



# BEARTRAP SUMMER FESTIVAL

**150 North Nichols  
Casper, Wyoming 82601  
307-266-5252**

**August 4<sup>th</sup>-5<sup>th</sup>, 2018  
Beartrap Meadow, Casper Mountain**



## GENERAL VENDOR INFORMATION

**WE ARE GRATEFUL FOR YOUR PARTICIPATION IN OUR FESTIVAL AND WE SINCERELY WISH TO HELP YOU SUCCEED. SHOULD DIFFICULTIES OF ANY NATURE ARISE WE ASK YOU TO BRING THEM TO OUR ATTENTION AND WE WILL WORK TO RESOLVE THEM AS QUICKLY AS POSSIBLE.**

**Please note that participation in past Beartrap Summer Festivals does not guarantee vendors entrance into this year's event.**

**Festival staff reserves the right to refuse vendor applications and for any reason.**

Vendors with questions about festival logistics, policy and other vendor-related matters should contact Festival Coordinator Amy Crawford at 307-277-6339.

## Vendor Regulations and Guidelines

**Please check in on Friday, August 3<sup>rd</sup> between noon and 6pm.** VENDORS WILL NOT BE ALLOWED ONTO THE MEADOW PRIOR TO NOON. This will ensure that you get your passes and information, and that you are in the correct area. You will only be allowed to drive onto the meadow to unload and load your products. There is absolutely no parking on the meadow during the festival. Limited parking is available on a first come, first served basis. Please check with festival staff to find out the location of the vendor parking. WE DO NOT GUARANTEE PARKING OR CAMPING SPOTS FOR VENDORS.

### Booth Fee

Booth fee for non-food vendors includes festival passes for two individuals. Booth fee for food vendors includes 4 passes. Each additional person working in your booth is required to purchase a ticket, which is available for a discount if purchased in advance.

Full payment is due with the submission of this application. **THERE WILL BE NO REFUNDS.**

### **Food Vendors:**

**\$350.00 for 1<sup>st</sup> 10x10 space. Each additional 10x10 space (FOOD VENDORS ONLY) will be \$50.00**  
**Food Vendors- Attace a full menu to your application (required).**

### **Non-food Vendors:**

**\$200.00 per 10x10 space.**

Be sure to describe in your application all products or foods that you will be offering, because we will make every effort to avoid duplication of vendors. It is important that you return your application early to secure a booth at the festival. \*Please know that the meadow grounds may be uneven or not level, so please plan accordingly.

## **Power**

Power is available to food vendors only! No generators are allowed in the non-food vendor area.

## **Payment**

### **Payment in full is required to reserve your spot!**

Please send your fee (check or money order) payable to Townsquare Media, attention Amy, to the address above along with your application. Vendor passes will be issued upon arrival.

## **Product Restrictions**

No glass containers are allowed in the meadow. We ask that each vendor bring only those items which they specified in their application. Additional items may not be sold without prior approval.

**Beartrap Summer Festival reserves the right to prohibit the display or sale of any product that could be unsafe, dangerous, offensive, objectionable, or inappropriate for the family-oriented event.**

## **Camping**

Campsites on Caper Mountain are extremely limited. If you are planning on camping, arrive early to secure your spot. The Beartrap Festival staff does not provide campsites for vendors. The camping fee is \$10 per night and is available on a first come, first serves basis. You must be in a campsite and fees must be paid to the Natrona County Parks Department in the appropriate place. For more information, call 307-235-9325.

## **When to arrive and when to leave**

Set up will be noon to 6pm on Friday, August 3rd. Vendors must be completely set up before the gates open at 10am on Saturday. All vehicles will be required to be off the meadow by 9:45 Saturday morning. **There will be absolutely no parking on the meadow during the festival for any reason!** You will not be allowed to tear down and leave until the meadow is free of people and security has deemed it safe.

## **Gate Times**

The gates open Saturday and Sunday at 10am. Music starts at 11am. You will find a complete music schedule included in your packet at check in.

## **Sales Tax**

You are responsible for collecting and reporting all sales tax to the State of Wyoming.

## **Insurance**

All food vendors are required to carry their own insurance for liability and for loss or damage, as well as a Natrona County Health Department license.

## **Sanitation**

Food booths should dispose of all waste including grease in appropriate containers. **DO NOT DISPOSE OF ANY TRASH, INCLUDING FOOD ITEMS, IN THE PORTA-POTTIES.** Recycle bins are located throughout the festival grounds.

## **Security**

It is always advisable to NOT leave valuable merchandise unattended in the booth area. You remain fully responsible for loss or damage to your merchandise, booth, personal effects, etc.

## **General Vendor Information**

- Placement of vendors in the designated vendor area is at the sole discretion of the Beartrap Summer Festival. *Past vendors are not guaranteed the same space as last year.*
- Each vendor space is limited to an area large enough to accommodate a 10x10 tent, unless additional space has been purchased in advance. Vendors must keep all merchandise and displays within their 10x10 space.

- Vendors are responsible for constructing, securing, furnishing, maintaining, and removing their booth materials, leftovers and trash.
- Vendor booths should have an attractive, professional well-maintained appearance.
- This is an open-air venue and tents are required. The Festival does not furnish tents; also they will need to be secured with sturdy ropes and stakes.
- Food vendors must maintain a healthy atmosphere with all trash/garbage secure and removed from vending site at regular intervals.
- Food/drink for immediate consumption will only be sold by food vendors. However non-food vendors may sell packaged food and give out SAMPLES of the items they are selling.
- **THERE WILL BE NO REFUNDS**

**\* Please be sure to be prepared for any type of weather, particularly wind and afternoon thunderstorms.\***

We are extremely grateful for every effort you put forth to make this festival a huge success. We believe that vendors who sell quality products will make our festival immeasurably more enjoyable for our attendees and will, therefore, enjoy greater success for their own business. We will definitely be here for years and plan on a much longer life for this festival, hoping to grow bigger and better each year.

## Thank You!!

# BEARTRAP ★ SUMMER ★ FESTIVAL

