



VENDOR APPLICATION

Welcome Cowboy Vendors,

Thank you for your interest in participating in the 2019 Heber Valley Western Music and Cowboy Poetry Gathering Buckaroo Fair. Please submit your application prior to the deadline (**July 30, 2019**) in order to be considered. You will be emailed back whether or not you are accepted. All vendors are required to provide:

1. **VENDOR NAME:** _____

2. **EMAIL:** _____

3. **ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

4. **PHONE #:** _____

5. **TAX ID#:** _____

6. **INSURANCE POLICY #:** _____

7. **BOOTH FEE:** (CHECK ONE)

10' X 10' SPACE = \$200.00

10' X 20' SPACE = \$400.00

PAYMENT MUST BE RECEIVED BY: OCTOBER 1

Send payment to: PO BOX 212, Wallsburg, UT 84082

Credit card payments can be taken over the phone: 435-503-1093

8. **CERTIFICATE OF INSURANCE:** (CHECK ONE)

I have my own insurance and will provide a copy. Upload through the link provided

OR scan and send to: cowboyvendors@gmail.com OR mail to: PO BOX 212, Wallsburg, UT 84082

Please ADD me to the Cowboy Poetry insurance (\$75.00 fee).

9. **DESCRIPTION OF YOUR WARES (RETAIL ITEMS):** _____

10. **OUTFITTING YOUR BOOTH:**

- Each vendor is responsible to bring their own booth, tables, chairs (no exceptions).
- Each vendor must provide a floor covering for the entire booth to protect the floor. You cannot set up without this.
- Tape will not be allowed to be used on the floor or walls. NO straw or hay can to used as part of your booth.
- Bring something to cover your merchandise each night at closing.
- NO GUNS OR KNIVES are allowed inside of the venue, which is a school property. Please take note of this and do not bring them as part of your booth.

11. **SETUP:**

- Buckaroo Fair Booth setup is **THURSDAY, OCT. 24: 3:00 - 5:00 P.M.** Absolutely no waiting in the unloading area prior to 3:00 p.m. Vendor parking is located on the southwest side of the school.
- There will be a check-in table set up at the front doors to help you find your booth location. Please check in prior to unloading. School will still be in sessions again this year and the school district has asked us to have **no vendors on school property until after 3:00 p.m.** We would also ask that you not arrive early on the school property to block the streets or parking lots while the school buses and students are trying to leave.

BUCKAROO FAIR SCHEDULE:

Thurs., Oct. 24th: 5:00 p.m. – 9:00 p.m. | Fri., Oct. 25th: 9:00 a.m. – 9:00 p.m. | Sat., Oct. 26th 9:00 a.m. – 9:00 p.m.
Please be at your booth 30 minutes prior to opening!

QUESTIONS: Justin 435-503-1093 • Amanda 435-671-5733 • cowboyvendors@gmail.com