***“Wednesday Market”***

**2024 Vendor Agreement Form**

Forms may be returned to the **Buffalo Chamber at 55 N Main St, Buffalo, WY 82834** or emailed to [**info@buffalowyo.com**](mailto:info@buffalowyo.com) with Wednesday Market in the subject line. Questions? Call 307-684-5544. Forms due by May 31.

This agreement is entered into by and between the Buffalo Chamber and the person/company named below.

**Contact Information:**

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: (for publicity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_

Work/Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Product (for publicity):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitting for Wednesday Market (please check all dates you will be attending):**

**All 12 markets: \_\_\_\_\_\_\_**

**June: 5th\_\_\_\_\_ 12th\_\_\_\_\_ 19th\_\_\_\_\_ 26th\_\_\_\_\_**

**July: 3rd\_\_\_\_\_ 10th\_\_\_\_\_\_ 17th NO MARKET 24th\_\_\_\_\_ 31st\_\_\_\_\_**

**August: 7th\_\_\_\_\_ 14th\_\_\_\_\_\_ 21st\_\_\_\_\_\_\_ 28th\_\_\_\_\_\_**

**Fee schedule:** Pre-Paid Seasonal (all 12 Markets) $11.67 x 12 = $140.00

Pre-Paid Semi-Seasonal (6 Markets) $16.67 x 6 = $100.00

Unscheduled $25.00/Market – space not guaranteed

\*\*Make checks payable to: Buffalo Chamber of Commerce

*I have read and agree to comply with the Vendor Guide Below and accept all liability and responsibility of participation at the Buffalo Chamber’s Wednesday Markets.*

**Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_**

**VENDOR GUIDE 2024 BUFFALO CHAMBER WEDNESDAY MARKET**

*Vendor’s keep this page for your record’s*

**General Event Information:**

* Wednesday Markets are held at Bomber Mtn Civic Center (Northeast Lawn), 63 N. Burritt Ave, **rain or shine.**
* Booth space is 10x10. Booths are assigned on a first come, first serve basis for the entire season.
* Buffalo Chamber does not provide tents, tables or electricity.
* ABSOLUTELY NO DRIVING ON THE LAWN including but not limited to cars, trucks, SUVs, ATV/UTVs, trailers, bikes,motorcycles, etc. Failure to adhere to this rule will cause you to be removed from the Wednesday Market as a vendor and NOT be refunded your booth fees for the season.
* No stakes are permitted to secure canopies.
* Vendor’s children must be attended and kept out of other vendor’s booths.
* Dogs are NOT permitted on the Bomber Mtn Civic Center lawn, no exceptions.
* No subleasing or giving away of your space.
* **Food Sales:**
* Please read and adhere to the WY Dept. Of Ag “Food Safety Requirements”
* If required, vendors are responsible to have and provide all current necessary health and food permits.
* We recommend that fruits and vegetables be locally grown and picked within 48 hours of market.
* All items labeled or sold as “organic” must meet the requirements of the National Organic Program.

**Set-Up Open to Public Tear-Down**

\*2:00-5:00 pm \*\*5:00 – 7:00pm 7:00-8:00pm

**\*If you are not set up by 5:10, the Chamber cannot guarantee your spot.**

**\*\*You may start selling your goods if you are FULLY set up and people are waiting to purchase. Understand that you may soft open by selling early but the Wednesday Market will be advertised as occurring from 5 – 7.**

**Vendors participate at their own risk:**

The Buffalo Chamber does not provide any type of insurance or guarantee to vendors for items at the market or left on the premises that covers any loss for the vendors’ property. You may be able to obtain coverage on your personal homeowners’ policy. The Buffalo Chamber is not responsible for any loss resulting from theft, fire, water, vandalism, negligent handling by customers, or other adverse event. The Buffalo Chamber of Commerce, Wednesday Market Committee, or the City of Buffalo will not be held liable or responsible for any accident or damage that occurs during the market. Vendors are responsible for any damages they cause.