

Plants & Pots 2024

HISTORIC DOWNTOWN RAWLINS Food Vendor Application and Guidelines

Yes, I want to reserve _____ space (s) for Friday, April 26th _____

Name _____

Business Name _____

Foods Sold _____

Address with City, State, Zip _____

Phone _____

E-Mail Address _____

Will you have a generator? _____

If yes, please check the box to specify: inverter open-frame

Do you have a tent, canopy or tables to use with your truck/booth? _____

First Year Event – NO CHARGE

Space size 10 ft. x 20 ft.

**ALL VENDORS ARE RESPONSIBLE FOR READING THE GUIDELINES PRIOR TO
CHECK IN ON FRIDAY, April 26th 2024.**

Notice: Electricity, water, ice or trash cans, tables or chairs will NOT be provided.

Please mail these **signed** guidelines and a check (if applicable) to DDA/Main Street at Box 1778, Rawlins, WY 82301. Please also keep a copy of your records. That copy will be proof of identification and payment of fees and space assignment to the Rawlins DDA/Main Street staff or festival coordinators. The check-in table will be located at the corner of Cedar Street and 4th Street.

Spaces: All spaces for food trucks will be approximately 10 ft. X 20 ft. in an open, outdoor area. If your truck is larger than the size stated, you must reserve additional spaces. Rawlins DDA/Main Street will assign spaces.
Locations and street closures are subject to change.

Cancellation: Vendor fees are non-refundable. **However, Rawlins DDA/Main Street will only give refunds if Wyoming State Orders are in place that do not allow us to hold the Plants & Pots event, or, if current orders do not meet outdoor event capacity for Plants & Pots.**

Arrival and Departure: On Friday, April 26th all trucks/booths must be set up between 2:30 p.m. and 4:00 p.m. Late arrivals will not be allowed to drive vehicles into festival areas. *All vendors are required to remain at the festival until closing each day.* Festival hours will be advertised as being from 4:00 p.m. to 8:00 p.m. on Friday, April 26th. Your professionalism and cooperation in this matter is appreciated.

Parking: Public parking spaces and lots are located in close proximity to the Plants & Pots area.

Confirmation: An email confirmation will be sent to all vendors who provide an email address in the registration area above. Otherwise, please feel free to call to confirm.

Clean Up: Vendors are responsible for cleaning up any trash or debris around their space.

Inclement Weather: NO REFUNDS will be given for inclement weather, including rain, snow or wind.

Sales Tax: All commercial vendors are responsible for collecting, filing and remitting Wyoming sales tax.

Food Vendors: Food vendors must follow the Wyoming Department of Agriculture Consumer Health Services guidelines. Questions? Call Mykel Murry at 307-324-3220

Conduct: Plants & Pots is a family event and vendors and their employees are expected to behave in a professional and courteous manner to everyone at all times.

Restricted Merchandise: Rawlins DDA/Main Street reserves the right to prohibit any merchandise that is not suitable around children. Prohibited items include but are not limited to products containing profanity or nudity, counterfeit merchandise or drug paraphernalia. Any vendor not in compliance with these restrictions will be asked to leave the festival and all vendor fees will be forfeited.

Insurance and Indemnification: Vendors are responsible for their own liability insurance. Vendors are strongly advised not to leave valuables unattended. Vendors are solely responsible for any injuries, accidents, or losses that may be sustained as a result of vending operations at the Plants & Pots. Participants in the Plants & Pots agree to indemnify and hold harmless the City of Rawlins, Rawlins DDA/Main Street, and the Carbon County Visitors Council, their employees and volunteers from any damage, lawsuits, or claims arising out of any injuries, accidents or loss occasioned by your activities.

Solicitation: Only vendors validated by Rawlins DDA/Main Street ARE allowed in the Plants & Pots area.

SIGNATURE _____
(Agree to the above Guidelines)

If you have any questions regarding the vendor form, please email downtown@rawlinswy.gov or call Rawlins DDA/Main Street at **307-328-2099**.