



Trade Show Booth Rental

Business Name (Lessee): _____
 Contact Person: _____
 Position: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____

Booths

The Wyoming State Winter Fair (WSWF) intends to supply booths indicated below. Booth space will be divided by pipe and drape with booth number hung on back wall. Booth includes one 8-foot table and 2 chairs. The WSWF reserves the right to changes these specifications as needed.

Please choose 1 (one) option

- | | | | | | |
|--------------------------|------------------------|-------|--------------------------|-----------------------------------|--------|
| <input type="checkbox"/> | Full Booth (10'x10') | \$100 | <input type="checkbox"/> | Outside Vendor Space | \$100* |
| <input type="checkbox"/> | Double Booth (20'x10') | \$175 | <input type="checkbox"/> | Charitable Booth (501c3 required) | \$100 |

*All food and beverage vendors will be outside

- We require electricity (110v only: limited availability) \$10 (NOTE: WSWF does NOT supply extension cords – you must bring your own)

List merchandise or services to be offered at booth: _____

Expo Hours

Friday, Feb. 22, 2019

- 3:30pm – All vendors on the floor
- 4pm – Doors open
- 9pm – Doors close

Saturday, Feb. 23, 2019

- 9:30am – All vendors on the floor
- 10am – Doors open
- 9pm Doors close

Vendor Setup

Vendors may set up Friday morning between 11am and 3pm. All vendors are expected to be setup and on the floor by 3:30pm.

Vendor Teardown

Vendors may tear down between 9 and midnight, Saturday, Feb. 2. **BOOTH DISPLAYS MAY NOT BE TAKEN DOWN OR REMOVED ANY EARLIER THAN SATURDAY, FEB. 23, 2018 AT 9PM – NO EXCEPTIONS.** There will be a \$150 penalty for early tear down and vendor will not be invited back for future expos.

Booth Payment

Booths are rented on a first-come, first served basis. Full payment and contract are due at booking – booth will not be held if payment is not made. We accept money order, credit card, certified check or business check. No personal checks will be accepted. Please mail all checks to WSWF, PO Box 1013, Lander, WY 82520. Or, please provide credit card information below.

Security

The WSWF Trade Show is not able to provide spaces that can be locked up or secured. Doors to the facility will be locked each night. You are responsible for the security of all valuables – please take them with you.

EXHIBITOR CONTRACT - 2019

The Exhibitor, by signing below, agrees to abide by the rules of the Wyoming State Winter Fair Trade Show as follows:

1. The Winter Fair Board reserves the right, in their sole discretion, to refuse space that would in any way detract from the dignity of the show.
2. All Charitable booth exhibitors must have a 501c3 designation and must provide proof with application.
3. No exhibitor will allow any water in the main floor exhibit areas.
4. Oil, gas, or diesel engines must be drained completely of fuel, the electrical source must be disconnected, and fuel caps must be sealed with tape.
5. The electrical capacity of the building is limited. ALL FOOD VENDORS MUST INDICATE ON APPLICATION WHAT TYPES OF ELECTRICAL EQUIPMENT WILL BE IN USE.
6. No exhibitor will be allowed to sell or distribute any glass bottles. Plastic containers are recommended.
7. Special signs, partitions, apparatus, shelving or similar items may extend to more than 8 feet above the floor in the rear or 2 ½ feet above the sides of the exhibit without the written permission of the Fair Board. No display items may extend beyond the front of the exhibit boundary.
8. No nails or screws shall be driven into the floors or walls of the building. NO damage of any nature shall be done to any part of the building. Exhibitors will be held responsible for any damages.
9. All aisles must be kept clear at all times.
10. No canvassing or solicitation of business except by exhibitors is allowed.
11. No sale of raffle tickets may be sold except in exhibitor's booth space.
12. Subletting of space is prohibited unless approved, in writing, by the Fair Board.
13. The WSWF provides security in the building from the time the fair closes each evening until the fair reopens each day of the fair. The WSWF is not responsible for any stolen, lost or damaged items at the fair. The WSWF recommends that exhibitors remove any valuable items from their exhibit when they leave each evening. The WSWF recommends that you check your insurance policy to see if any special coverage is needed for your exhibit.
14. Any special carpentry or utility connections shall be installed at the exhibitor's expense.
15. Exhibitor must supply all labor necessary in setting up, remodeling, or dismantling exhibits.
16. All booths must be manned by at least 1 adult over the age of 21.
17. The decision of the Fair Board is final in any disagreement between exhibitors or in the decision to remove any exhibitor or their agent performing any act or practice which, in the opinion of the Fair Board, is objectionable.
18. All matters not covered by these conditions are subject to the decision of the Fair Board.
19. Exhibits shall be fully set up prior to the start of the Trade Show and may not be dismantled prior to the end of the trade show at 9pm. A penalty of \$150 will be charged for violation of this paragraph and vendor will not be invited to return to future shows.
20. INDEMNIFICATION AND RELEASE. Exhibitors shall indemnify and hold harmless the Wyoming State Winter Fair Board for any act and for all activities with the Exhibitor's space. The Exhibitor, by signing this contract, hereby releases, waives and discharges, and agrees not to sue the Wyoming State Winter Fair, its board members, all event sponsors, the owner of the event premises, and each of their agents, directors, officers, employees, attorneys, insurers, servants, agents, predecessors, successors and representatives (referred to herein as Trade Show Organizers) from any and all liability to the Exhibitor, his/her agents, assigns, heirs and next of kin for any and all loss or damage, and any claims and demands of every kind and nature, for damages actual and consequential, past, present and future, arising out of or in any way related to the Trade Show, including but not limited to any claims of personal injury or death from the Trade Show or the loss of personal property by theft or otherwise any publicity relating to the Trade Show, and any prizes awards whether caused by the negligence of the Trade Show Organizers or otherwise.

Any modifications to this contract must be made in writing by the Wyoming State Winter Fair Board.

I hereby acknowledge that I have read the above terms and conditions and no agreement, other than those contained herein, shall be binding upon the parties unless in writing and signed by an official of the Wyoming State Winter Fair

Vendor Business Name: _____

Vendor Contact Signature: _____ Date: _____

Wyoming State Winter Fair Representative Signature: _____ Date: _____