

Cheyenne Rifle and Pistol Club (CRPC)

GUN SHOW TABLES POLICY

PREVIOUS VENDOR

Vendors who had a table for the 2024-gun show will be given table reservation preference for next year's gun-show. Specific preference includes advance reservation of the same number of tables paid for by the vendor at the 2024 show. The Gun Show Director will attempt to accommodate previous vendors and preference for table location. However, the Director will make table location changes as necessary to permit complete space utilization.

The Director will mail/email a reservation packet to previous vendors about the middle/end of October of each year. **Previous vendors will have until December 1st to mail their completed reservation with payment to the show Director.** Vendors who do not mail their reservations with payment within the established time frames will lose all preference and will be treated as a new vendor.

This policy limits the number of tables for any one vendor to four (4). Vendors at the previous year's show who paid for more than four tables may continue to reserve the higher number of tables in subsequent years. If the number of tables reserved by the previous vendor drops below the previous number in subsequent years, the vendor will only receive preference on the lower number of tables in the future.

A previous vendor will only be given preference reservations for the number of tables paid for at the 2024 show. If a previous vendor would like to increase the number of tables to a maximum of four, the vendor will need to make a second request for the additional tables in the same manner as a new vendor. Previous vendors may cancel their reservation at any time. However, money will not be refunded unless the Director is notified of the cancellation by **December 31st**. Exceptions to this refund policy can be made by the Director only for unusual or unforeseen circumstances.

NEW VENDORS

New vendors are those who were not vendors at last year's show. New vendors are limited to a maximum of four tables. New vendors request a table reservations packet by calling (307) 286-0004.

On or about November 15th, the show Director will mail/email the table reservation packet to vendors who have made a request. New vendors must mail the reservation request and payment to the show Director. No reservations will be accepted by phone. Reservation requests not accompanied by full payment and a completed filled out and signed reservation packet will not be considered by the show Director. **The show Director will honor reservation requests on a first come, first serve basis using the envelope post mark date or the date the vendor contacted the Director.** The Director will notify vendors of their final table location.

The Director will return the vendor's payment if tables are not available when the reservation request is received. The Director will attempt to accommodate the new vendor's preference for table location. However, the Director will make table location changes, if necessary, to permit complete space utilization.

New vendors may indicate that they would like to be on a waiting list in the event of cancellations, again, vendors will be placed on the waiting list in the order of the envelope post mark date or the date the vendor contacted the Director. For vendors requesting to be on the cancellation list, the Director will return the vendors payment as soon as it becomes known that tables will not be available. New vendors may cancel table reservations at any time. However, the money will not be refunded to new vendors unless the Director is notified of the cancellation by December 31st. Exceptions to his policy can be made by the Show Director only for unusual or unforeseen circumstances.

No alcoholic beverages or illegal drugs are allowed on the premises. No loaded firearms, clips or magazines will be permitted on the premises except by uniformed law enforcement officers and persons with a valid concealed carry permit. **Concealed carry firearms will not be taken out of their holster at any time.** All non-carry firearms brought into the building shall have a gun

tie put on it and it shall be marked with the appropriate label designation used by the club for that gun show.

Each vendor shall mark each item (gun or otherwise) sold with appropriate label designation used by the club for that gun show. Each vendor shall also zip tie each gun sold before it leaves the table. The club will provide the appropriate labels to the Vendor. Zip ties are available, at a nominal fee, at the club.

The club will also provide identification badges to each vendor not to exceed four (4) badges per vendor.

Vendors are individually responsible for compliance with all license requirements sales tax or other tax collection, and Alcohol, Tobacco and Firearms (ATF) transfer laws and regulations. The CRPC will not be liable for theft or damage to any merchandise or property or for any personal injury on the Club premises.

No Vendor shall be allowed to pack up and leave before the gun show is over unless specific permission is given by the Director.