



**CODY COUNTRY**  
CHAMBER *OF* COMMERCE

*Proudly presents*

**WILD WEST  
EXTRAVAGANZA  
ARTS & CRAFTS FAIR**

**STAMPEDE WEEK  
CODY, WY**

**JULY 2-4, 2017**

# WILD WEST EXTRAVAGANZA ARTS AND CRAFTS FAIR

## APPLICATION FORM

JULY 2-4, 2017 • CODY, WYOMING

APPLICATION DEADLINE MAY 1, 2017

INTERESTED IN ATTENDING THE WILD WEST EXTRAVAGANZA? PLEASE COMPLETE THIS SIDE OF THE APPLICATION, FRONT AND BACK, AND SIGN ON THE BACK. CUT APPLICATION ALONG THE CENTER FOLD AND KEEP THE MAP/IMPORTANT VENDOR INFORMATION SHEET. SUBMIT FORM AND PAYMENT TO CODY COUNTRY CHAMBER OF COMMERCE. (MAILING ADDRESS BELOW.)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

### PRICING FOR 10 x 10 BOOTH SPACES

(Please circle one)	Food Vendor	Art or Craft Vendor	Non-Profit
(Regular Price)	\$450	\$250	\$50
(Chamber member)	\$375	\$175	\$25

Number of booths: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Length of trailer if you're a food vendor: \_\_\_\_\_

Were you referred by another vendor? Yes No If so, who? \_\_\_\_\_

Please indicate if you would prefer the same booth location \* \_\_\_\_YES \_\_\_\_NO

**\*Same booth location not guaranteed, however, we will do our best to accommodate all requests.**

**DESCRIPTION OF PRODUCTS TO BE SOLD:**

---

---

---

---

---

---

---

**PLEASE NOTE THE FOLLOWING WORK IS NOT ACCEPTABLE:**

- Other artist's work
- Kit work
- Commercially manufactured work

**BY SIGNING BELOW I AGREE TO THE FOLLOWING:**

- I have filled out this application accurately and completely.
- I have read and understood the terms listed under the **Important Vendor Information**.
- I am aware that the Cody Country Chamber of Commerce, organizers of the WWE, reserves the right to revoke my participation at any given time if any of the identified terms are violated.

Print Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MAIL COMPLETED APPLICATIONS AND PAYMENT TO:**

Cody Country Chamber of Commerce  
836 Sheridan Ave.  
Cody, Wyoming 82414  
([307-587-2777](tel:307-587-2777)/[exec@codychamber.org](mailto:exec@codychamber.org))

Contact Tina Hoebelheinrich or Elizabeth Stuard

## **IMPORTANT VENDOR INFORMATION**

**About WWE:** The Wild West Extravaganza is an annual **arts and crafts fair** that happens in Cody, Wyoming during Stampede Week, one of our busiest weeks of the year. The show usually sees an average of 10,000 visitors, many looking to purchase souvenirs. We invite you to submit an application to this wonderful event!

### **Applications:**

The Wild West Extravaganza (WWE) normally receives more applications than there are vendor booth spaces available. The Cody Country Chamber of Commerce, organizers of the WWE, will review all applications on a first come first served basis, reserving the right to exercise the best judgment in determining what is in the best interest of the event and the event's patrons. Incomplete applications will not receive any consideration.

No commercially produced merchandise will be allowed. Every vendor, individual or company that rents a vendor booth space for the WWE must agree to the terms listed herein and submit a signed application.

Concessionaires or exhibitors are prohibited from assigning, subletting, or transferring a space that has been allotted to them, and vendors are prohibited from selling any product that has not been listed on the contract or approved by the Cody Country Chamber of Commerce.

### **Insurance:**

Each vendor must provide proof of liability insurance for the Wild West Extravaganza to the Cody Country Chamber of Commerce, along with the application, listing the Cody Country Chamber of Commerce and City of Cody as additional insured.

### **Parking:**

For safety purposes no vendors are allowed to drive down 10th street after the street closure on July 1. One lane shall remain open on Beck Avenue at all times to act as an emergency lane. The Cody Country Chamber of Commerce reserves the right to ask any vendor to leave, without offering a refund, if these safety rules are violated.

**Booth Fees and Refunds:** The application deadline is MAY 1, 2017. Booth fees are due at the time of the application submission along with proof of insurance. Please be advised that without payment we will not reserve booth spaces. No refunds on space(s) are credited after May 1, 2017. Any refunds requested prior to May 1 will receive 75% of the booth fee.

### **Booth Spaces:**

If you have a great product, any booth space is a GREAT SPACE! The Cody Country Chamber of Commerce will review the applications on a first-come-first-served basis, reserving the right to award

spaces in accordance with what is deemed safe and equitable. A map of booth spaces will be distributed to participants by mid-June.

**Schedule:**

**SATURDAY, July 1:** Set up beginning at 6PM.

There is no security offered on this first night! Vendors who wish to set up on the evening of July 1, leaving their merchandise and/or products overnight, are welcome to do so at their own risk.

**SUNDAY, July 2:** Walk-through by the Cody Country Chamber of Commerce at 9AM. Hours of operation are 10AM-5PM.

**MONDAY, July 3:** Hours of operation are 10AM-5PM.

**TUESDAY, July 4:** Hours of operation are 10AM-5PM.

TEAR DOWN BEGINS AT 5PM.

NO EARLY TEAR DOWNS ARE PERMITTED!

**Additional Terms:**

- Due to limited display space, your entire display must be within your 10 x 10 area. Do not set items out of the street area or on sidewalks at any time. Do not expect to drive in and unload.
- NO VEHICLES are allowed on 10th street after 6 pm on July 1. Watch for NO PARKING signs, as the police department will tow your car.
- Information on submitting your Wyoming Sales Tax will be distributed at the show. YOU MUST FILL THIS OUT. IF WE FIND YOU HAVE NOT SUBMITTED YOUR FORM YOU WILL NOT BE INVITED BACK.
- Security is minimal at the show --provided during the overnight hours on July 2 and July 3 --so please plan accordingly.
- Weights (40 LBS per tent leg) are a requirement and lowering of your tent in the evenings is recommended. Come prepared for inclement weather.
- A limited amount of electrical access MAY be available. Please contact us for more information regarding fees and availability.
- Only soundproof generators or converters are allowed.
- Maintain professional standards (behavior and attire) at all times.
- In efforts to keep the event clean and welcoming, you are responsible for keeping your booth spaces, and surrounding areas, a garbage free zone. A number of trash cans are provided, but the organizers will distribute extra trash bags during the walk-through to facilitate cleanliness. Alcohol and pets(!) are prohibited.
- Booths must remain open all three days and be taken down Tuesday at the close of the event -- not any sooner!
- Exhibitors will be notified of their booth space and receive a street map before their arrival.

# Sheridan Ave.

