



2019 VENDOR APPLICATION

Deadline to apply is March 29th

Saturday, April 6th

9:00 a.m. to 3:00 p.m.

Lander Valley High School

(350 Baldwin Creek)

Booths with access to electrical outlets are limited. If you need electricity or have any special requests, please contact Dave david.morneau@wy.nacdnet.net or 332-3114. For more information, see the "Information" page.

VENDOR BOOTH

Early Bird Pricing - By March 15th

1 Booth \$55
2 Booths \$95
Additional booths \$55 each

March 16th – March 29th

1 Booth \$70
2 Booths \$125
Additional booths \$70 each

Indicate how many INSIDE booths (10' x 8') you would like: _____ \$ _____

Indicate how many OUTSIDE booths (15' x 15') you would like: _____ \$ _____

It is solely your responsibility to obtain any licenses required to sell your products.
Table and chairs are provided at no extra charge.

CONSIDER BEING A SPONSOR

If you are unable to attend as a vendor, consider being a sponsor. We do extensive advertising so this is a great way to get your logo in front of a large audience. The average attendance at the Garden Expo is approximately 1500 people.

SPONSOR

Gold \$600 _____

Silver \$400 _____

Bronze \$200 _____

LEVEL	SPONSOR BANNER	PROGRAM	PACD NEWSLETTER	FLYER	RADIO	NEWSPAPER
Gold	✓	✓	✓	✓	✓	✓
Silver	✓	✓	✓	✓		
Bronze	✓	✓				

Booth \$ _____ Sponsorship \$ _____ **TOTAL PAID \$** _____

Cash and checks accepted. Make checks payable to PACD. Cash _____ Check # _____

Contact Information: (please print legibly)

Name of Company/Organization: _____

Description of your products or service (vendors)* _____

Contact Name: _____

Mailing Address: _____

City, St, Zip: _____

Email: _____ Phone: _____

These three items are **required** in order to process your application. Submittal of an application does not guarantee acceptance. Once your application has been accepted, no refunds.

- Application
- Payment
- Proof of liability coverage or a signed liability waiver



2019 LIABILITY WAIVER

Saturday, April 6, 2019 9:00 a.m. to 3:00 p.m.

Lander Valley High School (350 Baldwin Creek)

In consideration of being accepted as a vendor at the Garden Expo, the undersigned agrees to comply with all rules as set forth in the application or otherwise provided in writing to the vendor, including but not limited to all rules, regulations and policies of Fremont County School District #1 regarding the Lander Valley High School facilities (see below).

The vendor agrees to hold Popo Agie Conservation District, its staff, board of supervisors, partners, and volunteers harmless from any claims for loss, damage, liability for personal injury, death, or property damage arising from the vendor participating in the Garden Expo. The vendor shall hold said parties harmless from any claims which arise from merchandise or products sold by the vendor at the Garden Expo.

Groups using school district facilities must agree to adhere to school district policies, and they are reminded of the following prohibitions:

1. Use of any open flame, including candles, and any flammable substance or pyrotechnics is expressly prohibited (inside use prohibited, outside use permitted).
2. No alcoholic or malt beverages, controlled substances, or weapons of any kind shall be allowed on School District premises.
3. Tobacco use is not permitted on School District premises.
4. Activities involving gambling, as defined and regulated under federal or state law, are not permitted on School District premises.
5. Illegal activities of any sort are not permitted on School District premises.

Company/Entity Name: _____
(print)

Authorized Representative: _____
(print)

Signature: _____

Date: _____



2019 VENDOR INFORMATION

NOTICE THIS YEAR ONLY!!

This year the high school MAY be experiencing construction (bleacher area) that will affect the outdoor vendor booths. Outside booths will be located in a portion of the main parking lot. Attendees to the Expo will enter through the main doors to the field house rather than the back entrance as usual.

1. There are no refunds.
2. Spaces are limited and will be secured on a first-come first-serve basis. We will assign booths on the main floor of the fieldhouse first and then assign booths upstairs in the balcony area.
3. Inside booths are 10' wide by 8' deep. Outside booths are 15' by 15'. We have flexibility to allow larger items such as riding lawn mowers, hot tubs, garden sheds, etc.
4. Be prepared for inclement weather (cold, wind, rain) if you have an outside booth; tents, warm clothing, and paperweights may be necessary.
5. Vendors may set up Friday from 12:00 p.m. to 5:00 p.m. Please use the front doors of the field house for unloading.
6. Doors will be open to vendors Saturday morning beginning at 7:00am for set up. Please have your booths ready by 8:45 a.m. Saturday morning.
7. Tables will be set up with vendor names so you can find your booth space. Staff will also be available to assist.
8. Table and chairs are provided at no extra charge.
9. There is WIFI available in the fieldhouse, no password required. If you need electricity, contact Dave Morneau.
10. Vendors are expected to man their booths throughout the entire event. Even if you sell out, be prepared with business cards and hand outs.
11. Tear down can begin at 3:00 p.m. Vendors should be cleaned up and out of the facilities by 4:00 p.m.
12. Water will not be allowed inside the gym area.
13. No weapons of any kind (guns, knives, archery equipment, etc.) will be allowed on school property.
14. FCSD#1 has a contract with Pepsi. All facility users can only sell Pepsi products
15. If you are selling food products, it is your responsibility to obtain any licenses and follow any guidelines required by the Consumer Health Services Department to market your products. For assistance, contact the Lander office at 332-0275. See website: <http://wyagric.state.wy.us/divisions/chs/food-safety>.

Contact Dave Morneau, Popo Agie Conservation District, for any questions regarding vendor booths at 332-3114 or david.morneau@wy.nacdnet.net.