



Mountain Days

June 26-28, 2015

Guidelines for Participation

The History of Alpine Mountain Days

Alpine Mountain Days was started in 1990 by Jan Rollins and Marge Grover, the founders and co-chairs (for 17 years) of this weekend festival. From the very first "Mountain Days" these two ladies had a vision which has become reality. With the help of volunteers, the generosity of many businesses and individuals, and the participation of craftsmen, vendors, and those who attend, this event has grown year by year into one of the largest weekend festivals in the area.

We encourage our vendors to sell handmade goods.

Location: Main festivities will be at the Donn Wooden Civic Center and Marge Grover Memorial Park. The Pioneer Village is across the street on the front lawn of the Three Rivers Motel.

Indoor Booths located in the Civic Center: We have a limited number of indoor spaces available. It is a first-come, first-served basis so please indicate if you would like to have an inside booth. Space cannot be guaranteed.

Dates and Time of Activities

Friday, June 26th

Vendor booths open - 12 noon to 7 pm

Saturday, June 27th

- 7 am 1st Bank – Complimentary Pancake Breakfast
- 8 am – Mountain Man Triathlon start
- 10 am to 7 pm – Vendor booths open

Sunday, June 28th

Vendor booths open - 10 am to 3:00 pm

Setup and Breakdown Times

- Setup – Thursday, June 25 at 12 noon
- Breakdown – Sunday, June 28, 2015 after 3 pm

All vendors are required to participate in the entire event, leaving or closing early is not allowed without staff approval. If you leave early without notification your future applications may be denied.

During setup vehicles and trailers are permitted to be in the parking areas of the Civic Center. All vehicles and trailers must be moved by Friday, June 26th by 11 am or they will be towed at owner's expense – no exceptions.

Civic Center Hours

Inside Booths: The doors will be unlocked 1 hour prior to the opening of daily events and closed ½ hour after the daily event. With the exception of Sunday – all indoor vendors must be broken down by 5 pm.

Wyoming Sales Tax

All sales made at the Alpine Mountain Days are taxable at 5% per the State of Wyoming and is the responsibility of the vendor to comply. If you do have a Wyoming sales tax number, forms are available through the State of Wyoming Department of Revenue Department. Website: <http://revenue.wyo.gov/Excise-Tax-Division>, or call 307-777-5200.

Duplication of Vendor Products

It would be ideal for you to be the only vendor selling the items or type of items you bring, please understand there very likely will be some overlap. We reserve the right to ask vendors not to sell things we consider unsafe or inappropriate.

ATTENTION Food Vendors

Wyoming Department of Consumer Health Services – Alpine Mountain Days requires all food vendors to comply with the State of Wyoming food safety regulations. Expect an inspector during the event.

- For information contact: Lincoln County CHS Specialist Dru Haderlie at 307.279.3276, or visit the website: <http://wyagric.state.wy.us/divisions/chs/food-safety>

Weather/Wind

Alpine, WY weather normally is wonderful this time of year but can be unpredictable - Normally it is 70 to 85 degrees during the day and 40 to 50's in the evenings. Wind and storms can be a factor when vendors have tent booths – please come prepared to be able tie down your booth. **NO STAKES ARE ALLOWED** - concrete blocks, or sandbags work well.

Additional Items to Note

- Security: Alpine Mountain Days will have security for the outside booths within the Marge Grover Memorial Park two evenings – Friday and Saturday of the event – starting at 8 pm and ending at 6 am. For emergencies call 911.
- Restrooms: the Civic Center has public restrooms with outside entrance, during the event they will be open 24/7. No showers are available.
- Vendor Booth Space: we assign booth space prior to the event. If you would like a specific space please notate that on the application. We will try to accommodate your needs but booth space can't be guaranteed.
- Free Parking – within walking distance of the Civic Center is an area designated for parking.
- For Arts & Crafts and other vendors - the 10x10 space does not include parking for trailers or RV's – parking is available offsite.
- For Food vendors - spaces are located on asphalt and can include trailers that are necessary for your immediate use. Parking offsite is available.
- Handicap Parking – parking for handicap is available with appropriate license tags or documentation. All non-handicap vehicles in the handicap are will be towed at owner's expense.
- RV or Tent Camping – registered booth vendors are allowed to camp complimentary in our free parking area. There will be a specific area of the parking area for camping – please see committee members upon check-in. Camping will be dry camp only; no water or sewer hook-ups are available. Restrooms are available at the Civic Center.
- Electrical Outlets: are only available via purchase at the time of registration. All vendors are required to supply their own extension cords and are responsible for taping down the extension cords across public ways.

- **Water Spigot:** is available at the outside of the Civic Center. Vendors must supply their own buckets to carry water. No hoses are allowed.
- **Cleanliness of Vendor Booths:** it is the responsibility of the vendors to keep their booth and immediate area clean of trash and debris.
- **Trash:** there are large dumpsters available in specific areas for the vendors to use throughout the event. ALL boxes must be broken down prior to putting in dumpsters. Do not dump trash in individual trash cans.
- **ATMs:** are located in various places in Alpine – the two closest are the 1st Bank and the Bull Moose Saloon.
- **Wi-Fi Internet:** is available in the Town of Alpine, but has its limitations – especially in the Civic Center. We recommend that you bring a credit card manual imprinter machine in case Wi-Fi doesn't work for the location.
- **Pet Policy:** all pets must be leashed and within the area of the vendor booth space. If problems arise the committee of Alpine Mt Days have the right to ask the pet to be removed from the venue.

Refund and Cancellation Policy

Cancellation of a booth reservation which is received on or before June 1, 2015, will receive a full refund minus a \$15 processing fee. Cancellation of a booth reservation which is received after June 1, 2015, and by June 15, 2015, will receive 50% of the registration fee minus a \$15 processing fee. No refunds after June 16, 2015.

Questions? Call the Town of Alpine at 307-654-7757, or visit our website at www.alpinewy.org.