

# Summer Shenanigans 2025

## HISTORIC DOWNTOWN RAWLINS

### Vendor Application and Guidelines

Yes, I want to reserve \_\_\_\_\_ space (s)  
Friday, June 6<sup>th</sup> 4:00 pm - 9:00 pm \_\_\_\_\_  
Friday, July 11<sup>th</sup> 4:00 pm – 11:00 pm \_\_\_\_\_  
Friday, August 1<sup>st</sup> 4:00 pm – 11:00 pm \_\_\_\_\_

Enclosed is my check for \$ \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Goods Sold \_\_\_\_\_

Address with City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

### **Spaces are 10ft x 10ft**

Downtown Rawlins Businesses: \$0  
Carbon County Non-Profits \$10/day  
Carbon County Businesses: \$25/day  
Outside County: \$50/day

**ALL VENDORS ARE REPOSNSIBLE FOR READING THE GUIDELINES PRIOR TO CHECK IN ON FRIDAY, JUNE 6<sup>th</sup>, JULY 11<sup>TH</sup> AND/OR AUGUST 1<sup>ST</sup>, 2025.**

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

**\*INVERTER TYPE GENERATOR ONLY\***

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

**Activities in Booth:** must be approved by Rawlins DDA prior to arrival.

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

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

**Arrival and Departure:** On Friday, the day of the event, 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. Festival hours will be advertised as starting at 4:00 p.m. *All vendors are required to remain at the festival until closing, closing time may vary slightly due to the activities scheduled each night.* Your professionalism and cooperation in this matter is appreciated.

**Parking:** Public parking spaces and lots are located in close proximity to the Summer Shenanigans 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 and confirm.

**Clean Up:** Vendors are responsible for cleaning up any trash or debris around their space. A dumpster located at 116 4<sup>th</sup> Street parking lot may be used for your convenience.

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

**Conduct:** Summer Shenanigans 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 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 Summer Shenanigans. Participants in the Summer Shenanigans events agree to indemnify and hold harmless the City of Rawlins, Rawlins DDA, and Discover Carbon County, 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 are allowed in the Summer Shenanigans area.

**Nonprofits:** Vendors requesting the nonprofit rate must provide documentation of their nonprofit status upon request.

**SIGNATURE** \_\_\_\_\_  
(Agree to the above Guidelines)

If you have any questions regarding this vendor form,  
please email [downtown@rawlinswy.gov](mailto:downtown@rawlinswy.gov)  
or call Rawlins DDA at 307-328-2099.  
**Please send payments to P.O. Box 1778, Rawlins, WY 82301**