

Vendor Registration November 8th, 9th and 10th 2019

Company Name _____
 Company Rep _____
 Address _____
 City _____
 State _____ Zip Code _____
 Phone _____
 Fax _____
 Email _____



Do you need? (check if needed)

110 v power _____ **(you must bring your own extension cords- and power strips)**

If you need additional power (more than one outlet – or more than 110 v – there is a \$50.00 surcharge.)

	2019	If pd after 10/1/19
8 wide X 9 deep	\$395.00	\$420.00
8 wide X 9 corners	\$495.00	\$595.00
10 X 10 on – exterior walls only (limited)	\$450.00	\$475.00
10 X 10 Corners on – exterior walls only (limited) open to 2 sides	\$550.00	\$575.00

Large Corners or larger areas – call for price. Only 4 outside larger corners Available.

Amount Due

Booth Size _____ amount _____

50 % non-refundable deposit is required to hold a booth space amount _____

amount _____

Balance Due September 30th, 2018 \$25.00 Late fee after 10/1/2019 \$ _____

MC, Visa, or Discover or send check or money order to :

Card Number

1012 Stillwater Dr.

Expiration date _____

Rock Springs WY 82901

CVC # back of the card _____

307-382-0710 or 307-752-5359

Signature _____

307-333-0260 fax

Email address is wyominghideshow@msn.com

Website www.wyominghideshow.com

List the products and services that you will be selling at the 2019 Show.

Are you interested in getting more information on advertising in the Semi Annual Home Show Inserts? YES or NO (please circle).

Are you interested in additional TV or Radio at volume discount buying a package(s) with the Home Show that features only your business? YES or NO (please circle).

Rules

- There is to be **NO** sub leasing without permission from the Promoter of the Show
- Deposits must be made within 10 days or applications may be rejected and will have to re-apply this show sell out and we want to consider serious vendors only. Booths are first come first serve – please reserve your booth to ensure your spot. Promoter will not guarantee booth space without application and deposit received.
- Absolutely **NO** tearing down until the show is completely over, we have ended the Show an hour earlier on Sunday to allow an earlier travel time. We appreciate your consideration. If there are severe weather conditions we may consider closing early for the safety of all.
- Set up is Wednesday November 6th 2019 by appointment ONLY, Thursday November 7th 12:00 am - 8:00 pm, Friday 8th @ 8:00 AM to 4:00 PM. All Booths must be set up by 4:00 PM on Friday November 8th, Show opens at 5:00 PM. Check in anytime that week by Friday by 8:00 AM (phone calls, text (preferred) or emails are OK) or your space may be reassigned or resold.
- Tear down is Sunday November 10th 2019 3:00 - 8:00 pm
- If you are selling food of any kind (including pre- packaged), you must contact Sara Geffre (geffres@sweet.wy.us) Sweetwater County Health Department (307) 872-3930, and apply for a food license. There is an additional fee and a copy of the license must be provided to the Show prior to set up. You may contact the Health Department and make arrangements to have your license dropped off to you at the Show; this all must be done in advance.
- Vendors are responsible to cover all tables used in the Show.
- No cancellation policy within 45 days of the Show - there will be **NO** refund given. If there is a medical emergency with proper documentation, a credit towards the next year may be issued, at the discretion of the Promoter.
- All booths must be paid in full by September 30, 2019; or a \$25.00 late fee will be assessed per booth not paid in full by October 1, 2019. **NO EXCEPTIONS!** No cancellation policy within 45 days of the Show - there will be NO refund given after this date. 50% non- refundable deposit is required to reserve booth space. If there is a medical emergency with proper documentation - A full credit towards the next year show or refund may be issued, at the discretion of the Promoter.
- All booths must be paid for in Full prior to set up, including late fees (remember - booths may be reassigned if they are late). I am very busy at the Show, and cannot be chasing booth fees, thank you in advance for your consideration.
- Promoter has the right to ask any vendor to leave for unprofessional conduct there will be no refunds if this occurs.
- Please do not tape to floors or walls – we have special tape to ensure there is no damage to the walls or floor. No nailing or stapling to floors, walls or tables you will be charged for any and all damages. We don't charge for the use of tables and chairs and we cannot destroy property that does not belong to us. If you nail or staple into the tables the damage fee is \$300.00 payable immediately at the show. Please do not put pins, staples or anything through the pole and drape as it causes damage when they are wash they ravel – you will be charged if anything is pin through the drape. We try not to charge additional money for tables, chairs, electricity or pole and drape – I would like to keep it this way however if I start incurring damage fees I will be force to increase cost for the additional items.
- There is no exclusivity guaranteed at this show – however the promoter may limit exact same businesses or limited the number of the same items in the show to ensure the quality and variety of the show.
- ALL BOOTHS APPLICATION MUST BE COMPLETED ONLINE www.wyominghideshow.com. There is a hard copy available online for you to print for your records. Even if you complete a hard copy the booth applications will not be considered complete until a completed on-line application and deposit is received – you will get an email upon acceptance you can look on the website to verify that you are a vendor (remember – booths may be reassigned if they are late.) I am very busy at the Show and cannot be chasing booth fees, thank you in advance for your consideration.

Booths may be subject to be resold if not paid in Full by October 1st, 2019 Booth Assignment will be issue within 10 days of the show, unless it is a corner booth or a larger area, and then it will be assigned upon payment. Inline booths maybe moved only to accommodate not putting vendors right next to their competitors - all booths will be marked with a tent card with business name upon arrival. **Show times November 9th-12th 2018 (Friday 5:00 PM to 9:00 PM) (Saturday 10:00 AM to 6:00 PM) (Sunday 10:00 AM to 3:00 PM)**. If you agree to the terms please sign to acknowledge the rules of the show.

Sign, Date and print your name & title