendor space is limited to an area large enough to accommodate a 10X10 booth, UNLESS additional space has been reserved IN ADVANCE (for an additional charge).
- Placement of vendors in the designated vendor area is at the sole discretion of the Beartrap Summer Festival.
- Vendors are responsible for constructing, 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 will be required. The Festival does not furnish tents; also they may need to be weighted down in the event of wind.
- Vendors are responsible for keeping their area free of trash.
- 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. Any generators must also be grounded per parks department regulations.

Vendors will be allowed to bring their vehicle and trailer onto the grounds near the vendor area for check-in, set-up and tear down. However Vendors will be required to park their vehicles off the meadow for the duration of the Festival. There will be designated vendor parking.

**\* 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 festival 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.

**FOOD VENDOR APPLICATION AND AGREEMENT**

Name of Business and/or Booth \_\_\_\_\_

Name of Owner/Contact \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Please provide a description of menu to be offered, (we also need a picture of set-up with dimensions and a description of electrical needs. This will help us in placing each vendor in the meadow appropriately) :

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement**

When accepted, I agree...

1. To accept all liability for any damage caused by the operation of my booth, including the sale of all products or services occurring at such booth and to indemnify and hold harmless Beartrap Summer Festival, and Townsquare Media for any claim, demand or liability arising out of such operation, sales or services and to defend Beartrap Summer Festival and Townsquare Media from any such claim, demand or liability including all attorney fees and costs incurred.
2. To release Beartrap Summer Festival from any claim, liability or damage that I may incur by reason of hail, wind, rain or other weather related event, fire theft interruption of power, administrative or regulative action.
3. To comply with all the representations of this application/acceptance agreement and with all the conditions as outlined in any and all attached Vendor Regulations and Guidelines provided to me with this application/acceptance.
4. To assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Beartrap Summer Festival. Further I understand that I should carry my own insurance and that I display and/or store my products at my own risk.
5. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I agree to pay all necessary fees set forth in this application, and I understand that if I leave the Festival early, I forfeit all fees.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Vendor

Accepted

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Beartrap Summer Festival