



City of Rawlins,
Department of Recreation Services
Bark in the Park
2023 Vendor Guidelines

Name _____

Physical Address _____

Mailing Address _____

Phone _____ Secondary Phone _____

E-mail _____

Menu/Goods Sold/Activities Planned

Location and Space

Bark 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). Tents or vehicles should be market-presentable and sturdy. Vendors are also asked to maintain a clean, health-conscious environment.

Arrival and Departure

Vendor load-in time is 9:00am-10:00am. 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 10am. Vendors are expected to stay for the duration of the Program. Extreme weather conditions, however, may be cause for change of location and the vendor may 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. Fire lanes must remain open so parking will be strictly enforced.

Pets

This event is focused on dogs and their handlers. Please keep a “tight leash” on your dog during the activities.

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. Electricity is not available in this park. 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 space.

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. Wyoming State Dept. of Ag. Carbon County Consumer Health Services contact is Mykel Murry at 324-3220. mykel.murry@wyo.gov

Products

Please list all products sold on this form. Products will be monitored by the city before being sold. The City reserves the right at any time to reject products that are 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 this program. The City will provide receptacles to be used by the vendors. Please use the provided dumping area 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 clean 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.**
- Please, help us keep our park clean and return it to the original, preprogram state.

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 premises at all times.

Insurance & Indemnification

Vendors are responsible for their own liability insurance, where applicable. 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 Bark in the Park event. Participants in the Bark in the Park event agree to indemnify and hold harmless the City of Rawlins & its 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.

Permission to the City of Rawlins, & its agents, Department of Recreation Services and their employees and volunteers to use photographs and/or video taken at the Bark in the Park event I publications, news releases, online and in other communications related to the event.

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 Bark 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.