



# Caspar Collins Day 2023 Vendor Application Form

Saturday, July 22, 2023 | Event hours: 10 am to 4:00 pm  
Fort Caspar Museum

Contact Name: \_\_\_\_\_

Business: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List the items you plan to sell: \_\_\_\_\_

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 FCM Event Coordinators. **Forms must be received by July 20, 2023.\*\***

### Table/Space Fees (10' x 10')\*

#### \$30 Individuals & Businesses | Free for Nonprofits

1. You must provide your own table, shade, seating, wrapping materials, and change. All items for sale must be priced. You are responsible for the preparation and clean up of your area. Do not put stakes into the ground without seeking sprinkler location information.
2. All food items must be wrapped, and proper food handling procedures must be followed.
3. The City of Casper, Fort Caspar Museum, and Fort Caspar Museum Association assume no liability for loss or damage of property or merchandise.
4. Set up time will be Saturday, July 22, from 7:30 am to 9:30 am. No vendor vehicles will be allowed on fort grounds after 9:30 am. You must occupy your assigned area by 9:30 am or forfeit your space. We will do our best to accommodate all location requests, however there will be no guarantees of space assignments.
5. Parking for vendors will be provided in a designated location near vendor mart.
6. No Early Spot Stakeout: Sorry, there will be no early set up option this year because there is another event going on the evening before.
7. Clean up begins at 4:00 pm. (For the benefit of people attending the event, everyone MUST remain open until 4:00 pm.) No vehicles will be allowed on the grounds before 4:00 pm.
8. You the Vendor are responsible for reporting your earnings both to State and Federal Agencies on your own for tax purposes.
9. Payment of space 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 the Museum. Do not send cash in the mail.



Fort Caspar Museum Association  
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](http://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, 2023.**