

## OKTOBER MARKET FESTIVAL – RULES AND REGULATIONS

**ARRIVAL** – Prior to setting up your booth, please report to the temporary “merchant check-in” area located in the food court located in the center area of the building. Use door 3 to enter the building for check-in and direction. All booths must be paid in full. **NO EXCEPTIONS.**

**SET-UP AND DRIVING IN THE BUILDING** – Merchants may drive inside the building to unload only on Friday from 8AM - 12 PM. There will be no vehicles or trailers allowed to drive in the building after 12 PM. Merchants will be allowed to drive in Sunday at 3 PM for tear down. Merchants are responsible for providing all necessary setup equipment. Everything must be out of the building by 8:00 PM Sunday.

**LIABILITY/INDEMNITY** – Merchant warrants by authorized signature on Merchant Contract that 4 Seasons Events, its staff, and sponsors are not responsible for any injury, loss, theft, or damage which may occur to the merchant, the merchant’s employees or merchant’s property from any cause whatsoever. The merchant expressly releases 4 Seasons Events, its staff, and sponsors from any, and all claims for loss, theft, damage, or injury.

**MERCHANT SPACE** – All personnel, merchandise and equipment must remain inside the assigned space. Soliciting in areas other than the leased space is strictly prohibited. No PA systems, loud speakers, amplifiers, broadcasting devices, music or other objectionable method shall be used by the merchant if it interferes with other merchants or patrons. Oktober Market staff will regulate or request merchants to cease the use if necessary. Merchants may NOT sublet any space in their booth. Only one business of any type will be allowed in merchant space. Two merchants that want to participate together will be required to purchase two spaces and Market management will place the merchants in spaces next to each other.

**SECURITY** – Oktober Market staff will be in the building at any time that merchants or patrons are allowed in the building, however security is not guaranteed by Oktober Market Management. All property of a merchant is understood to remain in merchant’s care, custody and control in transit to or from or within the confines of the Market grounds. The safety of merchant’s property is not guaranteed by 4 Seasons Events, and merchants are encouraged to use discretion when leaving valuables.

**Merchant Identification** – Oktober Market merchants will be given identification badges which must be worn to gain early entrance (one hour before public opening) in the venue. Entrance for early arrival will be at door 3. Merchant badges must be worn at all times and merchants will not be admitted early without them. Merchant badges do not offer or guarantee any discounts or services.

**REFUNDS AND FEES** – Absolutely no refunds will be given for any reason including, but not limited to any act of God, weather advisory, or any other reason. Once contract is signed and turned in to Oktober Market staff merchant is responsible for all fees and costs associated with their space requests and contract. Returned checks will be subject to a \$30 fee plus any collection charges. Any outstanding charges will incur interest charges at a rate of 1.75% per month (21% annum). Accounts that are past due may be sent to collection at the discretion of Oktober Market management.

**EXCLUSIVITY** – Market management does not guarantee merchant exclusivity of any product or service. Acceptance of Merchant Contract, the presence of a product or service at the Oktober Market does not imply its approval to the exclusion of other products, equipment or services. Some exclusivity may be granted to certain ‘direct sales’ merchants at the discretion of market management.

**RIGHTS OF MANAGEMENT IF SHOW IS NOT HELD** – Market management is not liable for any damages or expense incurred by merchants should the Market be delayed, interrupted or not held as scheduled.

**DISPLAY VEHICLES** – Liquid or gas-fueled vehicles, RV’s, tractors, boats or other motor craft must have fuel tanks with factory designed caps and a minimum amount of fuel while on display in any CAM-PLEX facility per fire code regulations. No fueling or defueling of any fuel tank is allowed while vehicle is inside a CAM-PLEX facility.

**FOOD** – Merchants selling or giving away food items may not compete with food trucks and concessionaires and must have approval from Market management. Drinks of any type may only be sold by approved concessionaires. Merchants are required to obtain and display a food permit if selling or giving away any food or drink and must adhere to rules and regulation set by the Wyoming Department of Agriculture. Contact: Doug Evans 307-686-8036 – [doug.evans@wyo.gov](mailto:doug.evans@wyo.gov)

**LOCATION** – Market management reserves the right to determine the final location of any merchant.

# OKTOBER MARKET FESTIVAL CONTRACT

OCTOBER 18-20, 2019 \* CAM-PLEX CENTRAL PAVILLION – GILLETTE, WY

For more information please contact Wes Johnson (307) 660-9771 (Call or Text) or [info@gilletteevents.com](mailto:info@gilletteevents.com)

## Booth Rental Details and Information:

- All booth spaces 10' x 10' draped in black (8' back/3' sides).
- Each paid booth space includes 1 – 8' table.
- Each merchant contract includes 2 chairs.

## Booth Rates and Extras:

- Standard booth (one 10x10) \$125 \*Regular booth indicated in yellow on the map
- Prime booth [Corner/End] (one 10x10) \$175 \*Corner or end booth indicated in green on the map
- Additional Tables \$18
- Additional Chair \$3
- 20 amp Power Service \$25
- Peg Board \$10
- Linens (one table linen and one skirt) \$20

## Terms:

- Total due with order – payment required once contract is signed and returned
- No refunds for any reason – if merchant cannot attend, payment is still due and forfeited.
- All exhibits/booths must remain intact until 3 PM Sunday, everything out of the building by 8:00 PM.

## Setup Hours (ONE DAY OF SETUP ONLY FOR THIS EVENT):

- Friday, October 18<sup>th</sup>, 8:00 AM – 3:30 PM (may drive in the building between 8 AM - Noon ONLY, setup must be done by 3:30)

## Show Hours:

- Friday, October 18<sup>th</sup>, 4 – 7 PM
- Saturday, October 19<sup>th</sup>, 10 AM – 7 PM
- Sunday, October 20<sup>th</sup>, 10 AM – 3 PM

Number of booths requested: \_\_\_\_\_ Standard \_\_\_\_\_ Prime [corner/end booth] (circle preference)

Booth Number(s) preferred (not guaranteed placement): \_\_\_\_\_ First choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice

Additional Table(s): \_\_\_\_\_ Additional Chair(s) \_\_\_\_\_

20 Amp Power(s): \_\_\_\_\_ Peg Board(s): \_\_\_\_\_ Linen Set(s): \_\_\_\_\_

Total Due: \_\_\_\_\_

Company Name: \_\_\_\_\_

What do you sell? \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Other requests or special needs: \_\_\_\_\_

Merchant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(By signing above merchant acknowledges and accepts the rules and regulations and understands all charges incurred are due by the date of the Oktober Market)

Make checks payable to: **4 Seasons Events**, Mail to: **PO Box 3488, Gillette, WY 82717**

To pay with credit card please check here: \_\_\_\_\_ An invoice will be emailed to you with the ability to pay online.

