



COWBOY CHRISTMAS VENDOR RULES & REGULATIONS

WYOMING STATE FAIRGROUNDS: FORT RENO, FORT FETTERMAN & MCKIBBEN CAFETERIA BUILDINGS

Setup Time: Vendor and Exhibit setup will be on Friday, 9 a.m. Be ready by 3 p.m.

Event and Exhibit Time on Friday: 3-8 p.m. and on Saturday: 9 a.m.-3 p.m.

- Vendor space is on a first-come, first-served basis. Special requests are NOT guaranteed.
- **Registration deadline and fees due by Nov 15, 2024**
- Vendor Registration Fee 2043 Exhibit/Vendor: **\$85/Space**
- No refunds offered on cancellations after Nov 15, 2024
- Maximum numbers of vendors are allowed, please turn in your registration in promptly to get a spot. A waiting list will be started once vendor spaces are full.
- Returning vendors can RSVP early (before July 1) but payments will not be accepted/deposited until after July 1.
- Open registration (to all vendors) begins Aug 1.

Dimensions: Approximately 10 ft. x 10 ft. space with one table and 2 chairs provided to be used within your designated space. *Only 2 eight-foot tables will be allowed per booth space. Exhibition space of vendor/crafter is on a first-come, first-served basis and will be at the discretion of the Enterprise.

Photo/Video: 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 observe and abide by any additional reasonable regulations made by the Enterprise, its officers, and employees for the efficient and safe operation of the venues. All regulations outlined in this document will remain in effect during the entire event.

Food Regulations: Vendors providing food may need a temporary food license if you are serving, preparing, or selling food. Please contact **Sherry Werner at 307-331-1662** for more information on permits and hand-washing provisions.

Parking: Vendors, please park away from the entrance to the buildings. Ask if you are unsure where to park when not loading or unloading.

Animals: No animals at vendor's booths, please. Contact Jen with any questions.

Payment: Please include your payment when mailing this registration form, call 307-358-2000 or pay over the phone. RSVPs can be made by email or calling The Enterprise before July 1.

More details will be emailed prior to the event. For more info, contact Jen at the Enterprise at 307-358-2000 or email jgoodwin@candowyoming.com





COWBOY CHRISTMAS 2024 VENDOR REGISTRATION FORM

Please return this form with payment.

Checks made payable to The Enterprise

Mail to or drop off: 130 South 3rd Street, Douglas, WY 82633

-OR- pay by card at the Douglas Railroad Museum
121 Brownfield Rd Douglas, WY 83633

Violation of Rules & Regulations: A violation of any of the Cowboy Christmas 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 3PM 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!

Exhibition Information: Requests for electricity must be made before the event. Electricity is on a first come, first served basis, due to limited availability, and without a guarantee. Exhibitors/vendors must supply their own extension cords.

- How many 10 ft. x 10 ft. spaces (**\$85 each**)? _____ Check this box if you would like electricity
- One table per space is provided. Please indicate how many extra tables needed (additional **\$3 each**, max of 2 eight-foot tables per space): _____
- Please provide company name (or name of direct sales company), and product description of what you will be selling (only *one* direct sales consultant per company will receive a space):

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: _____
 Cash/Card/Check# _____
 Assigned Space _____