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STANDARDS OF OPERATION & IMPORTANT VENDOR INFORMATION

About Wild West Arts Fest (WWAF): WWAF 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 apply to this wonderful event! Once we have reviewed the booth applications, selected vendors will receive confirmation from our office. We will contact you via phone or electronically to inform you of your selection. Upon approval, you will be provided with a vendor packet which will include a copy of the executed contract and other pertinent information.

Contracts, Insurance & Applications:

Completed contracts with fees and insurance binder must be received by the Cody Country Chamber of Commerce no later than May 1, 2024, for the best price and space selection. If your contract has not been received by May 1, 2024, with all fees paid and an insurance binder with the Cody Country Chamber of Commerce as additional named insured, your regular space will be reassigned, and any funds will be forfeited.

WWAF normally receives more applications than there are vendor booth spaces available. The Cody Country Chamber of Commerce, organizers of the WWAF, 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 (ie sold at retailers like t-shirts etc) will be allowed:

Every vendor, individual or company that rents a vendor booth space for the WWAF must agree to the terms listed on their signed contract. Similarly, any items with pictures or sayings that are sexually oriented, alcohol or drug abuse related are considered inappropriate and are prohibited. The Cody Country Chamber of Commerce has sole discretion to determine if an item proposed for sale or display is inappropriate. Failure to comply with these requirements will be cause for removal from the show and possible expulsion from future events. **If it is discovered that your merchandise is not hand-made, you will be excluded from future events. Vendors agree to discuss questionable merchandise with representatives from the Wild West Arts Fest, and/or the Cody Country Chamber of Commerce. If you have questions regarding your merchandise, contact us before arrival.**

Concessionaires or vendors are prohibited from assigning, subletting, or transferring a space that has been allotted to them. 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 & Wyoming State Sales Tax:

Vendor agrees to provide a certificate of insurance for not less than \$1,000,000.00 combined single limit bodily injury and property damage. The Vendor shall be named insured on the policy and “Cody Country Chamber of Commerce, their affiliates, subdivisions, officers, directors, agents and employees” shall be additional insured thereon. Each vendor must provide proof of liability insurance for WWAF to the Cody Country Chamber of Commerce, along with their signed contract, listing the Cody Country Chamber of Commerce as additional insured.

While we are not affiliated with them, ACT Insurance (<https://www.actinsurance.com/>) is a company that provides affordable insurance specifically for craft fairs. Many of our vendors utilize them for their insurance for this show.

Vendors are responsible for compliance and collection, reporting and paying Wyoming State Sales Tax. Sales tax is 4%. Vendors must complete a Wyoming State Sales Tax form and submit it to the Department of Revenue. Kim Sukut at kim.sukut1@wyo.gov will reach out to you after the show for your tax form information. IF WE FIND YOU HAVE NOT SUBMITTED YOUR SALES TAX FORM YOU WILL NOT BE PERMITTED TO ATTEND AND YOU WILL NOT BE INVITED TO FUTURE SHOWS.

Booth Fees and Refunds:

The application deadline is MAY 1, 2024. 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, 2024. Any refunds requested prior to May 1 will receive 75% of the booth fee.

When you are here:

Schedule:

MONDAY, July 1: Set up beginning at 5PM. As the courthouse is still open for business we cannot guarantee that all cars will be off of 10th Street by 5pm. There is no security offered July 1. Vendors who wish to set up and leave their merchandise and/or products overnight, are welcome to do so at their own risk.

Craft Vendor Unloading Times - In an effort to alleviate some setup vehicle crowding, please unload your booth as follows:

Booth numbers 1 through 18 start at 5PM.

Booth numbers 19 through 35 start at 6PM.

Booth numbers 36 through 62 start at 7PM.

Food Trucks Unloading – See your email for your assigned setup time.

TUESDAY, July 2: Hours of operation are 9AM-6PM.

WEDNESDAY, July 3: Hours of operation are 9AM-6PM.

THURSDAY, July 4: Hours of operation are 9AM-4PM. (8AM start recommended.)

TEAR DOWN BEGINS AT 4PM. PLEASE CONTACT THE CHAMBER IF YOU HAVE QUESTIONS FOR TEARDOWN. PLEASE DON'T TEAR DOWN BEFORE 4PM.

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. The Cody Country Chamber of Commerce reserves the right to locate any booth or concession where it is in the best interest of WWAF. Further, the Vendor agrees to accept such space allotted. Vendor may request a location preference; however, Vendor clearly understands request is not a guarantee by WWAF.

- All booths along sidewalks have a set-back requirement – 12 inches from the sidewalk to keep gutters clear.
- 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 after setup day.
- Please provide your own Wi-Fi access point (hotspot or jetpack) as the public Wi-Fi at the city park is not always reliable.
- A limited amount of electrical access MAY be available, depending upon booth location. Please contact us for more information regarding fees and availability. **Electrical service is not guaranteed.** Most vendors bring their own generators. Only soundproof generators or converters are allowed.
- Water is available from one of two City of Cody owned hydrants on the south west and south east end of the City Park. The Cody Country Chamber of Commerce will have access to those hydrants for the duration of the event. You must provide your own water hoses/hooks if your booth requires water.
- In efforts to keep the event clean and welcoming, you are responsible for keeping your booth spaces and surrounding areas clear of trash. Large City dumpsters designated for this event will be on the corner of 10th and Beck.
- DO NOT DUMP GREASE in any dumpsters, unless they are designed for grease disposal.
- Maintain professional standards (behavior and attire) at all times. Booths must remain open all three days and be taken down at the close of the event -- not any sooner!
- The Cody Country Chamber of Commerce does not furnish any supplies (extension cords, generators, cleaning supplies, etc.)
- Vendors will be notified of their acceptance to WWAF and will receive a booth space number and a booth/street map prior to the show.

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. Parking is available along 9th street near the Chamber and further down 10th street near the high school. Do not park along Sheridan Avenue. Watch for NO PARKING signs, as the police department will tow your car. 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.

Security & Safety:

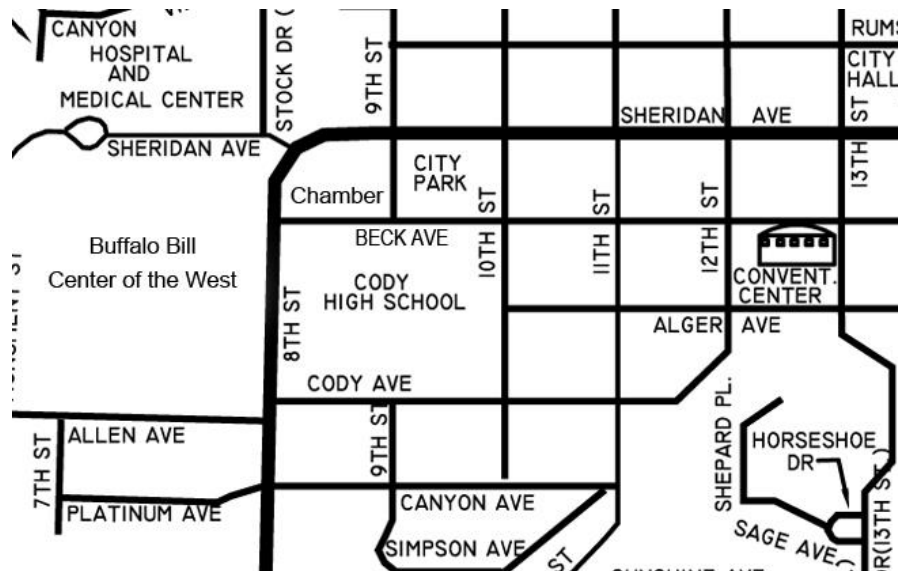
- All booths should have a Class ABC Fire Extinguisher in the booth. Booths using hot oil must also have a Purple K Extinguisher for grease and oil.
- Alcohol and pets are prohibited.
- Fireworks are prohibited.
- There is no security offered on the first night! Security is minimal at the show -- **provided ONLY during the overnight hours on July 2 and July 3 from 10pm to 6am** -- so please plan accordingly. The Cody Country Chamber of Commerce, their officers, directors, agents, and employees shall not

be responsible for any loss, damage or injury of any character to any property of the Vendor or his agents or employees while on premises of WWAF.

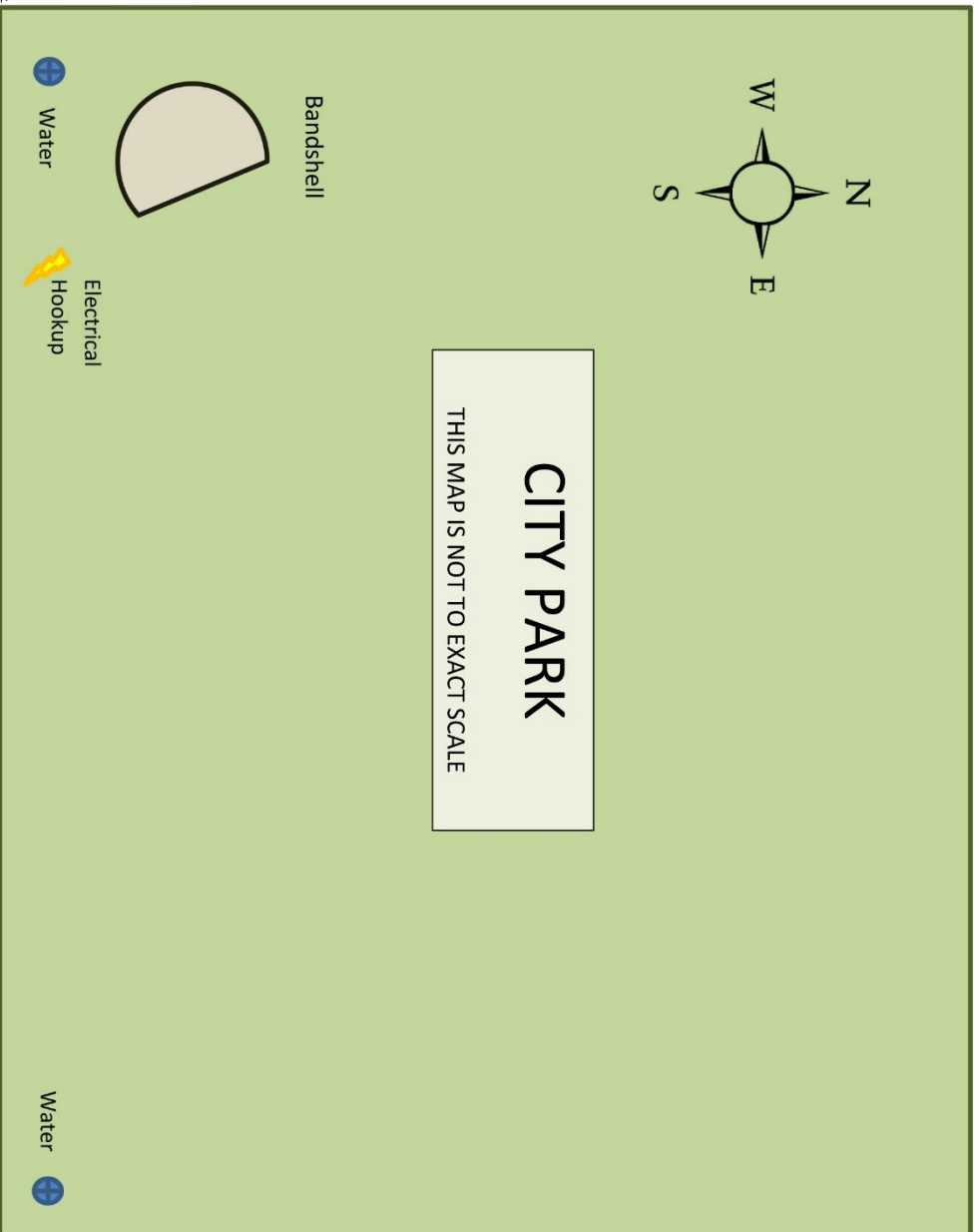
- Prepare for contingencies as July weather can be hard to predict. Be prepared for hot, cool, wind or thunderstorm conditions if they arise.

VENDOR CHECKLIST

- Application & signed contract, photo of your booth/items, and proof of insurance to the Cody Country Chamber of Commerce by May 1.
- WY State Sales Tax forms.
- Check your location on the map and bring a copy of your acceptance letter to locate booth space designated for you upon arrival. Food vendors must call in advance for Beck Avenue assignments.
- All booths near sidewalks have a set-back requirement – 12 inches from the sidewalk.
- All booths may begin set up on July 1 starting at 6PM and be ready for business at 9AM on July 2.
- If you require lodging at a hotel or RV park, please refer to the lodging section of the Cody Country Chamber of Commerce website for places to stay. Book early as Stampede week in Cody is one of our busiest times of the year. We strongly suggest you make reservations early to ensure the best available selection.



Sheridan Avenue / Main Street



<< 9th Street >>

FOOD VENDORS WILL BE ASSIGNED PER REQUIREMENTS

Beck Avenue / Food Vendors Only

Vendor Parking

ROAD CLOSED TO THROUGH TRAFFIC

<< 10th Street >>

