

NIC FEST 2025 Artist Alley Vendor Application

Artist Alley Vendor Application - NIC FEST 2025

June 6th-8th, 2025

We are excited to invite you to be part of **NIC Fest 2025**, a vibrant and much-anticipated festival in Casper, Wyoming that celebrates the best of local arts, culture, music, and food. As a vendor, you have the opportunity to showcase your unique products/services, connect with festival attendees, and be part of this beloved community event. Your participation will make this experience even more special.

Thank you for your interest, and we look forward to partnering with you for NIC Fest 2025!

Artist Alley Vendors are responsible for acquiring all applicable licenses and insurance. Copies of sales tax license and/or revenue ID number must be provided to Cassie (cassie@thenic.org) by **May 24, 2025**. For help acquiring proper licensure, you may call 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 and by the Wyo. Dept. of Revenue and dispersed in June 2025 by a representative.

Please direct all questions about the temporary tax license to the local office. If you do not provide the appropriate up-to-date health department certificate and insurance by the **May 24th deadline**, you will forfeit your monies paid and space at NIC Fest.

1. Email *

2. First Name

3. Last Name

4. Business Name

5. Preferred Email Address

Please use an email address that you check often. Your Letter of Acceptance will be sent to the email address you provide here.

6. Phone Number

Please enter only digits. No hyphens, parentheses, etc. (e.g. 5555555555)

7. Business Mailing Address

Terms & Conditions

Artist Alley Vendor Space Reservation for NIC Fest 2025

1.

Application Process. Submitting

an application does not constitute acceptance of participation. After submitting this application, The NIC will make determinations about who to include and where. Letters of Acceptance will be sent to the email address provided with information regarding final booth fees and payment options. The NIC reserves the right to accept or reject any application for any reason.

2.

Fee. The vendor fee is for the space only; all other items, including but not limited to supplies, propane/electricity (we recommend bringing a power bank), tents/coverings, and staffing will be your responsibility.

3.

Space Assignment. Booth

spaces will be assigned by The NIC on a first-come, first-served basis. Previous booth spaces cannot be guaranteed.

4.

Set-Up. Set-up will start Thursday, June 5th at 12:00pm and continue on Friday, June 6th beginning at 9:00am. Cassie will be in contact about load-in times per your location. All booths must be ready to open to the public by 4:00pm on June 6th.

5. **Take Down.** Trucks/booths

may NOT be taken down until the festival closes at 4:00pm on Sunday, June 8th.

6.

Notification of Withdrawal.

Notification of withdrawal must be completed by **May 13th, 2025**, otherwise all monetary deposits will be forfeited and retained by The NIC.

7.

Inspections. Health

Inspectors and the Fire Marshall 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.

8.

Active Sales. By

paying and being accepted into NIC Fest 2025 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 agree to have and provide your products/services during all operational hours of the NIC Fest. Failure to provide products/services, including but not limited to running out of products, closing down before operational hours throughout the entirety of NIC Fest for any reason, or failing to open at the start of operational hours throughout the entirety of NIC Fest for any reason, will result in a **financial penalty of up to \$500.00**, subject to determination by the NIC Fest Committee. Vendor agrees and understands that failure to provide products/services during 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 or staffing coverage for your booth during NIC Fest and/or removal/clean-up following NIC Fest, your business will be excluded from all future NIC-sponsored events.

9. **Quality Assurance.** All work displayed must be consistent with the work presented with the Artist Alley Vendor Application.

10. **Booth Space.** We are offering ONE type of booth space this year. They will all be outside, which the space size will be 10 ft. x 10 ft. for **\$300**. Please provide your own tent or covering should you wish to have one.

8. 9. **Examples for Selection Committee & Marketing.** Please provide two digital pictures of your artwork that will be at NIC Fest below.

Other file types, such as full product lists or catalogs with pictures can be sent to cassie@thenic.org. The NIC reserves the right to use any information for the marketing and promotion of NIC Fest.

Files submitted:

9. I agree to pay \$300 for my booth space fee.

Mark only one oval.

Yes

10. Please provide a description of the inventory that you would like to sell, including prices for each:

ex.

8x10 photos (plastic sleeves)- \$25 each

8x10 photos (framed)- \$50 each

18x24 photos (plastic sleeves)-\$35 each

18x24 photos (framed)-\$80 each

11. Please provide a detailed description of your set up (i.e. tent, wagon, table, etc.), power source (propane, generator, etc.), and opening locations for point of sale, including dimensions where applicable.

12. You can also attach a previous year's photo, a photo of your set-up elsewhere, or drawing (optional).

Files submitted:

Thank you for your interest in joining us for NIC Fest 2025!

Please note the following:

1. Keep an eye out for your acceptance email, sent to the email provided above. These are set to be sent out no later than [][[DATE]]].
2. Please remember to submit your application below.

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