[**http://santasworkshopwy.com/**](http://santasworkshopwy.com/)

[**Scout Troop 911**](http://santasworkshopwy.com/)

**Proud to be sponsored by the**

**Uinta County Peace Officers Assoc.**

**Providing Scouting in Evanston Wyoming since 1992**

Dear Vendors,

We are looking forward to an amazing 2024 and our next chance to see you! -Troop 911

**Pre-Registration By** Aug 15th 2024

**Registration Due** Nov 4th 2024 (no exceptions)

**Setup/Restock** Fri Nov 22nd 7am-1pm, Sat Nov 23rd 7am-9am (contact for exceptions)

**Open to Public** Fri Nov 22nd 1pm-7pm, Sat Nov 23rd 9am-4pm

**Cleanup** Sat Nov 23rd 4pm-5:30pm (no exceptions)

**Event Location** Evanston Machine Shop and Round House Complex

1440 Main Street, Evanston, WY 82930

**Santa’s Workshop 2024 Vendor Agreement**

**The Event**

* Exceptions to ‘Setup/Restock’ listed above should adhere to all terms in the ‘Vendor Agreement’
* During ‘Open to Public’ aisles, driveways, and doors must be kept clear as per the Fire Marshal
* Vendors must supply their own electrical cords, no guarantee of available electrical outlet
* Vendors should be prepared to supply their own tables, a limited amount is available
* Food booths will be limited to baked goods only. These items must be wrapped securely and you need to check with the Wyoming State Board of Health on regulations for selling food items
* Vendors are responsible for collecting taxes and associated liabilities
* No canopies are allowed in the building as per the Fire Marshal
* Booths may not be dismantled before ‘Cleanup’, no exceptions
* Vendor’s booths must be cleaned up with all items removed by end of ‘Cleanup’, no exceptions

**Registration**

* All registration forms are subject to approval
* Registrations will be on a first received first served basis
* Returning vendors will only receive preference if received by ‘Pre-Registration By’
* No registrations will be accepted without our having received a completed Registration Form and Booth Payment
* Registrations received after ‘Registration Due’ may not be accepted, regardless of postage date
* A $50 fee will be assessed on all returned checks
* No refunds will be given for anyone canceling two weeks or less before show, if you have an emergency and can’t attend, please contact us ASAP so the space might still be used
* Two booth limit is usually imposed to provide a wider diversity of vendors
* Booth assignments will be given at the registration desk

**For Your Information**

* We are required to submit a complete list of vendors with addresses and phone numbers to the city of Evanston with the mass event license as required by the state of Wyoming
* We conduct a raffle of items donated by Vendors throughout the event as an additional fundraiser for the scouts, this is a great opportunity for us to talk about your booth over the speaker system, door prizes will be displayed at the registration desk, prizes not collected by end of event will be donated to local charitable community events

**Questions**

* By Mail - Santa’s Workshop, Scout Troop 911, 496 Remington Dr, Evanston, WY 82930
* By phone - After 5pm, Karen Breininger 307-799-7574

**Please Keep This Page for Your Information**

**Please Send This Page Only**

**SANTA'S WORKSHOP 2024 REGISTRATION FORM**

(Typable form or please print clearly)

|  |  |
| --- | --- |
| First and Last Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Business Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | State: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | Zip: | \_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Alt Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Booth Selection, each booth approximately 10’ wide x 8’ deep**

\_\_(Initials) One Booth, $90

Or

\_\_(Initials) Two Booths, $180

**Unbranded vs Branded Products**

\_\_(Initials) I am selling unbranded products, no event paperwork required

Or

\_\_(Initials) I am selling branded products, event paperwork complete

**List categories or types of items for sale:**

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

**Special Requests \ Allergies \ Concerns (we will do our best to accommodate, no guarantees):**

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

\_\_(Initials) OPTIONAL: Yes, I would like to donate a door prize

\_\_(Initials) I agree to the “Santa’s Workshop 2024 Vendor Agreement

\_\_(Initials) If any violations are brought to my attention, I agree to take immediate corrective action

\_\_(Initials) Non-compliance will result in exclusion from any further shows sponsored by the Scouts

\_\_(Initials) Self-addressed stamped envelope is enclosed

\_\_(Initials) Full check payable to “Santa’s Workshop, Troop 911” is enclosed

Signature of Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mail registration form, self-addressed stamped envelope, check to:**
Santa’s Workshop, Scout Troop 911

496 Remington Dr, Evanston, WY 82930

**Please Send This Page Only**