



Caspar Collins Day 2016 Vendor Application Form

Saturday, July 23, 2016 | 9 am to 5 pm
Fort Caspar Museum

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Business Website: _____

Signature: _____ Date: _____

List the items you plan to sell: _____

**Free Family-Friendly
Fun at the Fort:
Caspar Collins Day
July 23, 2016**

Join us as we commemorate the city of Casper's namesake on the 151st anniversary of the Battle of Platte Bridge with a day of fun activities for the entire family. Interact with 19th-century characters including cavalry and infantry soldiers, pioneers, American Indians, and frontiersmen. Watch firearm demonstrations and cavalry drills. Enjoy toys and games popular with children 150 years ago. Visitors may also stroll through a modern-day vendor mart and purchase hand-made items and food.

Fort Caspar Museum's *Caspar Collins Day* is a free event and open to the public. We provide an opportunity for both businesses and individuals to sell unique items. Final determination of appropriate merchandise will be made by the Event Coordinators. Forms must be received by July 20, 2016.

Table Fees (10' x 10')*
\$30 Individuals & Businesses | Free for Nonprofits

1. You must provide your own table, seating, wrapping materials, and change. All items for sale must be priced. You are responsible for the preparation and clean up of your area.
2. All food items must be wrapped, and proper food handling procedures must be followed.
3. The City of Casper, Fort Caspar Museum, the 11th Ohio Volunteers, and Fort Caspar Museum Association assume no liability for loss or damage of property or merchandise.
4. Set up time will be Saturday, July 23, from 7:30 am to 9:00 am. No vendor vehicles will be allowed on fort grounds after 9:00 am. You must occupy your assigned area by 9:00 am or forfeit your space. Parking for vendors will be provided in a designated location near vendor mart.
5. Optional Early Spot Stakeout: If your station set up requires more time to complete or if you would like to stakeout a spot early, we will provide a option to get started on Friday afternoon, July 22nd, from 3:00 to 5:00 pm only. Please talk to the Museum staff for more details.
6. Clean up begins at 5:00 pm. (For the benefit of people attending the event, everyone MUST remain open until 5:00 pm.) No vehicles will be allowed on the grounds before 5:00 pm. We will do our best to accommodate all requests, however there will be no guarantees of space assignments.
7. You the Vendor are responsible for reporting your earnings both to State and Federal Agencies on your own for tax purposes.
8. Payment of table fees must be submitted with registration form. Checks, credit cards, and cash are gladly accepted. Make checks payable to "FCMA" ("Fort Caspar Museum Association"). Cash payments need to be made in person at Fort Caspar Museum. Do not send cash in the mail.

Fort Caspar Museum
Association



Fort Caspar Museum Association
& 11th Ohio Volunteers
c/o Fort Caspar Museum
4001 Fort Caspar Road
Casper, WY 82604
307-235-8462
www.fortcasparwyoming.com
ftcaspar@casperwy.gov

Additional applications may be found at www.fortcasparwyoming.com.
***This is an outdoor event: *Caspar Collins Day* will proceed rain or shine.**
NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER JULY 20, 2016.