

## Vendor Registration March 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 2018

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.)**

		2018	If pd. after 1/16/18
10 X 10	Inside Exhibit Hall	\$395.00	\$420.00
10 X 10	Corner open to 2 sides Exhibit hall	\$495.00	\$520.00
16 x 16	Clear span tents	\$395.00	\$420.00
16 X16	Clear span tents	\$495.00	\$520.00

**Large Corners or larger areas – call for price.**

### Amount Due

Booth Size \_\_\_\_\_ amount \_\_\_\_\_

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

amount \_\_\_\_\_

**Balance Due January 15<sup>th</sup>, 2018 \$25.00 Late fee after 1/16/18** \$ \_\_\_\_\_

**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 [wyominghomeshow@msn.com](mailto:wyominghomeshow@msn.com)  
Website [www.wyominghomeshow.com](http://www.wyominghomeshow.com)

**List the products and services that you will be selling at the 2018 Show.**

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**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 of applying for a booth or applications may be rejected and will have to re-apply this show sell out and we need to be considerate to serious vendors only. Booths are first come first serve please reserve your booth to ensure your spot. Promoters 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 Thursday March 2<sup>nd</sup> 2018 from 12:00 AM to 8:00 PM, Friday 3<sup>rd</sup> 8:00 AM – 4:00 PM Show hours, Friday March 3<sup>rd</sup> 5:00 PM to 9:00 PM, Saturday March 4<sup>th</sup> 10:00 AM to 6:00 PM, Sun March 5<sup>th</sup> 10:00 AM to 3:00 PM (**NEW HOURS**)
- All Booths must be set up by 4:00 PM on Friday March 3<sup>rd</sup>; Show opens at 5:00 PM. Check in by Thursday by 8:00 AM (phone calls, text or emails are OK) or your space may be reassigned or resold.
- Tear down is Sunday March 5<sup>th</sup> 2018 3:00 PM -? **NO TEARING DOWN EARLY!!**
- If you are selling food of any kind (including pre- packaged), you must contact Chuck Sykes or Paul Ng at the 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 after this time period.
- All booths must be paid in full by January 15<sup>th</sup> 2018; or a \$25.00 late fee will be assessed per booth not paid in full by January 16, 2018. **NO EXCEPTIONS!** If there is a medical emergency with proper documentation, a credit towards the next year's show may be issued or refund, at the discretion of the Promoter.
- 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 will provide 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 will limit the exact same businesses and may limit the number of the same type of items in the show to ensure the quality and variety of the show.

All applications must be submitted on line at [www.wyominghomeshow.com](http://www.wyominghomeshow.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 January 16, 2018

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 March 2<sup>nd</sup>- 4<sup>th</sup> 2018 (Friday 5:00 AM to 9:00 PM) (Saturday 10:00 AM to 6:00 PM) and (Sunday 10:00 AM to 3:00 PM).** If you agree to the terms please sign to acknowledge the rules of the show.

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Sign and print your name & Title \_\_\_\_\_ Date \_\_\_\_\_