



P.O. Box 709 • 315 Holdrege Ave • Basin Wyoming 82410
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Email: fair@bighorncountywy.gov • Website: www.bighornfair.com

2023 Food Vendor Application

Date of Event: July 31st-August 6th, 2023

Vendor/Business Name: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Phone No. _____ Contact: _____

Email: _____

Please provide a complete menu:

Please select the appropriate booth type and fee below:

FOOD / CONCESSION:	PRICE	✓
Multi-purpose Building	\$300.00	
Grandstands	\$250.00	
Midway		
- 110 electricity	\$250.00	
- 220 electricity	\$300.00	

****BIG HORN COUNTY FAIR DOES NOT GUARANTEE EXCLUSIVITY OF ANY PRODUCT****

APPLICATION DEADLINE IS MAY 1ST, 2023

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Date Received: _____

For office use only
Approved: YES or NO
Notified: YES or NO
Method of notification:

BIG HORN COUNTY IS NOT RESPONSIBLE FOR ANY DAMAGES OR LOSSES
THAT OCCUR ON THE GROUNDS!

SELECTION OF VENDORS: The Big Horn County Fair Board strives to maintain a variety of products that best accommodates the needs of attendees. We will make an effort to minimize duplication of competing products. The number of vendors we can accommodate is limited due to availability of electrical demand. Return vendors will have first priority. Our event is family friendly, and the board reserves the right to disallow any product or vendor. **The vendor application with payment is due to the fair office upon submission.** Approved vendors will be notified directly following the next fair board meeting.

VENDOR'S ASSIGNED LOCATION, APPEARANCE, AND CLEANLINESS: Upon arrival, vendors need to report to the fair office for their assigned location. All trailers, stands, and/or structures must be in good repair, structurally sound, and neat in appearance. We encourage vendors to have legible signs reflecting the price of each menu item. Vendors are responsible for keeping their booth space clean, orderly, and free of trash and clutter. Self-serve areas must be kept clean and well serviced. When the fair is over, it is expected the vacated booth space will be left clean and free of waste.

MIDWAY and MULTIPURPOSE BUILDING FOOD VENDORS:

- **FOOD VENDORS** in the midway area must be in place one hour before the first show begins and stay in place until 1 hour after the last show ends. The suggested hours of operation are from 11:00 am to 9:00 pm, Wednesday through Saturday. However, vendors can open prior to Wednesday and operate outside of these hours. In order for a vendor to leave early/show up late there needs to be written approval by the fair management. Any vendor leaving early without prior approval may not be allowed to return in future years.

GRANDSTAND FOOD VENDORS:

- **FOOD VENDORS** in the grandstand area must be in place by 4:00 pm on Thursday, August 3, 2023 and must remain in place until all spectators have left the area on Sunday, August 6, 2023. The suggested hours of operation are from 6:00 pm until the beer garden is closed on Thursday and Saturday at 1:00 pm until the conclusion of the demolition derby on Sunday. However, vendors can open prior to Thursday and operate outside of these hours. Midway vendors are allowed to relocate to the grandstands on Sunday, August 6, 2023 for the demolition derby. Any vendor who chooses to move must be in place by 12:00 pm and remain in place until all spectators have left the area. Any vendor leaving early without prior approval may not be allowed to return in future years.

ICE VENDOR: The Big Horn County Fair will provide the ice via a contracted vendor. No other ice vendor is allowed to distribute ice on the fairgrounds.

REQUIRED DOCUMENTS:

- Insurance: It is mandatory that all vendors participating at the Big Horn County Fair obtain (at the vendor's expense) and provide the fair with a liability insurance certificate from a company licensed to do business in Wyoming with the terms of coverage to include \$500,000.00 liability coverage and \$100,000.00 property damage coverage. Proof of such coverage needs to be provided with your application.
- Current health license: All food vendors must meet the requirements set forth by the Wyoming Department of Agriculture, Consumer Health Services, Food Safety and are expected to present a current license to the Big Horn County Fair Office prior to placing their booth.

By signing below, the vendor acknowledges they have read and are in agreement to all the terms and conditions set forth herein.

Vendor's signature: _____ Date: _____

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Submission will not be considered unless everything on this checklist accompanies the application:

- Payment** checks will be cashed upon approval and are non-refundable after July 1st
- Insurance certificate** naming Big Horn County Fair as the beneficiary
- Current health license** or a written explanation stating when you will be receiving your license. You must submit your license to the fair office BEFORE you are allowed to set up at the fair.

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