

# WESTERN FEST VENDOR APPLICATION



**PLEASE SUBMIT YOUR  
APPLICATION TO**

Community Engagement Manager  
Liz Bowers, Liz@visitcasper.com

★ **PLEASE READ THE INFORMATION ON THE  
BACK OF THIS FORM BEFORE APPLYING** ★

## VENDOR INFORMATION

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

Contact Person Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Organization Website or Social Media: \_\_\_\_\_

Please add me to the Visit Casper Industry email list.

## PAYMENT INSTRUCTIONS

**SPACE IS LIMITED!**

If you are selected as a vendor, Visit Casper will send a vendor fee invoice (\$100) to be paid via check (payable to: Visit Casper). Vendors spaces are not guaranteed until payment is received. Please mail your check to the Visit Casper Office (see address below) or visit in person and deliver to Liz or Terri.

**Visit Casper address  
139 W. 2ND STREET SUITE #1B, Casper, WY, 82601**

By signing below, I confirm my participation in Western Fest 2025 and agree to the terms outlined in this application.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Visit Casper Signature \_\_\_\_\_ Date \_\_\_\_\_

## **VENDOR AGREEMENT**

### **REGISTERED WESTERN FEST VENDORS WILL RECEIVE:**

- Reserved vendor space
  - Food trucks will have designated parking.
  - All other vendor spaces will include a tent (approx. 10'x10') and access to power.
- Representation in marketing & promotional materials for Western Fest.

## **TERMS, CONDITIONS AND ADVISEMENTS**

- Vendor set up will begin at 4pm and must be completed by 5:45pm on June 15th.
- All booths must remain open until the conclusion of the event unless otherwise approved.
- Vendors are responsible for their own setup, tables, chairs, signage, cords, and staffing.
- This is an outdoor event – please prepare for varying weather conditions.
- Fees are non-refundable unless the event is canceled by the organizers.
- Food trucks will need to have their own power source(s).
- (If applicable) vendors must have their own proper licenses and insurance.

## **VENDOR FEE: \$100**

### **PAYMENT IS REQUIRED TO CONFIRM YOUR SPACE**

**PLEASE SEE THE OTHER SIDE OF THIS APPLICATION FOR INFORMATION ON PAYING YOUR VENDOR FEE**

By signing below, I agree to pay the \$100 vendor fee, I understand that my vendor space is not guaranteed until the \$100.00 is paid, and I confirm that I have read and understand the provided information.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_