



## 2018 Wedding & Event Expo Vendor Information

(Keep this one)

### SET UP AND TEAR DOWN INFORMATION:

Setup for the 2018 Wedding & Event Expo is FRIDAY, January 12, 2018 from **2:00 PM to 6:00 PM**. Setup on Saturday will be allowed from **9:00 AM to 12:00 PM ONLY**. Any setup on Saturday must be completed by 12:00 PM, Saturday, January 13, 2018. Vendor is responsible for all necessary set up. Equipment arrangements or additional needs must be made with a 4 Seasons representative prior to set up date; please note additional charges will apply and all costs must be paid in full prior to booth set up. Everything must be removed from the Cam-Plex Wyoming Center – Frontier Hall by 7:00 PM Saturday, January 13, 2018. **NO LOADING OR LEAVING IS PERMITTED BEFORE 4:00 PM SATURDAY, JANUARY 13, 2018.** Doors open to the public at 1:00 PM. Show is over at 4:00 PM.

### EXPO RULES AND REGULATIONS:

- 4 Seasons Events reserves the right to refuse to sell vendor space for any reason.
- Vendors may **not sublet** any space in their booth.
- No person, parties, or organizations may distribute any kind of literature or service, other than from their booth location; or unless approved by 4 Seasons staff.
- Use of loudspeakers, amplifiers, radios or other such devices will be regulated by 4 Seasons staff.
- Vendors will be allowed into the building at 9:00 AM on Saturday, January 13<sup>th</sup> for carry-in set up and last minute details. All setup must be completed by the times referenced in the *SET UP AND TEAR DOWN INFORMATION*.
- Layout of show (I.E. booth placement) is subject to change with growth of expo.
- No vendor merchandise or displays may extend into designated aisles or walkways. No merchandise or displays may block exits.
- 4 Seasons Events is not responsible for any act of God that may occur during the dates of the show including set up date. This includes adverse weather that may prohibit the show from happening or a vendor from being able to set up. **No refunds will be given.**
- All booths come with one table and two chairs. Additional tables and chairs are available for an additional fee.
- We will NOT limit the variety of vendors. For example, there may be unlimited vendors of the same category allowed, such as unlimited DJ's, Photographers, Decorators, etc. Some exceptions do apply.
- Returned checks will be subject to a \$30 fee plus any collection charges.
- Any outstanding charges will incur interest charges at a rate of 1.75% per month (21% annum).
- Accounts that are past due may be sent to collection at the discretion of 4 Seasons Events.

### BOOTH RENTAL RATES – ADDITIONAL FEES/CREDITS

10 X 10 Premium\* Booth.....\$310                      10 X 10 Non-Premium\*\* Booth..... \$100

*\*A Premium Booth faces the Runway Shows and is considered premium due to the amount of traffic and activity it faces.*

*\*\*A Non-Premium Booth is in a less prime location and does not face the runway shows – these booths are not visible from the runway shows..*

**ALL BOOTHS ARE RESERVED BASED ON THE DATE THE REGISTRATION IS RECEIVED. 2017 VENDORS WILL HAVE FIRST PRIORITY FOR PREMIUM BOOTHS. HOWEVER, ONCE THE PREMIUM BOOTHS ARE FILLED VENDORS WILL BE PLACED IN THE NEXT AVAILABLE SPOT IRREGARDLESS OF PARTICIPATION IN 2017.**

**ALL BOOTHS CONSIST OF BLACK PIPE AND DRAPE WITH AN 8' BACK WALL AND TWO 3' SIDE WALLS. BOOTHS ALSO INCLUDE ONE 8' BANQUET TABLE AND TWO CHAIRS.**

Additional Tables..... \$18.00 each  
Additional Chairs..... \$ 3.50 each  
20 amp Power Service..... \$20.00 each  
Peg Board..... \$10.00 each  
Linens (one black table linen and black skirt)..... \$20.00 each/set

**Please contact Wes Johnson at 307.660.9771 or email at [info@gilletteevents.com](mailto:info@gilletteevents.com) for any additional requests.**



# 2018 Wedding & Event Expo Vendor Registration

(Send this one back)

**Vendor Information:**

Business/Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook Page ID: \_\_\_\_\_

Referred by: \_\_\_\_\_

**Pricing and Vendor Requirements:**

How many 10 x 10 booths do you need?	_____	\$310 per Premium Booth
	_____	\$100 per Non-Premium Booth
Do you require <b>additional</b> 8' tables? If so, how many tables?	_____	\$18.00 each
Do you require <b>additional</b> Chairs? If so, how many chairs?	_____	\$ 3.50 each
Do you require a power source? If so, how many 20 amp services? <small>(Vendors should bring their own extension cords or other electrical accessories needed)</small>	_____	\$20.00 each
Do you require a peg-board? If so, how many boards?	_____	\$10.00 each
Do you require linens? One set (1 black linen and 1 table skirt)	_____	\$20.00 each/set
	TOTAL	\$ _____

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, you agree to the rules and regulations of the 2018 Wedding & Event Expo and to all setup and tear down requirements. You agree to pay for the charges selected above. You also understand that no refunds will be given and all charges are due even if you are unable to attend the 2018 Wedding & Event Expo.

If you have additional requirements please email Wes Johnson at [info@gilletteevents.com](mailto:info@gilletteevents.com) or call or text 307.660.9771 for more information regarding pricing and details.

Please mail this completed form along with check payable to 4 Seasons Events to:

4 Seasons Events  
PO Box 3488  
Gillette, WY 82717

**\*If you would like to pay with credit card, please check here \_\_\_\_\_ An invoice will be emailed to you with ability to pay online.**

## Vendor Layout - Cam-Plex Wyoming Center - Frontier Hall

