



City of Rawlins,
Department of Recreation Services
MUSIC IN THE PARK
2023 Vendor Guidelines

Name _____

Physical Address _____

Mailing Address _____

Phone _____ Secondary Phone _____

E-mail _____

Menu/Goods Sold

Location and Space

Music in the park will be held at Washington Park. Each vendor is allowed to set up one tent or park one vehicle in an assigned 20'x10' area unless otherwise requested. Sand bags or weights for all four tent posts are REQUIRED (Rawlins' winds can be unpredictable and powerful). Priority placement will be based on previous attendance at Music in the Park. Tents or vehicles should be market-presentable and sturdy. Vendors are also asked to maintain a clean, health conscious environment. Vendors are responsible for displaying a price list or price tags at their booth.

Arrival and Departure

Vendor load-in time is 4:30pm-5:30pm. Participants should drop-off items and immediately move unnecessary vehicles from the selling area to the designated parking lots before setting up booth, tent or retail area. All items should be display ready by 6pm. Vendors are expected to stay for the duration of the Program through 9:00pm, rain, snow or shine and regardless of sales. Extreme weather conditions however, may be cause for change of location and the vendor will decide to move or close.

Parking

Vehicles are strictly prohibited within the Park, no exceptions. Vendors violate this or any other condition may lose their booth space and could jeopardize their status for future programs. Fire lanes must remain open so

parking will be strictly enforced. **Two vendor parking permits per booth will be available for street parking near the booth.** These permits will be issued by Recreation Center staff at the time of guideline submission.

Pets

In your pet's best interest, dogs and other fun-loving animals are not allowed. Our staff will be keeping a "tight leash" on this rule.

Notice

All materials including but not limited to tent, sides, tables, chairs, mats, cords, cord covers and so on are to be supplied by the vendor. Displays cannot exceed a 20' x 10' area unless previously arranged. Electricity is not available from Rawlins. Any vendor needing electricity will be responsible for providing their own generators, cords, etc. **Generators must be relatively quiet** and well placed to stay within the boundaries of the rented space. Vendors requiring the use of a generator will be assigned a space in the "generator zone".

Food Vendors

Food vendors must follow all health and safety guidelines set forth by the State of Wyoming, Carbon County and the City of Rawlins. Failure to follow these guidelines could result in removal from the program and may affect your participation at future programs. Smoking near your display or any food booth is not permitted. Wyoming State Dept. of Ag. Carbon County Consumer Health Services contact is Mykel Murry at 324-3220. mykel.murry@wyo.gov

City Permits

All permits are to be purchased at City Hall for the sale of alcoholic beverages. These permits must be displayed for easy public view in the area the alcoholic beverages will be dispensed. You and the members of your organization take the responsibility of making certain no one under the age of 21 years is allowed in the dispensing area. If you are not dispensing from a stand. Simply rope off an area, call it your dispensing area, and keep minors outside the rope. Contact City Clerk at 307-328-4500. **T.I.P.S training is required for all servers.** Contact the Rawlins PD for times and location of the trainings -328-4530

Attendance

Vehicle or booth load in to the area can be no later than 5:30 pm. Vendors are requested to remain in place until 9pm for safety. In the instance of an emergency causing you to potentially miss the Program, please make every effort to contact the Rawlins Recreation Center. (324-7529)

Products

Products must be approved by the City before being sold. The City reserves the right at any time to reject products that are similar to an existing vendor, that are not of marketable quality or that are deemed inappropriate for the program. **All product or product information may only be distributed from the vending area.**

Cleanliness & Safety

Each vendor is responsible for ensuring the cleanliness of his or her area, especially at the end of each program. The City will provide dumpsters to be used by the vendors. Please use the provided dumpsters for large or heavy items as well as all other disposal materials. It is highly recommended to offer a recycle container for collection also.

- Please keep our park and streets free of debris. Vendors are expected to sweep areas and dispose of their own heavy product, packing materials and trash.
- A large city truck will be parked in the vendor area for trash. Please do not load the onsite trash cans.
- Failure to leave the venue in a neat and orderly fashion may result in trash-removal and cleaning fines.

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions. Vendor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss while on the premises.

Vendor shall allow the City and its representatives including police, access to the rented premises at all times.

Insurance & Indemnification

Vendors are responsible for their own liability insurance. Vendors are strongly advised not to leave valuables unattended. Vendors are solely responsible for any injuries, accidents, or losses that may be sustained as a result of vending operation at the Music in the Park event. Participants in the Music in the Park event agree to indemnify and hold harmless the City of Rawlins & it's agents, Department of Recreation Services and their employees and volunteers from any damage, lawsuits, or claims arising out of any injuries, accidents or loss occasioned by your activities.

Conduct

Vendor shall at all times enforce strict discipline and good order among its employees and guest.

Solicitation

Only vendors validated by the City of Rawlins will be allowed to operate in the Music in the Park area.

Signature _____
 (Agree to above guidelines)

Date _____ staff int. _____

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION, PLEASE CONTACT THE RECREATION DEPARTMENT, 324-7529, Patti Hays.

	Cost per date	Cost per season	Total due
Non-Profit	_____ @ \$12	\$75	_____
For Profit	_____ @\$25	\$175	_____
	Paid _____		
	Staff _____		