

Big Horn Mountain Festival

Big Horn Mountain Festival, LLC
1488 Thomas Drive
Sheridan, Wyoming 82801

Telephone 307-672-5539 Email: info@bighornmountainfestival.com

*Welcome to the
Big Horn Mountain Festival*

JULY 9, 10 & 11, 2010

**Johnson County Fairgrounds
Buffalo, Wyoming**

We are grateful for your participation in our festival this year 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 resolve them as quickly as possible. We have a great village of vendors and we don't anticipate any problems. We thank you for coming.

Vendors with questions about festival logistics, policy, and other vendor related matters should contact Gayle Wells, Vendor Coordinator, via email at info@bighornmountainfestival.com or by telephone 307-672-5539.

VENDOR REGULATIONS AND GUIDELINES

Upon arrival, please check in at the Ticket Gate to receive your vendor package.

This will include your vendor pass, admission for two, and parking permit (must be displayed at all times on your vehicle which will be parked in a designated vendor parking area).

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 submission of this application. If you need to cancel, we will refund your payment in full prior to June 8th. After June 8th, cancellations will not receive a refund.

FOOD VENDORS	\$200 non-refundable deposit due at the time of application + 20% of gross sales (in excess of \$2,000).
NON FOOD RETAIL VENDORS (10x10 Booth)	\$100 non-refundable deposit due at the time of application + 10% of gross sales (in excess of \$1,000).
EXTRA 10x10 SPACE	\$50 - extra space is limited so we ask that you reserve it early.

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

POWER

Please be sure to indicate in the acceptance form whether you require power. We have a limited source of power on our power board but we will try to accommodate you the best we can.

PAYMENT

Payment in full is required to reserve your spot.

Please send your fees (check or money order) payable to Big Horn Mountain Festival, LLC to Gayle Wells at the above address 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 or carry-in alcohol are allowed in the performance areas on the festival grounds. There will be only one purveyor of alcoholic beverages, limited to beer and wine. No other alcoholic beverage vendors will be allowed. We ask that each Vendor bring only those products that they have specified. Additional items may not be sold without consent from Big Horn Mountain Festival, LLC.

Big Horn Mountain Festival, LLC reserves the right to prohibit the display or sale of any product that could be unsafe, dangerous, offensive, objectionable or inappropriate for a family-oriented event.

CAMPING

Camping Fee is \$10 per night (without electricity) or \$20 per night (with electricity), per vehicle. All vendors wishing to camp are required to purchase camping passes.

WHEN TO ARRIVE

We will have a vendor meeting on Thursday, July 8th at 2:00 pm to set up vendor spots. Gates will open at noon on Friday. We would like our vendors to be completely set up before the gates open on Friday. We ask our vendors to remain open during daylight festival performance hours. You are welcome to remain open longer.

PERFORMANCE SCHEDULE

Friday	<u>Performers</u>	Music 1:00 pm to 10:15 pm
Saturday	<u>Workshops & Contests</u>	Music 9:00 am to 10:15 pm
Sunday	<u>Gospel Show & Workshops</u>	Music 10:00 am to 4:00 pm

SAFETY

Please see signature page.

SALES TAX

You are responsible for collecting and reporting all sales tax you collect.

INSURANCE

All food vendors are required to carry their own insurance for liability and for loss or damage. Vendors who do not carry a policy should indicate such on their application and we will discuss with you alternative coverage for your booth specific to this festival. BHMF reserves the right to require any vendor whose product might be inherently dangerous or raise product liability concerns to carry appropriate insurance for liability and for loss or damage.

SANITATION

Food booths should dispose of all waste, including grease, in appropriate containers. This type of waste is deemed hazardous, and therefore, we ask that you DO NOT dump any of it in the regular trash containers. Vendors are responsible for disposing of this waste themselves in an appropriate manner. Dumpsters will be on site for the disposal of ordinary, non-hazardous trash.

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 affects, etc.

GENERAL VENDOR INFORMATION

- Each vendor space is limited to an area large enough to accommodate a 10 x 10 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 Big Horn Mountain Festival.
- Vendors are responsible for constructing, furnishing, lighting, 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 unless you would like to set up in the covered barn. BHMF 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.

Vendors will be allowed to bring their vehicle and trailer into the grounds near the vendor area for check-in, setup, and take down. However, vendors are required to park their vehicles away from this area for the duration of the festival. There will be an area designated for vendor parking.

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

We are extremely grateful for every effort you put forth to help make this festival a 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.

Big Horn Mountain Festival, LLC

VENDOR APPLICATION and AGREEMENT

Name of Business and/or Booth

Name of Owner/Contact

Business Address

City St Zip

Business Telephone Email

Please provide a description of items to be offered. Food vendors please provide sample menu (you may attach a copy if you desire).

Insurance Carrier: _____ Policy No.: _____ Amount of Coverage: _____

Agent & Address: _____

PAYMENT	BOOTH FEE	Add'l 10 x 10	CAMPING	TOTAL
<u>FOOD VENDORS</u>	\$ _____	\$ _____	\$ _____	\$ _____
	BOOTH FEE	Add'l 10 x 10	CAMPING	TOTAL
<u>NON FOOD VENDORS</u>	\$ _____	\$ _____	\$ _____	\$ _____

Make check payable to **Big Horn Mountain Festival, LLC** and mail check with acceptance letter to **G. Wells, 1488 Thomas Drive, Sheridan, Wyoming 82801**. There is no deadline but applications will be accepted on a first-come first-served basis, and may be limited to avoid duplication of goods.

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 Big Horn Mountain Festival, LLC, the Johnson County Fair Board and the Johnson County Commissioners for any claim, demand or liability arising out of such operation, sales, or services, and to defend Big Horn Mountain Festival, LLC, the Johnson County Fair Board and the Johnson County Commissioners from any such claim, demand or liability, including all attorney fees and costs incurred.
2. To release Big Horn Mountain Festival, LLC from any claim, liability, or damage that I may incur by reason of rain, hail, wind or other weather related event, fire, theft, interruption of power, administrative or regulatory action.
3. To comply with all the representations of this application/acceptance agreement and with all the conditions as outlined in attached Vendor Regulations and Guidelines provided 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 Big Horn Mountain 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 _____
Vendor Date

ACCEPTED

Signed _____
Big Horn Mountain Festival, LLC (by G. Wells) Date

Festival Vendor: One who works 200 hours on the weekend so he doesn't have to work 40 hours a week at a full time job.

Big Horn Mountain Festival, LLC

Paul Jarvis * Rick Clark * Bill Bradshaw * Chas Shipley * Gayle Wells * Lynn Young * Lisa Griffith * Ken Spurrier