Oyster Ridge Music Festival

Herschler Triangle Park, Kemmerer, WY 83101

July 22nd & 23rd, 2022

VENDOR REGISTRATION FORM

Business / Name : _____

Address : _____City _____State ____Zip_____

Contact Person: _____or_____

Phone Number: _____or _____ or _____

Wyoming Sales Tax (Revenue Identification Number) _____

Sales / Use Tax License Number) _____

Wyoming Laws require all businesses and individuals to register with the Department of Revenue prior to conducting sales in this State. Any questions please contact the Wyoming Department of Revenue, Excise Tax Division, Taxpayer Services Section at 122 W. 25th St., Herschler Building 2nd Floor W. Cheyenne, WY 82002-0010. Phone (307) 777-5200 Fax (307) 777-3532 or visit our Website at: http://revenue.state.wy.us

Type of Booth :Art / Craft _____ Information _____ Retail/commercial _____ Food _____
Menu/Type of Goods Sold_____
_____

Booths must be operated for two days, Friday, July 22nd through Saturday, July 23rd, during festival hours. VENDORS SHOULD BE SETUP AND OPEN BY 1:00 PM on Friday July 22nd and 11:00 AM on Saturday July 23rd. ON FRIDAY, ALL VEHICLES MUST BE REMOVED FROM THE BOOTH AREAS BEFORE 1 PM.

All booth assignments are final, we reserve the right to remove or refuse any vendors who are in violation of venue requirements or those vendors who want to argue about their placement for any reason.

NEW THIS YEAR: All vendors are required to carry their own insurance for liability, loss, and damage. Each vendor **IS REQUIRED** to add Original Oystergrass, Inc. as an additional insured to their policy for the Dates of July 21st through the 24th, 2022. Vendors must provide proof of insurance with Original Oystergrass, Inc. as an additional insured **WITH THIS APPLICATION** or they **WILL NOT** be accepted.

This year craft vendors will be located on the west half of the triangle and food vendors on the east half. Craft vendor spaces are 10 ft x 10 ft each. Food vendor spaces are 12.5 ft x 10 ft. Food trucks must purchase enough spaces to fit their trucks/trailers. *No exceptions.*

Signature: _____ Date: _____

By signing above, you agree to all terms listed within this application. Failure to comply is cause for you to be asked to leave the festival grounds. In the event that this does occur, you also agree that no money will be refunded to you from Original Oystergrass, Inc.

Booth rental:

Single Space, $250.00 (*non-refundable, once accepted*)-Number required _____ X $250.00 = _____

Space + EZ Up , $300.00 (*non-refundable, once accepted*)-Number required _____ X $300.00 = _____

Vendor Specific Location Request (non-refundable if granted) $200.00 = _____

Space(s) Requested (ex. 2 & 3, see attached map) _____

****City of Kemmerer Expo Fee $10.00 (required 1 per vendor) ____ X $10.00 = _____

$200 SPECIFIC VENDOR LOCATION REQUEST
Food Vendors CAN NOT Request a Specific Location

If you would like to request a specific location for your booth, the additional fee is $200 and is non-refundable if you are granted the location you choose.

Due to past practices of vendors showing up at the festival and demanding to be moved to a spot of their preference and the difficult nature of rearranging vendors at the last minute, we are allowing vendors to pay an additional $200 (*non-refundable reservation fee)* to reserve their location preference. However, due to the nature of the space we have available and the uncertainty of all vendor sizes – Original Oystergrass, Inc. reserves the right to place vendors where they will best fit the space available to best serve festival attendees. If you pay the $200 fee and we are not able to grant you the location you requested, Original Oystergrass, Inc. will refund the $200 fee – payable by company check to the vendor once the mapping locations are finalized. Specific location requests will be on a first come – first serve basis. We will notify you if the space you requested has been taken and you will be allowed to choose another location if you wish.

Vendors who do not pay this fee agree to the placement that Original Oystergrass, Inc. chooses for them.

****NOTE: IF YOU ARE ALREADY REGISTERED AS A VENDOR WITH THE CITY OF KEMMERER FOR 2022 AND HAVE ALREADY PAID THIS FEE, YOU DO NOT NEED TO SUBMIT THE EXTRA $10.00 AT THIS TIME – HOWEVER YOU MUST SUPPLY PROOF THAT YOU HAVE ALREADY REGISTERED AND PAID THIS FEE. ALL VENDORS MUST FILL OUT AND SUBMIT THE APPLICATION FOR CITY BUSINESS LICENSE WITH THIS REGISTRATION FORM OR SUPPLY A COPY OF THE FORM WHICH HAS ALREADY BEEN SUBMITTED TO THE CITY OF KEMMERER.

****** Trailers, tents or canopies are charged per 10x10 space, or fraction thereof ******

_____ We will bring our own trailer- Size of unit _____ (include hitch in your measurement)
_____ We will bring our own tent Size of tent _____

If you are providing your own trailer or tent, please include a drawing indicating how you typically set up, clearly mark any windows, awnings, doors or loading areas, or hitches that require space allocations. INCLUDE DIMENSIONS, INCLUDING HITCH LENGTHS. WE ABSOLUTELY WILL NOT ENTERTAIN MOVING VENDORS DUE TO A LACK OF INPUT REGARDING BOOTH SPACE REQUIREMENTS.

Is electricity required ____NO ____YES, Number of outlets ____(Limit 1/ 20 amp circuits)
We do not guarantee you power if you show up requiring more than 1/20 amp circuit
Vendors are responsible to provide a 20 amp rated power cord and a GFCI power strip.

**********THERE ARE NO WATER HOOK-UPS AVAILABLE**********

Please make check payable to: Oyster Ridge Music Festival, P.O. Box 424, Kemmerer, WY 83101
The $10 City of Kemmerer Expo Fee is a requirement for each vendor by the City of Kemmerer.

Oyster Ridge Music Festival & ORMF is the property Original Oystergrass Inc. No unauthorized use of the name or logo without prior approval of the Oyster Ridge Music Festival Committee. The Oyster Ridge Music Festival reserves the right to prohibit the display or sale of any product that could be unsafe, dangerous, offensive, objectionable or inappropriate for a family-oriented event.

Vendor Guidelines

Upon arrival, please check in at the Festival Booth

1. All vendors are required to carry their own insurance for liability, loss, and damage. Each vendor **IS REQUIRED** to add Original Oystergrass, Inc. as an additional insured to their policy for the Dates of July 21st through the 24th, 2022. Vendors must provide proof of insurance with Original Oystergrass, Inc. as an additional insured **WITH THIS APPLICATION** or they **WILL NOT** be accepted.
2. It is your responsibility to collect sales tax!!
3. NO DOGS allowed in any booth.
4. **FOOD VENDORS - expect a visit from the health inspector. There may be a fee for a food permit. DO NOT PUT GREASE or COOKING WATER on the lawn, streets, or in the drains- including Port-a-johns.**
5. Place your garbage in the **LARGE** receptacles located near the food booths. **DO NOT PLACE IN THE SMALLER RECEPTACLES PLEASE!!!**
6. ALL VENDORS - you MUST get your change for the weekend from the banks, businesses WILL NOT sell change over the weekend.
7. When you close for the day, lower your EZ Up and secure the sides, see festival booth for assistance. If you are using your own booth, please secure. We are not responsible for theft or damage.
8. At the close of the festival, you are expected to clean your area and rented EZ Up.
9. Please report any damage to a rented EZ Up immediately; you are responsible for damages due to negligence.
10. ALL vendors are asked to use weights to secure your booth.
11. Please do not play music or anything else that could detract from the festival's music.
12. Please use good judgment in determining the types of goods sold, we do not allow water toys in the park, therefore, do not sell them. We will not allow any toy that is determined to be extremely annoying, dangerous, loud, or illegal. The ORMF committee reserves the right to police your booth at any time.
13. The Oyster Ridge Music Festival will be the only purveyor of alcoholic beverages. No other alcoholic beverage vendors will be allowed. We ask that each Vendor bring only those products that they have specified. Additional items may not be sold without consent from The Oyster Ridge Music Festival.
14. Please, DO NOT EXCEED your allotted vending area!!! This includes any tables, bikes, chairs or blankets for your personal use.
15. We MUST maintain fire lanes and safe traffic flows.
16. You will need to bring extension cords to run from your booth to the power source.

Your cooperation is appreciated!
OYSTER RIDGE MUSIC FESTIVAL COMMITTEE

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
GLENDA YOUNG, 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.

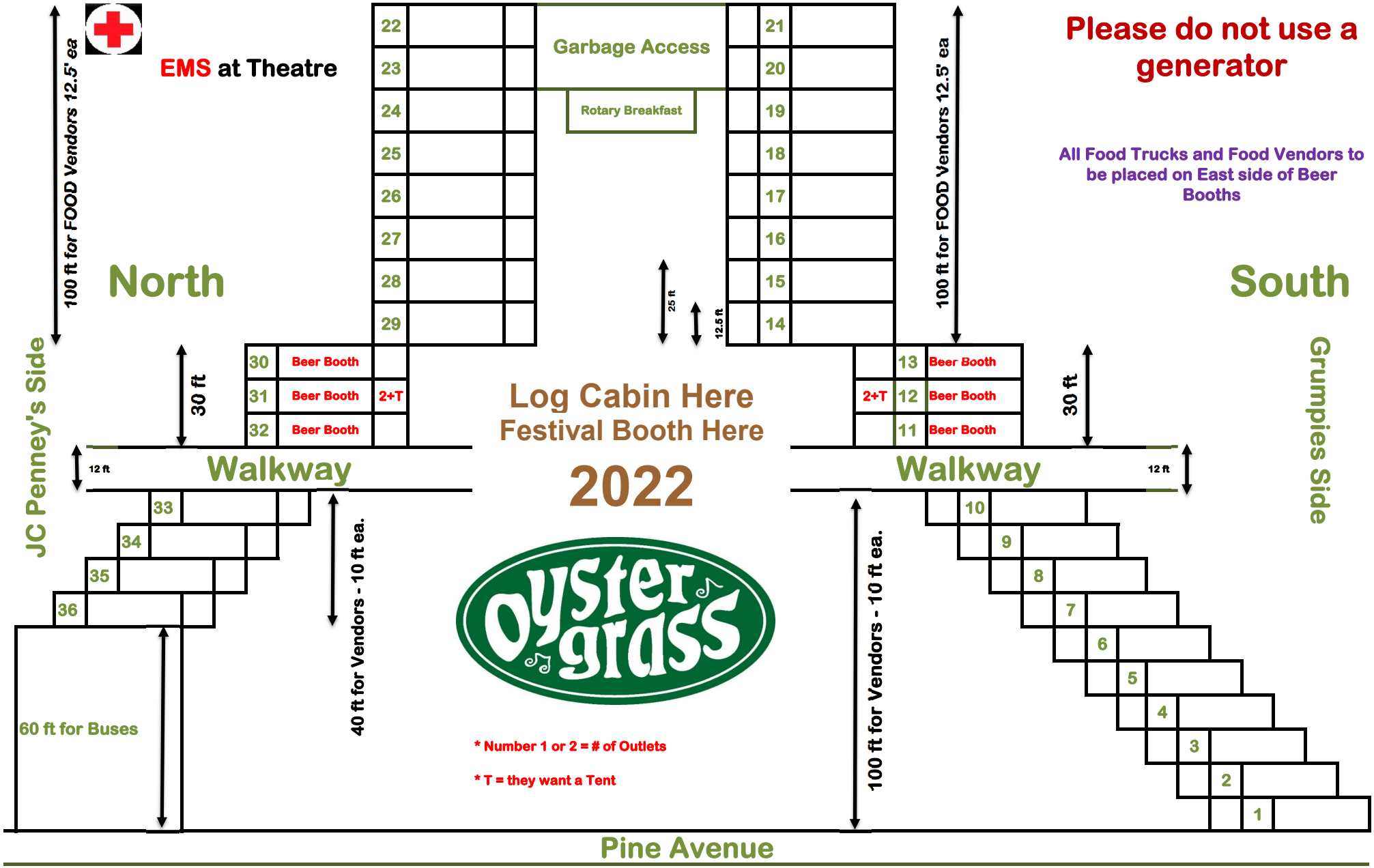
Signature of Applicant:

LICENSE FEES

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

FOR OFFICE USE ONLY

Date Application Received:	License Term: from	to
Fee Paid: ☐ Cash ☐ Check ☐ CC	City Receipt Number:	
Special Use Permit Granted:	Date License Issued:	License Number:
Signature of City Clerk:		


EMS at Theatre
100 ft for FOOD Vendors 12.5' ea
North
22
23
24
25
26
27
28
29
Garbage Access
Rotary Breakfast
21
20
19
18
17
16
15
14
25 ft
12.5 ft
100 ft for FOOD Vendors 12.5' ea
Please do not use a generator
All Food Trucks and Food Vendors to be placed on East side of Beer Booths
South
JC Penney's Side
30 ft
30 Beer Booth
31 Beer Booth 2+T
32 Beer Booth
Log Cabin Here
Festival Booth Here
2022
13 Beer Booth
2+T 12 Beer Booth
11 Beer Booth
30 ft
Grumpies Side
12 ft
Walkway
Walkway
12 ft
33
34
35
36
40 ft for Vendors - 10 ft ea.
10
9
8
7
6
5
4
3
2
1
100 ft for Vendors - 10 ft ea.
60 ft for Buses
* Number 1 or 2 = # of Outlets
* T = they want a Tent
Pine Avenue