



# Oyster Ridge Music Festival

Herschler Triangle Park, Kemmerer, WY 83101

July 21<sup>st</sup> & 22<sup>nd</sup>, 2023

## 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 21<sup>st</sup> through Saturday, July 22<sup>nd</sup>, during festival hours. VENDORS SHOULD BE SETUP AND OPEN BY 1:00 PM on Friday July 21<sup>st</sup> and 11:00 AM on Saturday July 22<sup>nd</sup>. 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.***

**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 20<sup>th</sup> through the 23<sup>rd</sup>, 2023. 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 2023 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 20<sup>th</sup> through the 23<sup>rd</sup>, 2023. 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 and the State Fire Marshall. 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. The use of drilled anchors in the streets is **ABSOLUTELY NOT ALLOWED**.
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.
17. Questions should be directed to Korkee Crank – 307-727-7732.

**Your cooperation is appreciated!**

**OYSTER RIDGE MUSIC FESTIVAL COMMITTEE**



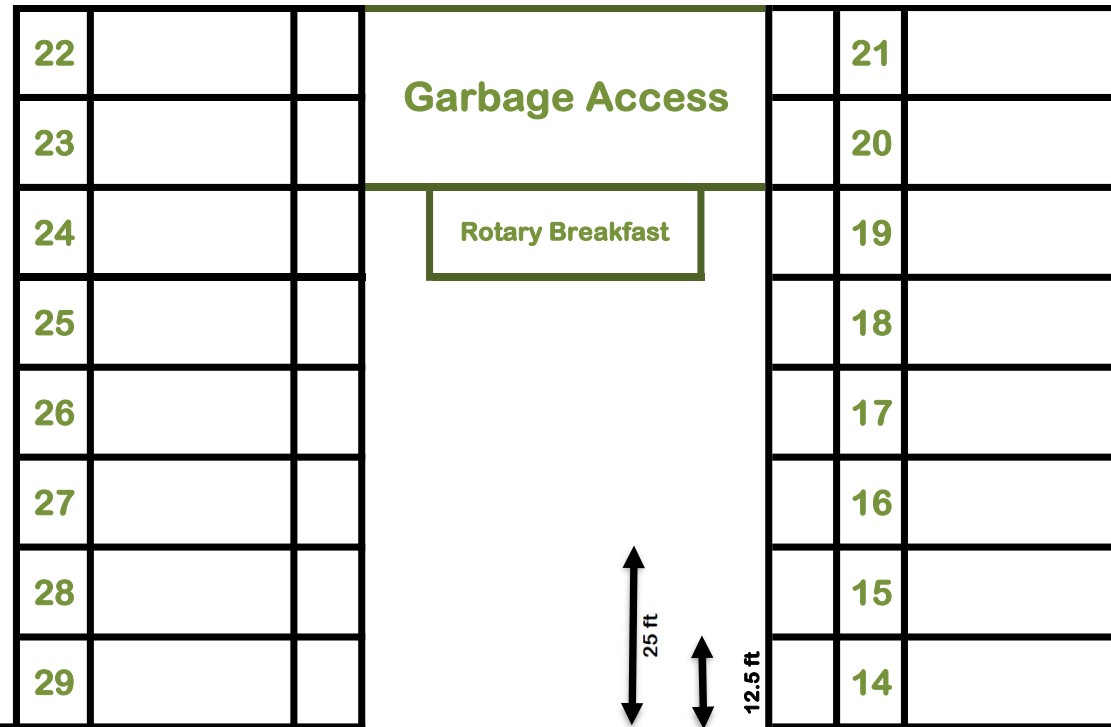
EMS at Theatre

North

South

Please do not use a generator

All Food Trucks and Food Vendors to be placed on East side of Beer Booths



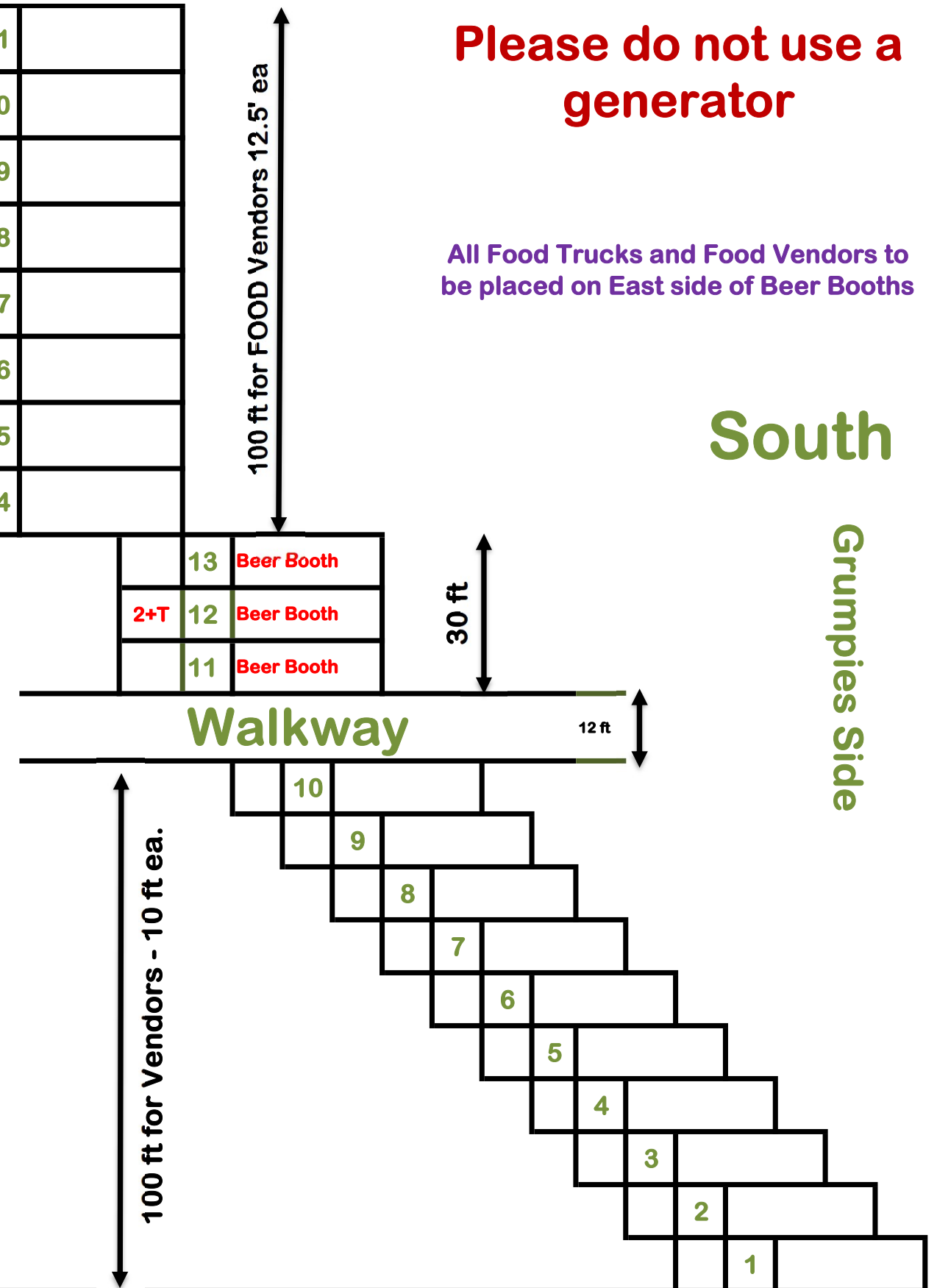
Log Cabin Here  
Festival Booth Here

2023



\* Number 1 or 2 = # of Outlets

\* T = they want a Tent



Pine Avenue

## 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**

**NATASIA DIERS, CITY CLERK/TREASURER**

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

Fee must accompany application.

Date of Application:	<input type="checkbox"/> New License	<input type="checkbox"/> 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:	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation		
Name of owner or chief executive officer:	Title:				
Address:	City:	State:	Zip:	Phone: (     )	
Nature of Business (give details):					
Please check one:	<input type="checkbox"/> Retail	<input type="checkbox"/> Wholesale	<input checked="" type="checkbox"/> Service	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Contractor
<i>I hereby certify, under penalty of perjury, that the information supplied by me on this application is true and correct.</i>					
<b>Signature of Applicant:</b>					

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:                    D Cash   D Check   DCC	City Receipt Number:
Special Use Permit Granted:	Date License Issued:                                    License Number:
Signature of City Clerk:	