



PO Box 1271  
Laramie, WY 82073  
[www.laramiejubileedays.net](http://www.laramiejubileedays.net)

## 2017 VENDOR APPLICATION

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### NOTICE

#### PLEASE READ AND NOTE INSURANCE REQUIREMENTS

- We **will not** require a Certificate of Insurance to be attached with your application for participation in the 2017 Laramie Jubilee Days Downtown Events.
- You should be aware that if you have insurance on your tent or stand, we would appreciate receiving a copy of the insurance. **If not, you must be aware that if any accident happens within your tent or stand, you will be held legally responsible for any claims.**
- If you have paid employees, we will **not** require proof of Workman's Compensation coverage. However, you are still required to comply with regulations regarding paid employees. Laramie Jubilee Days will not be held responsible for any violation regarding this requirement.



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LARAMIE JUBILEE DAYS – DOWNTOWN DATES: Thursday, July 13<sup>th</sup> through Saturday, July 15<sup>th</sup>, 2017

DOWNTOWN TIMES: **Thursday** 3:00 PM – 8PM (optional to stay until 12:00 AM)

**Friday & Saturday** 10:00 AM – 8PM (optional to stay until 12:00 AM)

(PLEASE PRINT)

Date: \_\_\_\_\_, 2017

Exhibitor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Circle all that apply:    Craft       Resale       Food       Info/Display       Other: \_\_\_\_\_

Description of items to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Booth size is 10' x 10'. Rental is \$55 per day per booth. If you register before May 1<sup>st</sup>, daily rental is \$45.

Electricity is not available – only quiet generators will be allowed. Set up times are: Thursday 2:00PM to 3:00PM;

Friday 8:00AM to 10:00AM; Saturday 8:00AM to 10:00AM.

Please contact us if you need other setup arrangements.

Before May 1<sup>st</sup> \_\_\_\_\_ Booth(s) @ \$45 x \_\_\_\_\_ Day(s) = \$ \_\_\_\_\_

After May 1<sup>st</sup> \_\_\_\_\_ Booth(s) @ \$55 x \_\_\_\_\_ Day(s) = \$ \_\_\_\_\_

Please indicate the days you are requesting booth space:

THURSDAY       FRIDAY       SATURDAY

I give permission for my name and description to be used for advertising purposes:    YES    NO

I have reviewed the insurance requirements (cover page of this packet). I have also reviewed the terms and conditions sheet (pages 3 and 4), and I understand and agree to all terms and conditions as outlined.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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FOR COMMITTEE USE ONLY:

DATE APPLICATION RECEIVED: \_\_\_\_\_ Payment received: YES \_\_\_\_\_ (amount \$ \_\_\_\_\_) No \_\_\_\_\_

If accepted, date check-in sent: \_\_\_\_\_

If not accepted, date payment returned: \_\_\_\_\_



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### Fees and Application Deadlines:

See application for fee schedule  
Deadline for applications is Saturday, July 1<sup>st</sup>, 2017

### Application Procedure:

1. Your completed application (Note: An application form must be completed for each unit).
2. Insurance documentation, if required (see instructions on cover page)
3. Check payable to: Laramie Jubilee Days, Inc.

Mail items 1, 2, 3 above to:

Laramie Jubilee Days, Inc.  
Downtown Committee  
P.O. Box 1271  
Laramie, WY 82073

Your check is your receipt. Cash will not be accepted. If your application is accepted, you will be notified of your assigned move-in time and location. **Upon acceptance:** The application fee is non-refundable. (no exceptions)

### Electricity:

There will not be access to electricity, so generators will be required if electricity is needed. **Only quiet generators will be allowed.** (Example: Honda Whisper)

### Please take note of these other important guidelines:

1. Setup time: Thursday, July 13<sup>th</sup> – 2:00 PM to 3:00 PM; Friday, July 14<sup>th</sup> – 8:00AM to 10:00 AM; Saturday, July 15<sup>th</sup> – 8:00 AM to 10:00 AM.
2. Vehicles will only be allowed in the vendor area during setup or tear down. Due to safety regulations, we must keep a 30' wide lane open for emergency vehicles.
3. Booths must remain open from 3:00 PM to 8:00 PM on Thursday (optional: may stay open till midnight if desired), 10:00 AM to 8:00 PM Friday (optional: may stay open till midnight if desired), and 10:00 AM to 8:00 PM Saturday (flexible during the parade – optional: may stay open till midnight if desired). All vendors must keep to these hours. You may stay open later, if desired. No early takedown of tents permitted.
4. Spaces are rented on a first come first served basis and are reserved only after application and payment are received. We reserve the right to limit the number of vendors in each category. If we cannot accommodate you, you will be notified immediately and we will return your rental fee.



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5. Vendors are responsible for cleaning up their stand each night and upon tearing down of their stand.
6. No solicitation is permitted without booth rental.
7. The Committee reserves the right to inspect any and all items and if deemed inappropriate, items will be asked to be removed.
8. Prohibited items:
  - a. Swords, knives, guns, nun chucks, brass knuckles, darts, throwing stars, spray string, firecrackers, snappers, etc.
  - b. Items bearing inappropriate language/logos or symbols, etc.
9. The sponsor will not assume responsibility for damage, loss or injury that may occur to the vendor or the vendor's belongings.
10. You must provide and empty your own trash cans.
11. Please have a copy of your sales tax license available.
12. Pets are not permitted in booths or exhibit areas – absolutely no exceptions.
13. Vendors must supply their own awnings, easy-ups, chairs, garbage receptacles, cleaning supplies, generators, etc.
14. No vehicles will be allowed in the vendor area except during setup or tear down.

If you have any questions, please send an email to [Downtown@LaramieJubileeDays.net](mailto:Downtown@LaramieJubileeDays.net) or call 512-496-9695.