



N I C F E S T 2 0 2 3

ARTIST ALLEY VENDOR APPLICATION

June 16<sup>th</sup>-18<sup>th</sup>, 2023

Thank you for your interest in NIC Fest! We are very excited for this year and all of the new and wonderful things happening at The NIC. NIC Fest 2023 coincides with the last weekend of College Nationals Final Rodeo (CNFR) therefore we are expecting a great turnout again. NIC Fest 2023 is Friday, June 16<sup>th</sup> 4:00pm-9:00pm; Saturday, June 17<sup>th</sup> 10:00am-9:00pm; and Sunday, June 18<sup>th</sup> 10:00am-4:00pm. Please read the information included in this agreement\carefully as we have changed some details in an effort to better serve artists, vendors, and the community.

Artist Alley Vendors are responsible for acquiring all applicable licenses and insurance. Copies of Sales Tax License or Revenue ID Number must be provided to Trinity Attaway at The NIC by May 23, 2023. For help acquiring the proper licensure, you may contact Dale Paulley at the Wyo. Department of Revenue at 307-266-3621. If you do not provide the appropriate up-to-date license by the deadline, a temporary license will be issued to you by the Wyo. Dept. of Revenue and dispersed on June 16, 2023 by a representative.



## Artist Alley Vendor Space Reservation for NIC Fest 2023

### TERMS:

1. The NIC will provide power to NIC Fest through Moser Energy Systems. All vendors are responsible for bringing the necessary power cords (110 volt with ground) to connect to the power boxes Moser Energy Systems provides. You are NOT allowed to bring generators into NIC Fest. If you have specific power concerns or questions regarding NIC Fest, please contact Trinity Attaway at events@thenic.org.
2. The vendor fee is for the space only; all other items, supplies, and staffing will be your responsibility.
3. Booth spaces will be assigned by The NIC. Previous booth spaces are not guaranteed. They are first come, first served.
4. Set-up is Friday, June 16th beginning at 9:00am. All booths must be ready to open to the public by 4:00pm.
5. Booths may **not** be taken down until the show closes at 4:00pm on Sunday, June 18<sup>th</sup>.
6. Health Inspectors and the Fire Marshal will be inspecting all booths prior to the official start time and throughout NIC Fest. Your space must completely pass all inspections. If your booth fails inspection AT ANY POINT, you will forfeit all monies paid to The NIC and must immediately vacate the premises.
7. Notification of withdrawal must be completed by May 16<sup>th</sup>, 2023 otherwise all monetary deposits will be forfeited and retained by The NIC.
8. By paying and being accepted into NIC Fest 2023 for a space, you guarantee active sales at your booth throughout the entirety of NIC Fest, including providing active sales during all operating hours for each day of NIC Fest. You are agreeing to have and provide your products during all operational hours of the NIC Fest. **The failure to provide your services and products, including but not limited to, running out of products, closing down before operational hours throughout the entirety of the NIC Fest for any reason, failing to open at the start of operational hours throughout the entirety of the NIC Fest for any reason, will result in a financial penalty of up to \$500.00, subject to the determination by the NIC Fest Committee.** Vendor agrees and understands that the failure to provide services during all operational hours precludes the ability for other vendors to participate and therefore will cause a loss of profit to NIC Fest. In addition, should Vendor fail to provide services during the entirety of the NIC Fest event, fail to provide staffing coverage for your booth during NIC Fest or the removal/clean-up following the event, your business will be excluded from all future NIC sponsored events.
9. All work must be original and must be for sale. NO resellers will be allowed—inspectors will be going around on Friday prior to NIC Fest starting. If your booth contains merchandise that is not your original work or is not as represented to The NIC during entry consideration, you will be asked to leave and you

will forfeit any monies paid to The NIC. Only exhibitors who have been accepted in the jewelry category may display and sell jewelry, etc. Limited edition prints of your original work are acceptable, but may not be more than 50% of your total display.

10. All work displayed must be consistent with the work presented with the Artist Alley Vendor Application.
11. Please provide two digital pictures (emailed to [events@thenic.org](mailto:events@thenic.org)) of your inventory that will be for sale at NIC Fest. The NIC reserves the right to use any information submitted for promotion of NIC Fest.
12. We are offering ONE type of booth space this year. They will all be outside in tents, which the space size will be 10 ft. x 10 ft.
13. You have 3 choices for locations this year (see map). Please number locations in order of your preference (1=first choice, etc). Tents and spaces are first come, first served. Please do not mark a specific number as this map does not indicate availability. Please mark your choices on the form on page 4.



Please provide a description (either below or separately attached) of the inventory that you would like to sell, including prices for each: \_\_\_\_\_

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# N I C F E S T 2 0 2 3

## ARTIST ALLEY VENDOR APPLICATION

PLEASE FILL OUT THIS PAGE AND RETURN TO THE NIC

I hereby agree to follow all guidelines set forth by The Nicolaysen Art Museum including the Vendor Information and Code of Conduct and agree to sell only approved items. If asked to remove any item(s) from my booth/space, I will do so. I understand that I can be asked to leave and will forfeit my booth fee if I fail to comply with any of the terms set forth in this vendor agreement. I agree to hold harmless and indemnify all entities associated with NIC Fest from any and all demands, expenses, fees, fines, penalties, suits, proceedings, actions, and causes of actions of any and every kind and nature arising, or growing out of, or in any way connected with, my participation and the actions of my employees and agents in NIC Fest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Email that you will be contacted at regarding NIC Fest information: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Artist Alley Vendor Fee: \$250.00

Tent Preference (space # if applicable): Area A \_\_\_\_ Area B \_\_\_\_ Area C \_\_\_\_

\_\_\_\_\_ Check Enclosed (There will be a \$40 charge assessed for returned checks)

\_\_\_\_\_ I authorize The Nicolaysen Art Museum to charge my credit card \$ \_\_\_\_\_

You may call 307-235-5247 to pay over the phone.

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Number (3-digit code): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Return completed application to: The Nicolaysen Art Museum - NIC Fest 2022/Trinity Attaway  
400 East Collins Drive, Casper, Wyoming 82601



# NIC FEST 2023

## Vendor Information & Code of Conduct

Thank you for joining us for NIC Fest 2023! We are preparing for the best year yet!

Please read thoroughly as this contains important information for the success of NIC Fest and you.

Here's a quick run down of information to be aware of for NIC Fest 2023:

- ARRIVAL: Set up will begin Friday, June 16<sup>th</sup> at 9:00AM. All vendors must be set up by 4:00PM. Please go to the lobby of The NIC to receive your check-in bag and space assignment before unloading.
- There will be staff members around NIC Fest with STAFF on the back of their shirts. If you have any questions please find a staff member.
- Vendors must bring their own tables, chairs, power cords, and anything else they need to fill their space as The NIC will not be providing them.
- Smoking inside of the tents is prohibited.
- Parking during set-up: please be courteous to your fellow vendors; please do not block roadways; please understand that we are a downtown location and parking is not readily available. Please move to a more permanent space as soon as you are done unloading.
- Parking during the event: on the side streets only. You may NOT park in the bounds of NIC Fest or in the Computer Programmers Unlimited lot at any time—violators will be towed at their own cost.
- All booths must be attended and open at all times during the festival hours.
- There will be security during the night hours. Please cover your tables and take any valuable items with you at the end of each day. The NIC is not responsible for lost or stolen items.
- Tear down will be Sunday, June 18<sup>th</sup> – artists may begin tearing down at 4:00PM, not earlier.

Event Schedule:

Friday, June 16: Booths must be set up by 4:00PM

Festival Hours: 4:00PM-9:00PM

Saturday, June 17: Vendors will have booth access at 9:00AM

Festival hours: 10:00AM-9:00PM

Sunday, June 18: Vendors will have booth access at 9:00AM

Festival hours: 10:00AM-4:00PM (vendors may not tear down until after 4:00PM)

### No Matter What

- Each booth space will be marked out. It is your responsibility to stay within these parameters.
- Surge protectors are not allowed to be plugged into surge protectors.
- You are not allowed to take it upon yourself to turn on or turn off or move any equipment that is not yours. This includes but is not limited to: event generators and cooling fans.
- Do not open tents or close tents at the beginning or ending of the day.
- If it did not come with you, it is not yours to do anything with.

There will be NO overnight parking at NIC Fest. If you need a campground, contact:

- Fort Caspar Campground at 1-888-243-7709
- Casper KOA Kampground at 1-888-562-4704
- Casper East RV Park at 1-888-294-8551

Other hotel contacts in Casper:

- Comfort Inn at 307-237-8100
- Ramkota at 307-266-6000

If you have any questions or concerns contact Trinity Attaway at [events@thenic.org](mailto:events@thenic.org).

