

## *Cowboy Christmas 2020*

**Date:** Saturday, November 21, 2020

**Location:** Douglas, Wyoming State Fairgrounds, Ft. Reno and McKibben Cafeteria buildings.

**Time:** Event and Exhibit Time on Saturday: 9AM-4PM

**Setup Time:** Vendor and Exhibit setup will be on Friday, 3 PM-7 PM and Saturday 6:30 AM -8:30 AM

Vendor space is on a first come, first served basis.

- **Registration deadline and fees due by Nov 16, 2020**
- Vendor Registration Fee 2020 Exhibit/Vendor: \$60/space
- No refunds offered on cancellations after Nov 16, 2020
- Maximum numbers of vendors allowed this year, please get your registration in promptly to get a spot.

**Dimensions:** Approximately 10 ft. x 8 ft. space with one table and 2 chairs provided to be used within your designated space. Booths between neighbors will be farther apart than usual creating just a little extra room for each space.

Exhibition space of vendor/crafter is on a first come, first served basis and will be at the discretion of the Enterprise.

**Photo/Taping:** Registration and attendance at, or participation in, the event constitutes an agreement by the registrant to fully consent to the Enterprise's use and distribution (both now and in the future) of the registrant's or attendees image in photographs, electronic reproductions, and audiotapes of such events and activities.

**Assumption of Risk:** Vendors assume any and all risks occurring before, during, or after any event, including injury by any cause. You release the Enterprise and its respective affiliates, agents and employees, from any related claims.

**Regulations:** Exhibitors and attendees shall observed and abide by any additional reasonable regulations made by the Enterprise, its officers and employees for efficient and safe operation of the venues. All regulations outlines in this document will remain in effect during the entire event.

**Food Regulations:** Those vendors providing food may need a temporary food license, if you are serving, preparing or selling food. Please contact Romona Moody at 307-358-0609 for more information on permits and hand washing provisions.

Please include your payment when mailing this registration form.

**COVID-19 Regulations:** Exhibitors and attendees shall follow current social distancing and COVID-19 orders in place at the time of the event. It is highly recommended to wear a mask, practice good hand hygiene, and vendors will be screened prior to setting up. Further instructions may be sent out prior to the event if needed. Please call The Enterprise at 307-358-2000 or email [jgoodwin@candowyoming.com](mailto:jgoodwin@candowyoming.com) for information or questions.

Absolutely no animals allowed at vendor booths!

*Cowboy Christmas 2020 - Registration form*

Please return this form with check made payable to:

**The Enterprise**

130 South 3<sup>rd</sup> Street, Douglas, Wyoming 82633

or can be dropped off at

The Douglas Railroad Museum and Visitor Center

121 Brownfield Road, Douglas, WY 82633

**Violation of Rules & Regulations:** A violation of any of these rules and regulations is subject to forfeiture of space and may result in loss of the right to exhibit or attend the event.

**We ask that you do not breakdown your table before 4PM on Saturday!**

After the show---it is asked to have your chairs folded or stacked on your table and your area clean! Trash receptacles are available throughout the building. Thank you!

**Exposition Information:** Requests for electricity must be made prior to the event. Electricity is on a first come, first served basis, due to limited availability, and without a guarantee. Exhibitor /vendor must supply their own extension cord.

Check this box if you would like electricity  How many *additional* 10 ft. x 8 ft. spaces? \_\_\_\_\_

How many tables needed (1 per space provided, \$3 fee extra): \_\_\_\_\_

Please provide company name (or name of direct sales company), and product description of what you will be selling: \_\_\_\_\_

\_\_\_\_\_

Please note: The Enterprise reserves the right to place Exhibitor/Vendor in the designated space for the show. There will be no change of location and additional requirement needs after submitting registration form. By signing below you are agreeing to the rules and regulations of the Cowboy Christmas Event in Douglas:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Special Requests (same spot as last year, or a particular building): \_\_\_\_\_

\*Space is on an availability basis/no guarantees for special requests.

Office Use Only:	
Fee Paid: \$ _____	Date: _____
Check #, Cash or Card _____	
Assigned space: _____	