

UINTA COUNTY FAIR

Vendor Booth Requirements

UINTA COUNTY FAIRGROUNDS
122 BEAR RIVER DRIVE
EVANSTON, WY

The Uinta County Fair Board Invites you to participate in this year's fair activities. Booth spaces are available to groups, businesses, limited commercial, arts & crafts, and limited food vendors. Applications will start to be accepted May 1, of the current year.

- **BOOTHS ARE NOT ALLOWED TO LEAVE EVENT EARLY.**
- **All vehicles** must be moved to the main parking lot immediately after unloading supplies.
- **Electricity** is limited. Please minimize electrical use so we do not overload our electrical capabilities.
- Vendors may **only use the electrical outlets physically located inside your rented space.**

1. No refunds or fees will be issued for cancellation or adverse weather.
2. All food vendors must meet the international fire code, and provide a copy of your permit for verification.
3. All vendors will be required to provide their own tables, chairs, and shade covering.
4. All vendors are responsible for payment of Wyoming sales tax on their products.
5. Food vendors are required to furnish a copy of a valid food handlers permit with application. To acquire a permit call Erica at Consumer Health Services 480-818-8161.
6. Booth spaces will be assigned according to electrical requirements and the date your application and fees are received. Please call if you have questions or would like to request a specific location.
7. Pet policy: **NO PETS** will be permitted on the grounds, with the exception of verified service dogs, and dogs entered in the 4-H/ Open Dog Shows. Dogs meeting these requirements must always be on a leash. **You MUST clean up after your pet!**
8. **NO overnight parking or camping** will be allowed in vendor booth spaces. There are a limited number of overnight camping spaces. Call the Fair Office at 307-783-0313 for rental information.
9. Liability insurance for vendors is highly recommended.
10. The Uinta County Fair Board reserves the right to refuse applicants to provide variety and the best service to the patrons of the fair.
11. In the event your booth is not set up by 7:00 pm on the first day of the event you may NOT set up late, and you will not receive a refund of any fees. No exceptions! (This is for the safety of the exhibitors.)

**** PLEASE COMMUNICATE ALL QUESTIONS REGARDING VENDOR BOOTHS TO:**

Uinta County Fair
P.O. Box 636
Evanston, WY 82931
Phone: 307-783-0313 | Email: ucfair@uintacounty.com

UINTA COUNTY FAIR

FOOD VENDOR APPLICATION

Booths MUST be set up by Monday at 9:00 a.m.
and REMAIN set-up until Saturday at 6 p.m.
NO EXCEPTIONS/ NO REFUNDS

Please return the completed application and fees to:

Uinta County Fair
P.O. Box 636
Evanston, WY 82931
Phone: 307-783-0313 | Email: ucfair@uintacounty.com

ORGANIZATION/ CONTACT PERSON _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE NUMBER _____
EMAIL ADDRESS _____

*****Vendors may ONLY use the electrical outlets included in your rented space*****

- **Self-contained trailers with 240 Outlet \$400.00.** Trailer size with hitch: _____
 - Entire booth space CANNOT be wider than 24 Feet and no deeper than 12 Feet (including awning).
- **12' x 12' Outside Tent Food Court \$300.00**
- *Unless you have a copy of your current **City of Evanston Business License** that has been submitted upon submission of your application. You will be required to pay an additional **\$15 per vendor spot** fee to cover the event vendor license that the Fair office must pay.*
- **ALL FOOD VENDORS MUST MEET INTERNATIONAL FIRE CODE AND HAVE A PERMIT you can get a permit by calling the Uinta County Fire Department at 307-789-3013.**
- **ALL INSIDE MOBILE UNITS THAT PRODUCE GREASE LADEN VAPOR MUST HAVE A SUPPRESSION SYSTEM.**

Please list ALL food/menu items that you will be selling. *The Uinta County Fair is a family event. All sale and display items must be appropriate. The Board reserves the right to remove any objects which are in the opinion of management, offensive, hazardous or not in the best interest of children or youth. Like item booths will be limited and will be assigned on a first come/first pay basis.*

UINTA COUNTY FAIR

COMMERCIAL VENDOR APPLICATION

Booths MUST be set up by Monday at 9:00 a.m.
and REMAIN set-up until Saturday at 6 p.m.
NO EXCEPTIONS/ NO REFUNDS

Please return the completed application and fees to:

Uinta County Fair
P.O. Box 636
Evanston, WY 82931
Phone: 307-783-0313 | Email: ucfair@uintacounty.com

ORGANIZATION/ CONTACT PERSON _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE NUMBER _____
EMAIL ADDRESS _____

*****Vendors may ONLY use the electrical outlets included in your rented space*****

- **12' x 12' Outside Space \$150.00.** All vendors are responsible for providing their own shade cover and tables.
- **9' x 12' Covered Space \$200.00.** (Inside the Vendor Court) All vendors are responsible for providing their own tables.
- Let us know if you require electricity for my booth space. Electricity is limited and will be assigned on a first-come, first-pay basis.
- Unless you have a copy of your current **City of Evanston Business License** that has been submitted upon submission of your application. You will be required to pay an additional **\$15 per vendor spot** fee to cover the event vendor license that the Fair office must pay.

Please list ALL products that you will be selling. *The Uinta County Fair is a family event, all sale and display items must be appropriate. The Fair Board reserves the right to remove any objects which are in the opinion of management offensive, hazardous or not in the best interest of children or youth. Like item booths will be limited and will be assigned on a first-come, first-pay basis.*

CAUTION- THIS IS A RELEASE

Booths will be assigned based on availability, completed application, and payment of fees. RELEASE AND HOLD HARMLESS STIPULATIONS (SIGNATURE REQUIRED)

I/We,

_____ of _____

Release and hold harmless Uinta County Commissioners and Uinta County Fair Board of any liability for damages or injuries sustained while on the premises of the Uinta County Fairgrounds, or using any of said equipment, by agents, representatives, employees, or myself or any organization or association of any invitee thereof. I/we accept liability for any damage or injuries caused due to negligence or from any cause arising during event or use or equipment.

Signature _____ Date _____

Payments made through Venmo, @UintaCountyFair-Wyoming. Please include your name and that you are paying for a vendor booth in the comments. Thank you.



venmo