



Columbia
River
Cowboy
Gathering
& Music
Festival

April 14th, 15th & 16th

2017

Vendor packet

Thank you for your interest in being a part of **The Columbia River Cowboy Gathering and Music Festival**. You are receiving this letter because you have expressed interest, someone has recommended you or you are a past vendor.

The Columbia River Cowboy Gathering Foundation is a non-profit organization that provides assistance to various community non-profit groups by putting on an annual event - The Columbia River Cowboy Gathering and Music Festival. We have chosen one charity to help this year, Rascal Rodeo. Our mission is to preserve the western way of life by providing a festival honoring the cowboy way and heritage through music, poetry and various arts & good. At the same time, keeping it a wholesome family oriented event at an affordable price. We appreciate your participation.

This year's event will be April 14, 15 & 16th 2017 at the Benton County Fairgrounds in Kennewick, WA. Our Vendor booths run from Friday at noon through Saturday evening. Vendors may start setting up on Thursday at 1:00p.m until 9:00p.m or Friday at 8:00a.m until noon. Entertainment will be in building 1 as well as building 3. You are required to stay open during the day until approximately 6:00p.m, when the evening concert starts.

A 10'X10' vendor space is \$50 with a Kennewick business license, \$65 without a Kennewick business license. If you wish to have a double space the charge will be an additional \$50. You will receive 2 vendor passes with your paid space (single or double). The vendor passes will allow you into all of the daytime entertainment as well as your booth area. If you wish to attend the evening concert(s) and/or if you want more tickets beyond the 2 vendor passes, you will have to purchase those tickets. The advanced price is \$15 per day/evening prior to the event or \$25 per day/evening at the event. You may purchase them on the enclosed form. Electricity is available at no extra charge. If you require electricity please mark the appropriate box on the application form. Your space will be completely empty. We do not supply chairs or tables. We expect the space to be left as found with all trash put in the proper receptacles.

We have a committee that approves vendors for the event. Your product or services must meet the approval of our committee. Please include a picture or a website to view your product along with your vendor application and check (made payable to CRCGF). You may also call Judy at 509-851-4287 to pay with a debit/credit card. Note that pictures or samples cannot be returned. You will receive a letter of acceptance from the committee or we will return your check to you if we feel your product does not fit our event or our spaces are all full. ****If you are a past vendor with our event and are bringing the same product, you DO NOT need to include a sample or photo.** We do not accept vendors selling identical items as another vendor.

There is on site camping available by reservation with a fee of \$15 per night. Please return enclosed form. Camping space is limited. We are also working with The Clover Island Inn. Please call 1-866-586-0542 and mention the Columbia River Cowboy Gathering for discounted rates. Rooms are limited.

We have a very nice program book that carries information and schedules for the event as well as advertising. You may want to consider buying an ad in the program as well. See the included form for rates. If you have a Facebook page or other forms of advertisement please feel free to advertise your involvement with our event. You can get information on our website.
www.columbiarivercowboygathering.com

Any questions, please call Shandy Hipke at 509-554-2638 or shandylee1@msn.com

Notice:

Buildings will be filled based on date of application received. If you have a preference, please note this on the application form. **This in no way guarantees your preferred space. Past vendors will get first choice and will get their previous space unless otherwise specified.**

****If you are a past vendor, in order to secure your space, all forms and payment need to be returned by February 10th 2017.**

Thursday

Open to vendors for set up

1:00 PM – 9:00 PM

Friday

8:00 AM – 12:00 PM

Open to Vendors for set up

12:00 PM

Open to public

6:00 PM

Evening show featuring Lacy J Dalton

Saturday

9:00 AM

Open to public

6:00PM

Evening Show featuring Billy Dean

6:00PM- 11:00PM

Vendor tear down

Sunday

9:00 AM

Cowboy Church – no admission charge

11:00 AM

Event closes

Visit our website often to see updated schedule along with other information. As a vendor, you will be listed on our website. www.columbiarivercowboygathering.com as well as our program book.

Columbia River Cowboy Gathering - Vendor Agreement

Event Date: April 14, 15 & 16th 2017 – Benton County Fairgrounds, Kennewick, WA

Business Name _____

Vendors Name _____

Vendor Mailing Address _____

Vendor Phone Number _____

Email address _____

Description of product to be displayed and/or sold (if you are a new vendor, please include a picture or sample – cannot be returned) _____

- I understand that the Columbia River Cowboy Gathering, Benton County Fairgrounds and sponsors are not responsible for rain, wind, fire, damage from same or theft and that the event will be held rain or shine.
- I understand that Thursday, Friday and Saturday nights the buildings will be locked and secured. While no problems are anticipated, the Columbia River Cowboy Gathering staff/Benton County Fairgrounds cannot be responsible for loss due to break in. The event will remain open until midnight. I will need to secure my space when leaving it.
- I understand I need to provide a receipt to customers for purchases made from my booth for security purposes and to help protect against theft.
- I understand that my booth is an empty space and any tables, electrical cords, chairs, etc. are my responsibility to provide as I may require need of.
- I understand my tickets and any booth fee are non-refundable.
- I understand payment is to be made in full with this form in order to secure a space.
- I understand I am to leave my space clean and all trash put in proper receptacles.

Signature _____ Date _____

Print Name _____

Vendor Checklist

_____ 10X10 space (\$50 with city of Kennewick business license) please have a copy with you

_____ 10X10 space (\$65 no city of Kennewick business license)

_____ Additional 10x10 space (\$50)

_____ Electricity required (no charge)

_____ Banner displayed in evening concert building (\$25) *no bigger than 3ft X 8ft please

_____ Friday Tickets (\$15 each)

_____ Friday VIP Tickets (\$20 each)

_____ Saturday Tickets (\$15 each)

_____ Saturday VIP Tickets (\$20 each)

_____ Camping (\$15 per night)

_____ large business card size ad in event program @ \$60

_____ 1/2 page (8½x5½) ad in event program @ \$180

_____ full page (8½x11) ad in event program @ \$285

\$ _____ **TOTAL DUE**

You will be able to pick up your vendor passes at the information booth on Friday between 10:00a.m – 12:00noon.

Please make check payable to CRCGF and mail to the following address along with a self-addressed stamped envelope if you require tickets. Call Judy at 509-851-4287 for debit/credit card purchase.

***Columbia River Cowboy Gathering
P.O. Box 6438
Kennewick WA 99336***