

# LARAMIE COUNTY EVENTS

2026 VENDOR APPLICATION FORM

OFFICE USE			
Date Received:			
COI Received:	<input type="checkbox"/>	Paid:	<input type="checkbox"/>
Cash:	<input type="checkbox"/>	Check:	<input type="checkbox"/>
		Card:	<input type="checkbox"/>

## 2026 Laramie County Sportsman's Expo

Load In:

Bulk: Wed, 3/4

Booths: Thu, 3/5

Show Dates:

Fri, 3/6

1pm-6pm

Sat, 3/7

10am-6pm

Sun, 3/8

10am-4pm

Load Out:

Booths: Sun, 3/9

Bulk: Mon, 3/10

Event Center at Archer ♦ 3801 Archer Pkwy, Cheyenne, WY 82009

Booth Pricing	Size	Early Bird Rate (Book by 12/31/25)	Standard Rate (After 12/31/25)
<b><u>Main Floor Booth</u></b>			
Single	10' x 10'	\$300.00	\$400.00
Double	10' x 20'	\$475.00	\$575.00
Triple	10' x 30'	\$650.00	\$750.00
<b><u>Pre-function Hallway (Entry Hallway)</u></b>			
Single	10' x 10'	\$250.00	\$350.00
Double	10' x 20'	\$425.00	\$525.00
<b><u>Bulk Space</u></b>			
Oversize Bulk Space	30' x 50' minimum	\$1.50/sq. ft.	\$1.75/sq. ft.
♦ Each Booth comes with pipe & drape on the back and sides, (1) 8' table, and (2) chairs			

### **Remit to:**

Laramie County  
3801 Archer Pkwy  
Cheyenne, WY 82009

Please describe your Product or  
Exhibit/Display:

Booth Cost:	
110V Power - \$100.00:	
Corner Booth Fee (If available) - \$100.00:	
<b>TOTAL:</b>	
Deposit Amount (Minimum 50%) *Full amount due after 12/31/25	
Balance Due:	

The rules and regulations in this contract for exhibitor space and support services constitute a binding contract when signed by authorized representatives of both the Exhibitor (PERMITEE) and Laramie County Events (LCE). Once signed by both parties, the PERMITEE and LCE both agree to abide by and conform to the conditions and provisions of this contract as more fully set forth on the reverse side of this document.

### **Company Info**

Company Name: \_\_\_\_\_ (herein after called PERMITEE)

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

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

### **Contact Info**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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### THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- DISPLAY TIMES:** PERMITEE agrees to have BOOTH in place and ready for business no later than 12:30 PM on the first day of the show. With **NO EXCEPTIONS** the BOOTH must be manned and maintained in working order for the full term of this contract and open for business/showing per the following time schedule, where applicable, **please initial the following:**  
**- Friday, March 6<sup>th</sup> 1:00 pm to 6:00pm, Saturday, March 7<sup>th</sup> 10:00 am to 6:00 pm, and 10:00 am to 4:00 pm Sunday, March 8<sup>th</sup>**
- DEPOSIT:** 50% of the final BOOTH cost listed on the application will serve as deposit, required for all vendors. Deposits will not be refunded after the deadline of December 31<sup>st</sup>, 2025. Vendors must be fully operational the hours listed above with no exceptions.
- PAYMENT:** Payment will be made in full to Laramie County Events on or before **February 16<sup>th</sup>, 2026** to reserve booth space. If payment is not made as mentioned, the Laramie County Events will consider this agreement null and void and said reserved booth space will then be open for other reservations. **THERE WILL BE NO REFUND OF THIS PAYMENT.**
- BOOTH SPACE LOCATION:** It is expressly understood by both parties that space and space location is allocated at the sole discretion of LCE. LCE reserves the right to locate any booth, concession, exhibit or display where it is in the best interest of LCE. LCE reserves the right to cancel or refuse any booth, concession, exhibit or display that is not in the best interest of LCE at any time. PERMITEE may request a location preference; however, PERMITEE clearly understands request is not guaranteed by LCE. Further, the PERMITEE agrees to accept such space allotted to be the best space possible considering the date of agreement and type of Concession/Exhibit. LCE will grant only such privileges as are required to supply the necessary wants of the people, or add to their comfort, convenience and pleasure. Under no circumstance will privileges of the questionable nature or of a demoralizing tendency be considered or in any manner be tolerated upon the fairgrounds.
- INSURANCE REQUIREMENTS:** All PERMITEES shall maintain Insurance Requirements at their own expense for duration of Vendor Contract, including move-in and move-out dates, to cover activities of PERMITEE and its guests, agents, representatives, employees, or subcontractors. PERMITEES with own business insurance shall have their insurance agent review the Insurance Requirements (see attached) and issue a Certificate of Insurance to LCE, by February 16<sup>th</sup> in advance of event. PERMITEES with no business insurance, shall apply for, pay for, and bind coverage under: Special Events Liability Insurance for Tenant User through Alliant Insurance Services, or equivalent program. Proof of Certificate of Insurance is required by February 16<sup>th</sup> for all vendors. It is MANDATORY that all FOOD/CONCESSION and PRODUCT VENDORS have insurance including Product Liability coverage. **THIS AGREEMENT IS NOT COMPLETE and NO SPACE WILL BE ASSIGNED UNTIL CERTIFICATE OF INSURANCE IS ON FILE WITH LCE OFFICE.**
- BUSINESS LIMITS:** The PERMITEE shall not engage in any other business within the fairgrounds except that listed on application and agrees to confine all transactions to the reserved space. The PERMITEE shall not place fliers, poster; etc. within the fairgrounds outside of confines of PERMITEES designated booth space. **NO CAMPAIGNING OR SOLICITATION OUTSIDE OF DESIGNATED BOOTH SPACE.**
- CONDUCT:** The PERMITEE shall conduct the operation of the booth, exhibit, or display in a quiet and orderly manner at all times, and shall keep the exhibit area neat, clean, and free from debris. PERMITEE agrees to refrain from engaging in behaviors questionable in nature or of a demoralizing tendency. If behavior is found to be true by LCE, this contract will be considered void and PERMITEE will be removed from the fairgrounds and will forfeit any fees paid to LCE.
- UNLAWFUL OR DANGEROUS ACTIVITY:** PERMITEE shall neither use nor occupy the premises or any part thereof for any unlawful, disreputable or ultra-hazardous business purpose nor operate or conduct business in a manner constituting a nuisance of any kind. PERMITEE shall immediately, upon notification of any unlawful, disreputable or ultra-hazardous use, or nuisance, take action to halt such activity.
- SHIPMENTS:** LCE is not responsible for loss of or damage to items shipped by PERMITEE to LCE.
- INDEMNITY:** The PERMITEE shall release, indemnify, defend and hold harmless the LCE, Laramie County, Wyoming and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of this agreement or use and occupancy of the premises, parking lots and LCE's equipment.
- SOVEREIGN IMMUNITY:** Laramie County Events and Laramie County, Wyoming do not waive their Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by entering into this Agreement. Further, Laramie County Events and Laramie County fully retain all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.
- LAWS:** The construction, interpretation and enforcement of this agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this agreement and the parties.
- ASSIGNMENT:** This agreement may not be assigned, transferred or shared with any other person or firm.
- TERMINATION:** Laramie County Events reserves the right to terminate this agreement at any time without cause.

**All City, County and State permits and licenses if applicable are the responsibility of the Permittee.**

*The undersigned agrees to the terms and conditions set forth.*

\_\_\_\_\_  
Vendor-Authorized Signature

\_\_\_\_\_  
Laramie County Events Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Thank you for supporting Laramie County Events*

Please submit entire agreement to:

3801 Archer Parkway  
Cheyenne, WY 82009

Email- [sportsmansexpo@laramiecounty.com](mailto:sportsmansexpo@laramiecounty.com) or Fax- 307-634-4511

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## INSURANCE REQUIREMENTS

### **PROOF OF CERTIFICATE OF INSURANCE IS REQUIRED BY FEBRAURY 16<sup>TH</sup>**

*Please have insurance agent review for proper certification issuance*

#### **VENDORS WITHOUT BUSINESS INSURANCE (Do not own a business):**

- **Special Event Liability Insurance including Product Liability Insurance**
- **Endorsements:**  
PERMITEE shall name Laramie County and its officers, officials, employees, and volunteers as Additional Insured, including liability for work by or on behalf of PERMITEE and the materials involved. PERMITEE'S insurance agrees to waive right of subrogation against Laramie County.
- **Provisions:**  
PERMITEE'S insurance shall be primary and Laramie County's insurance is non-contributory.

#### **VENDORS WITH BUSINESSES INSURANCE (Own a business):**

- **Commercial General Liability** (equivalent ISO CG 00 01) on "occurrence" form including products and completed operations with limit of **\$1,000,000 per occurrence** and **\$2,000,000 general aggregate**
- **Business Auto Liability** (equivalent ISA CA 00 01) including hired and non-owned with limit of **\$1,000,000 per occurrence**
- **Workers Compensation** per statutory requirement
- **Employer's Liability** with limit of **\$1,000,000 each accident**, disease/employee, and disease/policy limit.
- **Endorsements:**  
PERMITEE shall name Laramie County and its officers, officials, employees, and volunteers as Additional Insured, including liability for work by or on behalf of PERMITEE and the materials involved. PERMITEE'S insurance agrees to waive right of subrogation against Laramie County.
- **Provisions:**  
PERMITEE'S insurance shall be primary and Laramie County's insurance is non-contributory.

PERMITEE shall obtain Laramie County's approval if PERMITEE'S insurance has: \$25,000 SIR/deductible; "claims-made", not "occurrence" form; or A.M. Best rating of B+:VI; or PERMITEE incurs a material increase hazard.