



Caspar Collins Day 2019

Vendor Application Form

Saturday, July 27, 2019 | 9 am to 4:30 pm
Fort Caspar Museum

Contact Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Business Website: _____

Signature: _____ Date: _____

List the items you plan to sell: _____

Fort Caspar Museum's *Caspar Collins Day* is a free event and open to the public. We provide an opportunity for both businesses and individuals to sell unique items. Final determination of appropriate merchandise will be made by the Event Coordinators. **Forms must be received by July 24, 2019.****

Table/Space Fees (10' x 10')*

\$30 Individuals & Businesses | Free for Nonprofits

1. You must provide your own table, shade, seating, wrapping materials, and change. All items for sale must be priced. You are responsible for the preparation and clean up of your area.
2. All food items must be wrapped, and proper food handling procedures must be followed.
3. The City of Casper, Fort Caspar Museum, and Fort Caspar Museum Association assume no liability for loss or damage of property or merchandise.
4. Set up time will be Saturday, July 27, from 7:30 am to 9:00 am. No vendor vehicles will be allowed on fort grounds after 9:00 am. You must occupy your assigned area by 9:00 am or forfeit your space. Parking for vendors will be provided in a designated location near vendor mart.
5. Optional Early Spot Stakeout: If your station set up requires more time to complete or if you would like to stakeout a spot early, we will provide an option to get started on Friday afternoon, July 26, from 3:00 to 5:00 pm only. Please talk to the Museum staff for more details.
6. Clean up begins at 4:30 pm. (For the benefit of people attending the event, everyone MUST remain open until 4:30 pm.) No vehicles will be allowed on the grounds before 4:30 pm. We will do our best to accommodate all requests, however there will be no guarantees of space assignments.
7. You the Vendor are responsible for reporting your earnings both to State and Federal Agencies on your own for tax purposes.
8. Payment of table fees must be submitted with registration form. Checks, credit cards, and cash are gladly accepted. Make checks payable to "FCMA" ("Fort Caspar Museum Association"). Cash & credit card payments need to be made in person at the Museum. Do not send cash in the mail.



Fort Caspar Museum Association
c/o Fort Caspar Museum
4001 Fort Caspar Road
Casper, WY 82604

307-235-8462
www.fortcasparwyoming.com
ftcaspar@casperwy.gov

Additional applications may be found at www.fortcasparwyoming.com.
*This is an outdoor event: *Caspar Collins Day* will proceed rain or shine.
**NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER JULY 24, 2019.