

15th Annual
SPIRIT OF THE WEST
COWBOY GATHERING
A celebration of music, poetry, and art in Ellensburg WA

Mercantile & Trading Post
Vendor Application

February 15-17, 2019

Show Hours: Fri & Sat 9a.m. to 5p.m., Sun. 9a.m. to 3p.m.

Location: Teanaway Hall, Kittitas Valley Events Center
901 E. 7th Ave., Ellensburg, WA. 98926

Admission: FREE to the public

Date of Application: _____

(Please retain a copy of your completed application for your own records)

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Website: _____

Does your business have a Facebook Page? YES NO

Please initial if you DO NOT want your name and contact information listed in the 2019 program. _____

UBI#/ EIN#/ or SSN#: **(required)** _____

Do you have a City of Ellensburg Business License? NO YES # _____

You are required to have a City of Ellensburg Business License or Temporary Vendor Permit for this event. If you circled 'NO' above, please add \$15 to your vendor fee and we will arrange for your Temporary Vendor Permit for the 3 days.

Accommodations: Overnight accommodations in Ellensburg are listed on our website at EllensburgCowboyGathering.com. Camping with electrical hookup only is available at the Event Center adjacent to Teanaway Hall for \$20 per night. (Camping fee is subject to change)

Vendors receive one FREE General Admission Concert Ticket to the performance of their choice and **one FREE Dance Ticket** (pick up at Spirit of the West Box Office at Kittitas Valley Event Center.) Additional tickets can be purchased by calling 1-888-925-2204, Online at EllensburgCowboyGathering.com or at the event.

Booth space may be shared. Every vendor is required to fill out a separate application and have a City of Ellensburg Business License or Temporary Vendor Permit. Only one free concert/dance ticket per booth space.

Application does not guarantee acceptance. All applications will be reviewed by the vendor committee. Vendor will receive an email within 30 days confirming acceptance or declining application with deposit to be returned. If application is accepted, deposit becomes non-refundable.

Vendor Booth Pricing (Includes All 3 days):

<u>Paid after May 15, 2018</u>	<u>Paid by May 15, 2018</u>
	SAVE 15%
<input type="checkbox"/> 10x10 \$150.00	\$127.50
<input type="checkbox"/> 10x15 \$225.00	\$191.25
<input type="checkbox"/> 10x20 \$275.00	\$233.75
<input type="checkbox"/> 10x30 \$400.00	\$340
<input type="checkbox"/> Outside space \$100 (Power available)	\$ 85

Sharing space with _____

Booth Price:	\$_____
+ City Business License: \$15	\$_____
+ RV Camping	
\$20 x _____ nights	\$_____
<i>(RV camping fee subject to change)</i>	
Concert Ticket	FREE
Fri 7:30pm - Sat 6:30pm - Sun 12:30pm	
<i>(Circle One)</i>	
TOTAL	\$_____
50% deposit due at time of application	
Full payment due prior to arrival	

Payment Method: Check *(Make checks payable to SOTW - \$35 fee for returned checks)*
 Credit Card *(5% service fee on all credit card transactions)*

Card #

Name on Card _____ Exp Date _____ Security Code _____

Please provide a detailed description of products that are to be sold (50 words or less). Description will be listed in program as written. Application must be received by **December 15, 2018** in order to be listed in the event program. ***(For first time vendors: Photos of your booth/products are also appreciated)***

Booth Needs:

- Against a wall (Wall space is on a first come first serve basis.)
- Power (Exhibitor must provide own cords)

Spirit of the West Silent Auction Fundraiser: The Spirit of the West Cowboy Gathering, a 501(c)(3), will be holding a silent auction fundraiser the weekend of the festival to help support our continuing commitment to promoting America's western heritage through music, poetry, and art at our annual cultural event.

I wish to make a tax deductible donation of merchandise to the Spirit of the West Silent Auction Fundraiser.
 YES NO

I/We (the undersigned) understand and agree to hold harmless and free of liability the Spirit of the West Cowboy Gathering and its event planning committee, officers, directors, management, workers, paid or volunteer, who together will not be held responsible for any loss or injury that may occur to any equipment, property, personnel of the vendor, exhibitor, or persons attending the event, or for loss of any kind or through any cause including, but not limited to: fire, theft, vandalism, extreme weather.

Please fill out this form completely, sign and date your acceptance below. By your signature you agree to all Terms and Conditions herein and those noted in Additional Terms and Conditions (page 3 attachment)

Signature _____ Date _____

SPiRiT OF THE W^{EST}
COWBOY GATHERING
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Below is a list of Terms and Conditions for the 2019 Spirit of the West (SOTW) Cowboy Gathering Mercantile and Trading Post. It is the Vendor/Exhibitor's responsibility to read and become familiar with these terms and to comply fully.

Included in your booth rental fee:

- ✓ Two Official Spirit of the West Vendor Identification badges for building access
- ✓ Free Wi-Fi access at The Kittitas Valley Event Center
- ✓ One **FREE** General Admission concert ticket to the performance of your choice (pick up at the Spirit of the West box office in Teanaway Hall at Kittitas Valley Event Center upon your arrival the weekend of the festival.)
- ✓ One **FREE** Dance Ticket
- ✓ Complimentary 2019 Spirit of the West commemorative art poster
- ✓ Listing in the official 2019 Spirit of the West Program (if application received by December 15, 2018.)
- ✓ Listed as a 2019 vendor on the Spirit of the West website at EllensburgCowboyGathering.com

Vendor set-up: Thursday, February 14, 2019 10am-6pm and
Friday, February 15, 2019 7am-9am (**Must be complete by 9am opening**)

Vendor Open Hours: Friday, 9am-5pm
Saturday, 9am-5pm
Sunday, 9am-3pm

- **Tear down:** Sunday, February 17, 2019 **no earlier than 3pm**
 - We will try to fill your choice of booth location on a first come first serve basis, however SOTW reserves the right to assign all display space. Room configuration of booth spaces may change from year to year.
 - While we don't guarantee exclusivity, we will be selective in our choice of vendors to avoid an over representation of certain products.
 - Booth space may be shared but each individual vendor must fill out their own application form and have either a City of Ellensburg Business License or pay for a temporary permit.
 - SOTW Mercantile & Trading Post Vendor building will be locked after show hours.
 - Tables and chairs are limited. Vendors are encouraged to bring their own tables. Each vendors will receive at least one table and two chairs, with extras distributed as available.
 - Exhibitor parking is located on the west side of the Teanaway Hall. Vendors may load and unload closer to the south main entry doors, but must move their vehicle immediately after unloading to make room for other vendors to unload.
 - Volunteer help with loading/unloading may or may not be available.
 - Power is available for outside vendor space.
 - **All Vendors must supply their own electrical cords for power.** They must be of a 3 wire grounded type and in good condition. No electrical cords crossing aisles or walkways.
 - All equipment must comply with all federal, state and local safety codes.
 - Pipe and drape **will not** be provided so please plan ahead for decorating your booth.
 - If you need a ladder to assemble your display, please bring it.
 - All vendors are required to confine their displays within their designated booth space.
 - Local fire codes must be followed; No propane heaters, burners or open flame devices inside building.
 - Vendor(s) must follow all applicable state and local regulations and are responsible for such.
- More Information: Email:** sotw2005@outlook.com or **Website:** EllensburgCowboyGathering.com

Submit completed application (Pages 1-2) to:

Email: sotw2005@outlook.com or

Mail: Spirit of the West, PO Box 553, Ellensburg, WA 98926