

Cheyenne Frontier Days™ Exhibitor Information



2023

The Process:

- ❖ Cheyenne Frontier Days™ will contract renewals sometime in February.
- ❖ If there are openings, we will look at the new applications (waiting list) and make decisions.
- ❖ If you are selected, you will be notified prior to contracting to make sure you are still interested.
- ❖ If you are not contacted, you will remain on the waiting list. You must reapply each year to stay on the waiting list.
- ❖ If we get any cancellations, we will go to the waiting list to find a replacement. Note: The waiting list is not first come, first serve. We will look for new and different vendors that we think will compliment our show.
- ❖ You must reapply each year to be on the current year's waiting list.
- ❖ You can usually begin applying in mid to late August of each year online.

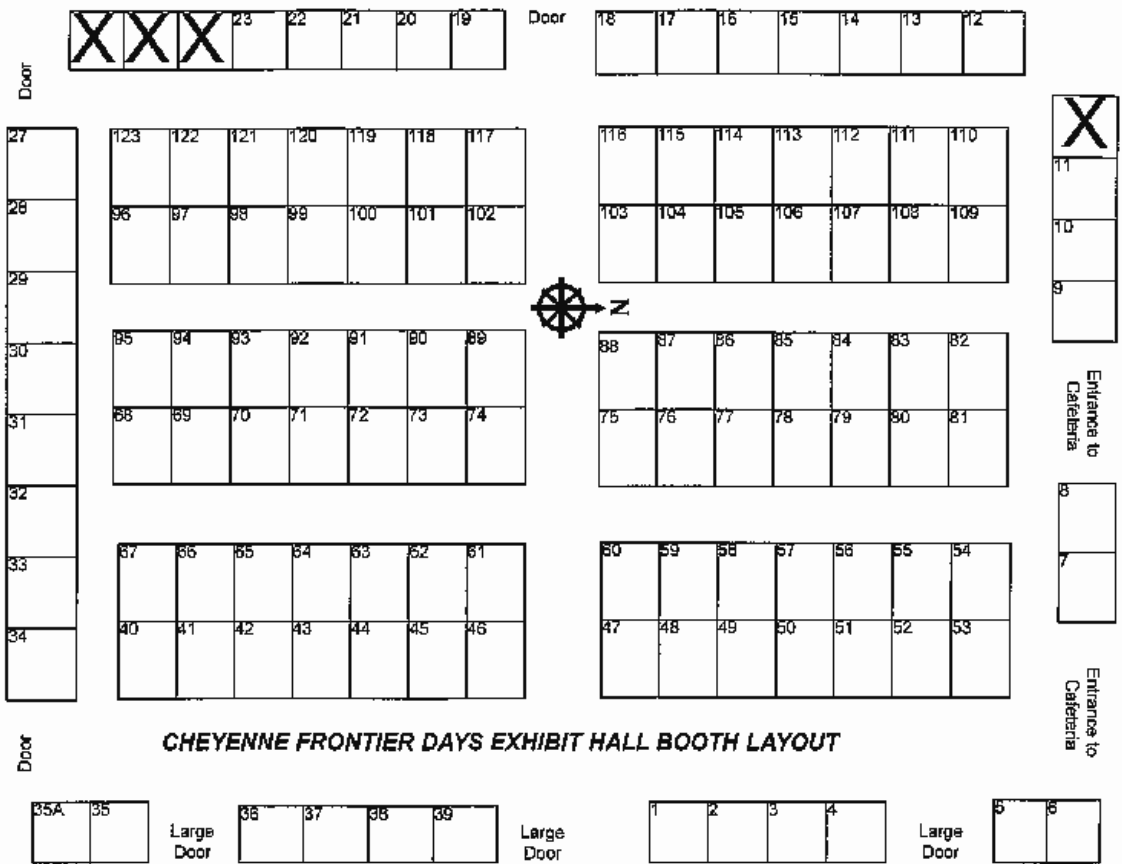
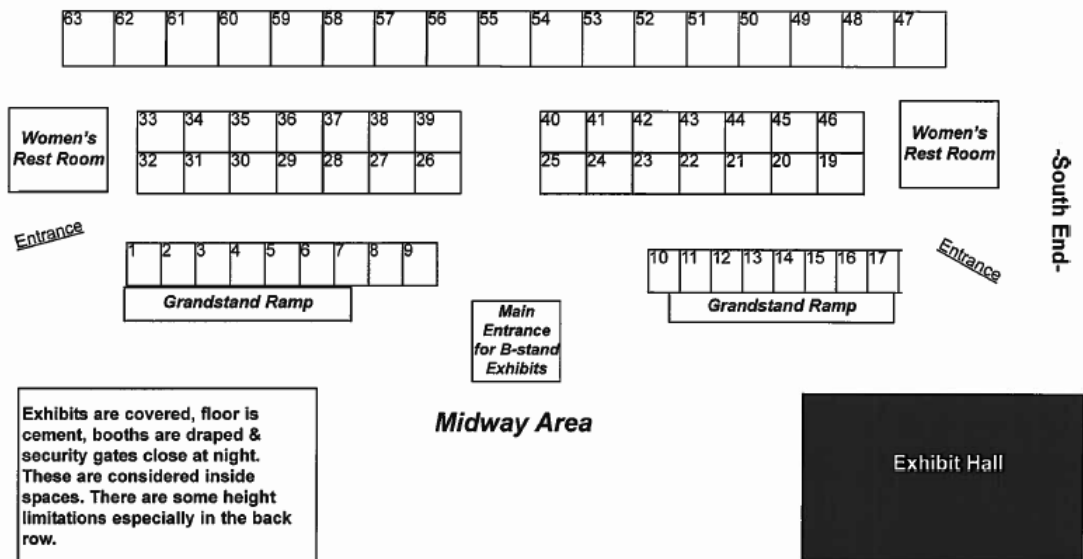


Exhibit Hall & B-Stand Layout

Cheyenne Frontier Days Under the Grandstands Exhibits



Outside, Old Frontier Town, Indian village & food Vendors

- ▶ Most outside exhibit areas are located on the midway & around the exhibit hall. Outside exhibit hours are 10:30 a.m. to 10:30 p.m. except final Sunday 10:30 a.m. to 6 p.m.
- ▶ Old Frontier Town Exhibits are located east of the arena. Hours are 10:30 a.m. to 8 p.m. except final Sunday they close at 6 p.m.
- ▶ Indian Village vendors are Native American craftsman --- for more information on these email: indians.chairman@cfdrodeo.com.



Food vendors contact:
FUN BIZ CONCESSIONS
1659 State Hwy. 46W
Ste. 115 #601
New Braunfels, TX 78132
Fax: 651-602-3657
funbizconc@gmail.com

RENTAL FEE PAYMENT: PAYMENT IS DUE IN FULL ON OR BEFORE APRIL 15

EXHIBIT HOURS: Inside exhibitors are required to be open **10:30 am to 9:30 pm (Exhibit Hall & Under B Stand)** each day of the show with the exception of the final Sunday which is 10:30 am to 6 pm. **Outside exhibitor** hours are **10:30 am to 10:30 pm**. Exhibits **must** be manned during such hours. **OLD FRONTIER TOWN HOURS ARE 10:30 am to 8 pm.**

Absolutely no pets are allowed in the exhibit areas or on Frontier Park at any time, with the exception, of service dogs. This includes set-up, during the show, and tear down.

No glass bottles are allowed in the exhibit hall or under the grandstands. Exhibitors are also asked to **refrain from the use of alcohol and tobacco** in the exhibit areas. **Smoking is not** allowed in the Exhibit Hall or under B-Stand. Use of alcohol and tobacco during contract hours could lead to cancellation of contract.

SUBLETTING is strictly prohibited



Overhead view of Frontier Park

ADDITIONAL ADMINISTRATIVE CHARGES: Exhibitors requesting additional copies of contracts will be assessed a \$25 processing charge. There will be a \$50 charge on all returned checks.

MICROPHONE USE: No loud speakers or microphones will be allowed without the written consent of CFD prior to show time.

OUTSIDE EXHIBITORS: Outside exhibitors will be responsible for his/her own booth set-ups (awning, sides, water barrels, etc.). Cleaning of your exhibit space area each day & night is required. No provisions are made for awnings, hitches, over hangs etc. Outside exhibitors **can not insert stakes, etc. into the pavement/grounds due to underground utilities**. Water barrels, etc. are not provided.

FIRE EXTINGUISHERS: All OUTSIDE Exhibitors: The Cheyenne Fire Department requires a minimum 5 lbs. ABC Type fire extinguisher (certified and tagged within the last year by Cheyenne Licensed business). A larger extinguisher may be required based on the size of the stand.

SECURITY: Security will begin a few days prior to opening date. If you are located outside our main gate area you will need to supply your own night security.

WEIGHING AND MEASURING DEVICES: Any exhibitor using scales will need to contact the State of Wyoming, Wes Brown, Inspection Specialist at 307-351-6453 or wbrown@state.wy.gov for information on scale inspections/regulations.

INSURANCE: It is mandatory for all Cheyenne Frontier Days exhibitors to purchase the Vendor Liability through USI Insurance. For more information contact CFD.

DECORATING COMPANY: Any additional supplies needed (tables, chairs, carpet, etc.) can be rented from the decorating company. Each vendor is responsible for their own pipe and drape.

BOOTH DISPLAYS & Appearance: All indoor spaces are draped. Exhibitor can assemble their own booth set up however, sidewalls **can not** be higher than 4' beginning at the front of booth & back the first five (5) feet. Any obstruction of other booths will require a change in your display. **This includes end cap booths** unless special permission has been granted. **Note: Under B-Stand there are some height restrictions, if your display requires a certain height be sure you make that clear!** All signage shall be professional. Handwritten signs are not acceptable. Exhibits should use professional display techniques: carpeting, plants, shelves, and other decorative touches.

UTILITY SERVICE: Each commercial exhibitor will have a 120v/20 amp electrical hookup at no charge with in their booth area. Any additional hookups are at the exhibitor's expense and must have prior approval. Exhibitors are asked to submit the Electrical Service Request form with the return of this Agreement. All electrical cords, cables, connectors, plugs, equipment etc. must be supplied by the Exhibitor and meet UL standards. Any electrical hookups other than 120v/20 amp must send photos of the plug type you will be utilizing.

TELEPHONES: You will need to contact CenturyLink for a telephone line.

EXHIBITOR BADGES/PARK 'N RIDE SHUTTLE: Each exhibitor will be given two gate passes/shuttle parking per exhibit space; **any additional passes will be available at a charge of \$50 per pass.** There will be no refunds on exhibitor passes. This pass allows them to enter through the main gates of the park, and on the Park 'N Ride shuttle...it does not include rodeos or night shows.

PARKING: Each exhibitor is given ONE on park parking pass. All other exhibitor parking will be located at Central High School which is just minutes from Frontier Park. There will be shuttles running continuously to get you to and from the park.

ACCOMODATIONS: You can visit Cheyenne.org for a listing of hotels and campgrounds. There is dry camping for Exhibitors at the Bronc Lot (no hookups). The Laramie County Community College also rents some of their dorm rooms to Exhibitors...they can be contacted at: 307-637-2498 for more information and availability.

Note: Some policies are up for committee review and may change prior to contract time.