



LONGMIRE

Vendor Application

Date to be Determined

Longmire Court • Fetterman St. by Crazy Woman Square

Downtown Buffalo, Wyoming

Electricity is not provided for this event. You may provide your own generator, if electricity is needed.

There is limited room for vendors. Applications will be accepted based on the event's need and timeliness of application/payment.

Business Name	
(Please Check One):	Commercial <input type="checkbox"/> Non-Profit <input type="checkbox"/>
Contact Person	
Mailing Address	
Phone Number	
Email Address	
Type of Product:	
Space size needed & equipment used (i.e. trailer, tent, etc.)	<Provide description & size of your overall setup and equipment used>

- **Costs:** Vendors agree to pay a non-refundable fee of \$TBD for this three day event. Non-Profits agree to pay a non-refundable fee of \$TBD for this three day event.
- **Booth Space:** No alterations to the premises are allowed. Water/sewer drains are not available at the event location. No electricity is provided for this event. Vendors may bring their own generator if electricity is needed. Vendors must clean up the vicinity around the booth space prior to leaving the event. Dumpsters will be on site for vendors' use.
- **Displays:** Vendors must provide their own tables, chairs, displays, etc. This is an outdoor event, so vendor property must be able to withstand weather. All vendors must set up in a way as to minimize potential for injury to the public. Each vendor is responsible for their own property in case of loss or damage.
- **Booth Occupancy:** All booths must be open and manned during required hours: **Fri 11am-8pm; Sat 10am-8pm; Sun 10am-4pm.** Vendors may be open earlier or later, but must close by 10pm. Please be aware there is no security for this event.
- **Sales Tax:** All vendors are responsible for collecting the Wyoming Sales Tax and filing a report. Any questions regarding sales tax may be referred to the Department of Revenue in Sheridan, WY at 307-674-8559.
- **Site Restrictions:** No Smoking or Consumption of Alcohol while operating business on site. No pets or animals allowed.
- **Check in & Set Up:** Check in starts at 7am on Friday. Vendors must check in before setting up. Booth assignments will be given at time of check in. Once vendors have unloaded, vehicles must be moved to designated parking areas.
- **Insurance:** The Buffalo Chamber of Commerce covers all bonding and permitting through the City of Buffalo.

Please submit completed application and booth fee payment by 5pm on Date to be Determined

All applications will be on a first come first serve basis.

Please make checks payable to: Buffalo Area Chamber of Commerce, 55 N. Main St., Buffalo, WY 82834

If you need further information, please call 307-684-5544 or email jennifer@buffalowyo.com



General Vendor Information



1. Placement of vendors in the designated vendor area is at the sole discretion of the Longmire Days Planning Committee.
2. Vendors are responsible for contracting, furnishing, lighting maintaining and removing the booth materials, leftovers and trash.
3. Vendor booths should have an attractive, professional, well-maintained appearance.
4. This is an open-air venue and pop-ups or commercial vehicles are required. As it is an open-air event, all pop-up canopies must have proper safety devices to protect from wind/weather.
5. Vendors are responsible for keeping their area free of trash.
6. Food vendors must maintain a healthy atmosphere with all trash/garbage secure and removed from vending site at regular intervals. All vendors must provide their own fire extinguisher and tie-downs for any propane tanks.
7. Loading and unloading will occur in an area as close to your assigned spot as possible. Vehicles will be moved to designated parking areas when loading and unloading is complete.

Please be sure to prepare for any type of weather, particularly wind, rain, hail and afternoon thunderstorms.

When accepted, I agree:

1. To accept all liability for any damage caused by the operation of my booth, including the sale of all products or services occurring at such booth and to indemnify and hold harmless the Buffalo Chamber of Commerce, and its agents, for any claim, demand or liability arising out of such operation, sales, or services, and to defend the Buffalo Chamber of Commerce and its agents from any such claim, demand or liability, including all attorney fees and costs incurred.
2. To release the Buffalo Chamber of Commerce from any claim, liability, or damage that I may incur by reason of rain, hail, wind or other weather related event, fire, theft, interruption of power, administrative or regulatory action.
3. To comply with all the representations of this application/acceptance agreement and with all the conditions as outlined in Vendor Regulations and Guidelines provided me with this application/acceptance.
4. To comply with all rules and regulations of the Wyoming State Department of Agriculture, the Wyoming State Department of Health, the Wyoming Department of Fire Prevention & Electrical Safety, and all Federal and local regulations as exist at the time of my application and as may be amended prior to the event. Inspection of exhibitors may be conducted by the Buffalo Chamber of Commerce or its agents or the local State Fire & Electrical Inspectors and State Food Inspectors prior to opening. I certify that I have procured or will have procured any necessary licenses or permits as required by any federal or state agency for the sale or presentation of my products and services and shall have such available for inspection at the time of the event. Any failure to comply with applicable regulatory licensing or regulations will result in immediate termination of services until necessary corrections are made. Vendor fees are non-refundable if vendor is unable to establish or maintain compliance.
5. I have obtained or will obtain prior to the event a Wyoming State Sales and Use Tax License or applicable Exemption Certificate from the Wyoming State Department of Revenue. I will pay all sales taxes due to the State of Wyoming, file all necessary reports in a timely manner, and will save and hold harmless the Buffalo Chamber of Commerce and its agents from any and all liability for sales tax due to the State of Wyoming.
6. To assume full risk of any injury, property damage or loss, which I may sustain as a result of my participation in any and all activities, connected with or associated with, my participation in the Longmire Days Festival. Further, I understand that I should carry my own insurance and that I display and/or store my products at my own risk.
7. If applying as a corporation, partnership, limited liability company, or other business entity, I represent that I have the appropriate authority to make this application and agreement on behalf of such business entity and to enter into all representations and agreements herein; and I further provide my personal guarantee on behalf of such business entity for all representations and agreements herein.
8. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I agree to pay all necessary fees set forth in this application, and I understand that if I leave the Festival early, I forfeit all fees.
9. Vendor releases, holds harmless and indemnifies the Buffalo Chamber of Commerce from all claims for damages or liability of any kind, caused by any circumstance and for any reason, including negligence. The BCC does not insure employees of vendor for any purpose.

By signing below, I am requesting approval to be a vendor at Longmire Days in Buffalo, Wyoming for 2017. I understand that this application and any materials I may submit, does NOT guarantee vendor space at the event as there are a limited number of vendor spots available.

Date: _____

Vendor Signature: _____