



# 2018 VENDOR APPLICATION

Deadline to apply is **March 31st**

Saturday, April 14, 2018 9:00 a.m. to 3:00 p.m.  
Lander Valley High School (350 Baldwin Creek)

Historically, an average 1500 people attend the Garden Expo. Booths spaces are available inside and outside. Inside booths are 10' wide by 8' deep. Outside booths are 15' by 15'. Table and chairs are provided at no extra charge. We have flexibility to allow larger items such as lawn mowers, hot tubs, and garden sheds. For more information, see the "Information" page. Booths with access to electrical outlets are limited. If you need electricity or have any special requests, please let Dave know [david.morneau@wy.nacdnet.net](mailto:david.morneau@wy.nacdnet.net) or 332-3114.

Take advantage of discounted "Early Bird" prices by submitting your application by **March 15th!**

<p><u>By March 15<sup>th</sup> – Early Bird Pricing</u></p> <p>1 Booth \$45 2 Booths \$70 Additional booths \$35 each</p>
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<p><u>March 16th – March 31st</u></p> <p>1 Booth \$60 2 Booths \$95 Additional booths \$50 each</p>
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Indicate how many inside booths you would like: \_\_\_\_\_ \$ \_\_\_\_\_

Indicate how many outside booths you would like: \_\_\_\_\_ \$ \_\_\_\_\_

**Contact Information:** (please print)

**TOTAL COST \$** \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Description of your products or service\* \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Cash and checks accepted. Make checks payable to PACD. Cash \_\_\_\_\_ Check # \_\_\_\_\_

**These three items are required in order to process your application.**



Please initial to convey your understanding.

\_\_\_\_\_ Application

\_\_\_\_\_ **Submission of an application does not guarantee acceptance.**

\_\_\_\_\_ Payment

\_\_\_\_\_ Proof of liability coverage or a signed liability waiver

\_\_\_\_\_ **Once your application has been accepted, no refunds.**

\* It is solely your responsibility to obtain any licenses required to market your products.



## 2018 LIABILITY WAIVER

Saturday, April 8, 2017 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: \_\_\_\_\_



## 2018 VENDOR INFORMATION

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'.
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 before the Expo from 1:00 p.m. to 5:00 p.m. Please use the back doors of the field house for unloading.
6. Doors will be open to vendors Saturday morning beginning at 7:00am for set up. You may use back doors or front lobby doors.
7. Please have your booths ready by 8:45 a.m. Saturday morning. At 8:45 a.m. we will lock the front lobby doors so folks will come through the stadium entrance (outdoor vendor area).
8. Tables will be set up with vendor names so you can find your booth space. Staff will also be available to assist.
9. Table and chairs are provided at no extra charge.
10. There is WIFI available in the fieldhouse, no password required.
11. Vendors are expected to man their booths throughout the entire event.
12. Tear down can begin at 3:00 p.m. Vendors should be cleaned up and out of the facilities by 4:00 p.m.
13. Water will not be allowed inside the gym area.
14. No weapons of any kind (guns, knives, archery equipment, etc.) will be allowed on school property.
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](mailto:david.morneau@wy.nacdnet.net).