

**FOSSILFEST BOOTH RENTAL APPLICATION**

**June 14-15, 2024**

**Triangle Park-Kemmerer, WY**

Name of Applicant\_\_\_\_\_

Name of Business/Organization\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_

Cell Number\_\_\_\_\_email\_\_\_\_\_

**BOOTH INFORMATION**

**Booths must be open Friday from 4:00 p.m.-9:00 p.m. and Saturday from 10:00 a.m. to 9:00 p.m. NO EXCEPTIONS**

**WE DO NOT RENT TENTS-YOU MUST BRING YOUR OWN 10X10 TENT**

*Please mark one:*

10' x 10' Space (Bring your own EZ Up/Tent) = \$85.00

NOTE: For each 10' x 10' tent space you must pay for each space

Larger Food Trailers(these are trailers/trucks that can go on the street) = \$160.00

*FossilFest will have your expo license for you at the FossilFest booth on Friday during setup.*

Exceptions are: charitable, religious, non-profit, civic and government organizations  
(proof of this exception must be provided to FossilFest)

Type of Booth: Art/Craft\_\_\_\_\_ Food\_\_\_\_\_ Retail\_\_\_\_\_ Informational\_\_\_\_\_

Type of Goods Sold:\_\_\_\_\_

Type of Food Sold:\_\_\_\_\_

Do you need electricity? Yes\_\_\_\_\_ No\_\_\_\_\_ LIMIT 1 20 amp circuit with 2 plugs per booth

The Applicant acknowledges and agrees with all rules, regulations and conditions as set forth in this Booth Rental Agreement and the Vendor Guidelines included with this mailing.

Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_

Applicant's Printed Name\_\_\_\_\_

**\*Please return this application, the City of Kemmerer application, and funds payable to FossilFest.  
If you are a food vendor you must provide a copy of your Wyoming Food Handlers Permit**

**\*Venmo @Camille-Plowman and put FossilFest booth.**

**Sarah Herrera  
518 Garnet Steet  
Kemmerer, WY 83101**

## SPECIAL INFORMATION FOR VENDORS AND EXHIBITORS

**Setup:** Begins at 1:00 pm on Friday. For those needing extra time, please contact Sarah Herrera 702-917-0739 or sarahstauber1@gmail.com

All vehicles will need to be removed from the Triangle by 3:30 p.m. on Friday. If you need to restock your booth on Saturday, vehicles will need to be off the Triangle by 9:00 a.m. **There will be no exceptions!**

**Booths needs to be open Friday from 4:00 p.m.-9:00 p.m. and Saturday from 10:00 a.m. to 9:00 p.m. NO EXCEPTIONS**

**Application Deadline:** All booth rental applications and City of Kemmerer License paperwork are due by May 25, 2024. No late entry's will be allowed to ensure we get all paperwork and licenses done with the City of Kemmerer.

**No Refunds:** No refunds will be given for cancellations. No refunds in case of rain or inclement weather. FossilFest is not responsible for accidents, damages, or loss incurred by exhibitor.

**City of Kemmerer License:** All booths will need to get an EXPO license from the City of Kemmerer. This is from the city, but is required. **It is included on the application form.** The City of Kemmerer requires all vendors who are not already licensed with the City of Kemmerer, with the exception of charitable, religious, non-profit, civic and government organizations to do this. **If you are already licensed please provide a copy of your business license. All food vendors must provide a copy of their food handlers permit to FossilFest and FossilFest will give this to the City of Kemmerer along with the EXPO License Application.** If you are exempt from obtaining a license, you must provide proof of the exemption with your booth fee and paperwork. The EXPO application will be sent directly to FossilFest, and FossilFest will obtain your permit from the City for you. FossilFest is required to make sure you are in compliance, so the city has requested that it be done this way. The City of Kemmerer Application is attached.

**Taxes & Licensing:** To obtain a form for a Temporary Business Operations from the State of Wyoming please contact Jackie LaVake at 307-382-4531 or PO Box 697 Rock Springs, WY 82902. You can also go to the website <http://revenue.wyo.gov> Ms. LaVake may be around to make sure booths are in compliance.

If you are a food booth, you will need to contact Dru Haderlie 307-723-0945 for your food handler's permit and temporary license. I will need a copy of your food handlers permit to give to the city. **This has to be turned into me with the City Application, so you will need to send it in with your application.**

FossilFest is not responsible for your compliance with the state and local regulations, except for the EXPO license.

No alcoholic beverages and/or drugs or drug paraphernalia are to be sold within the Triangle Park at any time or at any of the booths.

**Special Needs:** Indicate on the application as to your need for water, electricity, parking for produce resupply, or other needs.

## TERMS AND CONDITIONS FOR BOOTH RENTAL, VENDORS & EXHIBITORS

1. FossilFest reserves the right to limit the number of food booths.
2. FossilFest retains the absolute right to accept or refuse the involvement of any participant in the festival. FossilFest also retains the absolute right to exclude any products or materials from being displayed or offered for sale at the festival if, in the discretion of the FossilFest Committee, such products or materials are not in keeping with the family atmosphere of the festival. **No water guns, knives, throwing stars, fireworks, no toys that leave string or paper, no smoke bombs, stink bombs, or toys that create garbage, etc.** If you have any questions about what is acceptable, please ask Sarah Herrera or a committee member.
3. FossilFest does not and cannot guarantee the numbers of persons who will attend the festival or the number of participants who will be involved in the festival. Any indication of the anticipated size of the attendees or the number of participants is merely a good faith estimate and FossilFest shall not be bound by any such estimate.
4. FossilFest does not and cannot guarantee whether any vendor will realize any revenue from involvement in the festival and makes no representation of any kind regarding financial results for any such vendor.
5. Vendors are responsible for **ANY** damages vendor property during FossilFest.

## APPLICATION FOR CITY BUSINESS LICENSE

**CITY OF KEMMERER, WYOMING**  
**220 STATE HIGHWAY 233**  
**KEMMERER, WY 83101-9700**

**PHONE: (307) 828-2350**  
**FAX: (307) 828-2355**

**NATASHA DIERS, CITY CLERK/TREASURER**

This license is required under Chapter 11 of the Kemmerer City Codes.

Fee must accompany application.

Date of Application:  New License  Renewal  Transfer

Name of Business: Wyoming Sales Tax Number:

Business Address: City: State: Zip:

Mailing Address: City: State: Zip:

Business Phone: (     ) E-mail Address:

Indicate business ownership status:  Individual  Partnership  Corporation

Name of owner or chief executive officer: Title:

Address: City: State: Zip: Phone: (     )

Nature of Business (give details):

Please check one:  Retail  Wholesale  Service  Manufacturing  Contractor

***I hereby certify, under penalty of perjury, that the information supplied by me on this application is true and correct.***

**Signature of Applicant:**

### LICENSE FEES

<b>Craft Vendor License</b> (any person selling homemade goods at fairs, expos and events – NO sales from home)	\$10 for one (1) calendar year
<b>Expo License</b> (any person selling non-homemade goods and food at fairs, expos and events – NO sales from home) <i>*If your business already has a City of Kemmerer Business License, an Expo License is not required.</i>	\$10 for each event <i>*Regularly recurring events require a new license each time.</i>
<b>1 Day License</b>	\$10
<b>7 Day License</b>	\$15
<b>1 Month License</b>	\$20
<b>3 Month License</b>	\$25
<b>6 Month License</b>	\$40
<b>1 Year License</b>	\$50

### FOR OFFICE USE ONLY

Date Application Received:	License Term: from                      to
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	City Receipt Number:
Special Use Permit Granted:	Date License Issued: <span style="margin-left: 100px;">License Number:</span>
Signature of City Clerk:	