

# donkeycreekfestival



## 14<sup>th</sup> ANNUAL DONKEY CREEK FESTIVAL

*To provide an opportunity for people to gather and enjoy the arts.*

[www.donkeycreekfestival.com](http://www.donkeycreekfestival.com)

*You are invited to participate in the 14th Annual Donkey Creek Festival (DCF) at Gillette College on June 21-22, 2019 in Gillette, WY. The two-day festival is a showcase for live music, quality fine art and crafts, and much more.*

*The DCF Committee is a non-profit charitable organization and all proceeds are used to produce the festival.*

## FOOD & NON-ALCOHOLIC BEVERAGE VENDOR INFORMATION

Food vendor booths are available for the 2019 Donkey Creek Festival. There are two tiers of food vendor booths. A vendor booth on the non-stage side of Donkey Creek is called a Tech Side booth. If you would like a Tech Side booth, please fill out the vendor application on page 3 of this form. The vendor fee for a Tech Side booth is \$150. Vendor location on the Tech Side will be selected by the Donkey Creek Festival Board. For application and information, see page 3 of this application.

A vendor booth on the stage side of Donkey Creek is called a Stage Side booth. These are premium booths and will be awarded to the highest bidder. To bid on a Stage Side booth, please fill out the bidding information on page 5 & 6 of this form. Only three (3) vendor booths will be permitted on the Stage Side and those will be awarded to the highest bidder. The minimum bid for a stage side spot is \$250. Bids must be received by Friday March 15, 2019. Vendor location will be selected by the Donkey Creek Festival Board. For all details, see page 5.

Each food vendor booth space includes **ONE** 120-volt/15-amp double receptacle with 3-pin outlet with no exceptions and based on availability.

***Tech Side booths: If your booth is more than 12' Deep, you will need to pay an additional space fee of \$150. If your booth is more than 12' WIDE, you will need to pay an additional booth fee of \$150.***

***Stage Side booths may be up to 12' x 30'.***

Vendors are to provide their own display booth, racks and/or tables. Gillette College facility's picnic tables are NOT for vendor use. The festival takes place at Gillette College, where tent stakes can be no longer than six inches. Not all booth locations are perfectly level, so vendors are advised to bring leveling supplies for table displays.

Vendors are required to set up their booths – Donkey Creek Festival and Gillette College personnel will not assist with booth setup.

All food vendors must be setup by 3 PM on Friday, June 21st.

All food and beverage vendors must be licensed to serve in the State of Wyoming. If you have questions about state licensing or regulations, contact the Wyoming Department of Agriculture's Consumer Health Services at (307) 777-7321.

**ELECTRICITY:** *Electricity is provided to Food Vendors only.* ONE 120 volt/15-amp double receptacle with 3-pin outlet will be provided to each booth. Extension cords must be in first-class condition, adequately grounded, and at least 12 AWG-preferably 10 AWG.

The Wyoming state electrical inspector has authority to examine all electrical equipment, in which a fee is required for each inspection. Since electricity on College grounds is limited, only those electrical items designated on your electrical application and approved by the Donkey Creek Festival committee will be allowed.

***GAS GENERATORS FOR MAKING ELECTRICITY ARE NOT PERMITTED.***

***PROPANE GRILLS FOR COOKING ARE ALLOWED.***

**WEATHER:** Wyoming is known for sudden inclement weather. Vendors should be prepared for any weather changes. If the weather becomes severe, a Donkey Creek Festival coordinator will consider and determine suspension, cancellation or relocation of part or all of event. ***There will be no reimbursement of booth or application fees due to weather.***

**TAXES, ETC:** All participating artists are required to collect and pay the appropriate local and state sales tax. Please check on the sales tax percentage with the Department of Revenue provided online: <http://revenue.state.wy.us>

**SECURITY:** Limited security of the Festival grounds is provided on Friday night. Vendors are encouraged to secure their booths/belongings.

**FEES:** Each application must be accompanied by a check (Made out to Donkey Creek Festival) to cover the appropriate booth fee. Please note, deposit checks for the stage side vendor booths will not be cashed until the bids are awarded. We will not accept post-dated checks.

**FOOD & BEVERAGE BOOTH SCHEDULE:**

***Friday, June 21st***

Booth Set-up: 11 AM to 3 PM

Booths Open: 4PM to 8PM

***Saturday, June 22nd***

Booths Open: 10 AM – 8 PM

***Note: The Food Vendor hours listed above are the minimum requirements. Food vendors may stay open later than the booth closing time if the vendor desires, but must stop serving food once the last musical act of the night finishes their set. Vendors may tear down Saturday night once the last act is on stage, or Sunday morning, but no security is provided Saturday night.***

Tech Side Address  
Gillette College Technical Education Center  
3251 S. 4J Road  
Gillette, WY 82718

Stage Side Address:  
Gillette College  
300 W. Sinclair Street  
Gillette, WY 82718

# TECH-SIDE APPLICATION

NAME		BUSINESS NAME	
ADDRESS			
CITY		STATE	ZIP
BUSINESS PHONE		CELL PHONE FOR TEXT	
EMAIL		WEBSITE	
TYPE OF FOOD/BEVERAGES FOR SALE			

**BOOTH INFORMATION:**

BOOTH DIMENSIONS - HEIGHT	WIDTH	LENGTH	*BOOTH SPACE MAXIMUM IS 12' X 24'
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Each Tech Side vendor booth space includes *ONE* 120-volt/15 amp double receptacle with 3-pin outlet with no exceptions and based on availability.

**MY PAYMENT ENCLOSED INCLUDES:**

FOOD & BEVERAGE VENDOR BOOTH FEE-\$150	
ADDITIONAL SPACE (DEPTH)-\$150	(IF NEEDED) PROVIDE REQUESTED SIZE
ADDITIONAL SPACE (WIDTH)-\$150	(IF NEEDED) PROVIDE REQUESTED SIZE
TOTAL PAYMENT ENCLOSED	

**PLEASE READ AND INITIAL TO ACKNOWLEDGE THE FOLLOWING:**

- \_\_\_\_\_ I have read and understand the electrical requirements and limitations for food vendor booths
- \_\_\_\_\_ I acknowledge that my food vendor booth fee is non-refundable
- \_\_\_\_\_ I acknowledge that I am licensed to serve food in the State of Wyoming
- \_\_\_\_\_ I acknowledge that I will only serve food on the Tech Side of Donkey Creek
- \_\_\_\_\_ I acknowledge that I will be set up by 3 PM on Friday, June 21st
- \_\_\_\_\_ I acknowledge that all staff and volunteers for my booth will understand the rules set forth by Donkey Creek Festival

*Complete and sign this application and mail with check for booth space to:*  
Donkey Creek Festival Committee  
PO Box 4501  
Gillette, WY 82717  
For more information, call Jennifer Toscana at (307) 686-5202 or email [jennifert@gillettewy.gov](mailto:jennifert@gillettewy.gov)

# GENERAL RELEASE

In consideration for being allowed to participate/volunteer in the Donkey Creek Festival, I agree and acknowledge as follows:

- 1. RELEASE OF LIABILITY:** I, unconditionally release, hold harmless and indemnify the Donkey Creek Festival, Gillette College, the City of Gillette, all sponsoring organizations, and their directors, officers, employees, agents and volunteers, successors and assigns, and all other persons directly or indirectly liable, from all claims of legal or financial liability of any kind, including but not limited to, personal and economic injury, loss, costs, or damage arising out of or in conjunction with the Donkey Creek Festival, whether foreseeable or unforeseeable, including those resulting from negligence or fault, without regard to any hazards which may exist, whether hidden or obvious.
- 2. SEVERABILITY:** If any part of this Acknowledgment, Release and Waiver is found to be invalid, all other parts of this Acknowledgment, Release and Waiver shall be binding and continue in full force and effect.
- 3. ACKNOWLEDGMENT OF VOLUNTARINESS:** I have not been pressured in any way to participate in these activities. Any activities I undertake are done so voluntarily and solely for purposes of participating in the Donkey Creek Festival.
- 4.** I represent that I am an adult and legally competent to sign this release; that the terms of this release are contractual; and that this release shall be binding on me, my personal representatives, heirs, successors and assigns. I have fully informed myself of the contents of this Acknowledgment, Release and Waiver by carefully reading it and I sign this release voluntarily.

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## MAIN STAGE-SIDE APPLICATION

NAME	BUSINESS NAME		
ADDRESS			
CITY	STATE	ZIP	
BUSINESS PHONE	CELL PHONE FOR TEXT		
EMAIL	WEBSITE		
TYPE OF FOOD/BEVERAGES FOR SALE			
<b>BOOTH INFORMATION:</b>			
BOOTH DIMENSIONS - HEIGHT	WIDTH	LENGTH	*BOOTH SPACES PROVIDED ARE 12' X 30'

Each Stage Side vendor booth space includes **ONE** 120-volt/15 amp double receptacle with 3-pin outlet with no exceptions and based on availability.

### PROPOSAL

The Donkey Creek Festival is requesting proposals for three (3) Stage Side Vendor Booths to serve food and non-alcoholic beverages for the 2019 Donkey Creek Festival - which runs Friday, June 21 through Saturday, June 22 at Gillette College. The food vendor schedule for the Festival is:

Friday, June 21st

Booth Set-up: 11 AM to 3 PM  
Booths Open: 4PM to 8PM

Saturday, June 22nd

Booths Open: 10 AM – 8 PM

Note: The Food Vendor hours listed above are the minimum requirements. Food vendors may stay open later than the booth closing time if the vendor desires, but must stop serving food once the last musical act of the night finishes their set.

The **minimum bid** for a Stage Side vendor booth is \$250. A deposit check for \$150 (payable to Donkey Creek Festival) must be included with your official bid. The three highest bidders for Stage Side vendor booths will be awarded a Stage Side spot and your deposit check will be cashed. The remainder of the bid (full bid less \$100) will be collected in cash or check prior to the start of the Festival on Friday, June 18th. Percentage based bids will not be accepted. Please bid a dollar figure for the booth. If you are not one of the three highest bidders, your check will not be cashed and will be returned to you via mail. You are still eligible for a Tech Side vendor booth if you are not awarded a Stage Side booth.

The Donkey Creek Festival will award three (3) Stage Side vendor booths at the 2019 Donkey Creek Festival to the **highest bidder** based on the vendor's ability to provide:

- ***All necessary permits for serving food in the State of Wyoming***
- ***Rough outline of the food vendor's menu***
- ***Acknowledgement of the policies on the following page.***

**PLEASE INITIAL TO ACKNOWLEDGE THE FOLLOWING:**

\_\_\_\_\_ I have read and understand the electrical requirements and limitations for food vendor booths

\_\_\_\_\_ I acknowledge that if I am awarded a Stage Side food vendor booth, my deposit is non-refundable

\_\_\_\_\_ I acknowledge that I am licensed to serve food in the State of Wyoming

\_\_\_\_\_ I acknowledge that I will only serve food on the Stage Side of Donkey Creek

\_\_\_\_\_ I acknowledge that I will only serve food at my vendor booth location

\_\_\_\_\_ I acknowledge that my staff will not serve in the audience area

\_\_\_\_\_ I acknowledge that I will have my Stage Side booth set up by 3 PM and if I am not set up by that time, the Donkey Creek Festival has the right to cancel or move my booth location

\_\_\_\_\_ I acknowledge that in order to serve food in the beer garden, I must have an agreement (written or oral) with the alcohol vendor. Disputes will be resolved by the Donkey Creek Festival board

\_\_\_\_\_ I acknowledge that all staff and volunteers for my booth will understand the rules set forth by Donkey Creek Festival

**VENDOR AGREES TO PROVIDE STAGE SIDE FOOD VENDOR CATERING SERVICES FOR \$\_\_\_\_\_**

Please return your proposal (initialed and signed) with a \$150 deposit check in a sealed manila envelope to our PO Box 4501 Gillette WY 82717 or Contact Jennifer Toscana at 307.68.5202 no later than Friday, March 15, 2019. The proposals will be opened, and the booths will be awarded, at the March 2019 Donkey Creek Festival Board Meeting. At that time, the three highest bidders' deposit checks will be deposited. Any remaining bidders' deposit checks will be returned at that time.

The remainder of the bid (full bid less \$150) will be collected in cash or check prior to the start of the Festival on Friday, June 21, 2019. For any concerns, please call Jennifer Toscana 307.686.5202.

**BUSINESS NAME**

**DATE**

\_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF BIDDER** \_\_\_\_\_

**PRINTED NAME**

\_\_\_\_\_

**POSITION**

\_\_\_\_\_

**PHONE NUMBER**

\_\_\_\_\_