



# wyoming women's expo

Friday, September 30 and Saturday, October 1, 2011

[www.WyomingWomensExpo.com](http://www.WyomingWomensExpo.com)

## Show Overview

### Show Dates and Times:

#### **Friday, September 30**

Tradeshow: 4:00 pm to 8:30 pm  
Holistic Fair: 4:00 pm to 8:30 pm  
Girls Night Out: 5:30 pm to 7:30 pm  
Comedian Sonya White: 8:30 pm to 9:30 pm

#### **Saturday, October 1**

Ta Ta Trot 5K Breast Cancer Run/Walk  
7:00 am Registration  
8:00 am Run/Walk Begins  
Tradeshow: 9:00 am to 3:00 pm  
Holistic Fair: 9:00 am to 3:00 pm  
Farmers Market: 9:00 am to 3:00 pm

**Admission:** \$20 Friday (all ages); \$5 Saturday (12 and under free); \$22 Two-Day Pass

Attendees: Bring a canned good and be entered into a drawing to win tickets to Reba and the Band Perry!

### **Comedians Jody Kerns and Sonya White; Friday, September 30 from 8:30 pm to 9:30 pm**

Comedians Jody Kerns and Sonya White will be this year's entertainment on Friday, September 30 from 8:30 pm to 9:30 pm on the McMurry Foundation Stage.

**Jody Kerns** entertains with a wry, homespun look at the foibles of modern life including growing up on a farm, marriage and raising children. Jody happily customizes her material for the audience, squeaky-clean for conventions and slightly naughty for those who prefer a spicier show. Her highly original material puts a down home country girl spin, on the celebration of life, love and laughter.



**Sonya White** is based in Chicago, IL. Originally from Virginia, she has combined southern charm with big city street smarts to create a show that won her multiple appearances on CBS' "Star Search" and a promo spot on NBC's "Last Comic Standing 4." White's observational comedy is enhanced by dead-on impersonations and appropriate sound effects. Both her comedy stage show and her one-woman show, "Airing Dirty Laundry," are based on real-life experiences and her fond, but irreverent, interactions with friends, family and the world at large. White's television credits include roles on the Fox Network's "Nightshift," The Family Channel's sitcom "Big Brother Jake" and MTV's national promotion for "Spring Break '98." She has played a colorful character on national promos for "The Jerry Springer Show," and done cartoon impressions for The Cartoon Network's "Pick Your Shorts." Sonya is a member of both the Screen Actor's Guild and The American Federation of Television and Radio Artists. Check her out online at <http://www.sonyawhitecomedy.com/>.

All exhibitors are encouraged to attend the comedian performances. Exhibitor Passes will guarantee free admission to this portion of the Expo. Our Comedians' appearances are sponsored by the McMurry Foundation.

### **Girls Night Out; Friday, September 30 from 5:30 pm – 7:30 pm; Vegas Style**



This year's Girls Night Out theme is Vegas Style. Exhibitors are encouraged to incorporate the theme into the design of their booths.

Everything is included with admission. Free hors d'oeuvres prepared by the Casper Events Center. Girls Night Out is sponsored by The Wonder Bar.

### **Seminars, Classes and Hands-On Demonstrations:**

We are so excited to introduce or bring back these wonderful and empowering women as our presenters! We have everything from cooking demos to empowering seminars to do-it-yourself home projects and FREE health screenings! We are trying to squeeze in as much in as possible so presentations are only 30 minutes long.

### **Friday, September 30**

#### **Cooking Demonstrations at the Cost Plus Appliances booth (on arena floor)**

##### **Presented by Lesley Travers:**

5:30 pm | Book Signing "At Home on the Range" by Lesley Travers

7:00 pm | New Orleans BBQ Shrimp

8:00 pm | Sweet and Salty Pretzel Sticks

### **Saturday, October 1**

9:15 am | Crumb Cake

10:00 am | Pina Colada Cupcakes

11:30 am | Book Signing "At Home on the Range" by Lesley Travers

12:15 pm | Dave's Famous Black Bean Dip

1:00pm | Whoopie Pies

### **Saturday, October 1**

#### **Seminars in the Bridger Room (on 2nd floor):**

##### **9:15 am | Hopeology: "Wellness from the Inside Out"**

Maura Ellis Youle met Anne Garcia McCullough in January of 2006 when Anne was living with a debilitating disease. She was legally blind, needed to use a cane or walker, had paralysis and tremors, difficulties with speech, cognition, memory and hearing, she was exhausted and needed 5 or more naps a day. At 37, Anne was taking 9 medications and didn't have much hope for her future.

Today she is a "kohai" student, training for her black belt in Muay Thai kickboxing. She takes no medications and has healed all the symptoms – even her eyesight! What happened between 2006 and the present is "Hopeology" – presentations and recordings that explain the pieces to Anne's "puzzle of wellness" – with humor! Join us for this remarkable story and how "Hopeology" can heal, save, and bring back a quality life!

Maura and Anne have discovered along the way that the lessons of Hopeology are applicable to almost everyone; we all have issues to heal and need practices to keep us happy and healthy. The routine isn't all there is. Life is meant to be extraordinary!

##### **10:00 am | "Get Off The Damn Hamster Wheel"!**

Christa Sutton will share how she came to find herself on the hamster wheel and share some tips on how to make changes and pave your own road. You will be focusing on how to take yourself off the backburner and become a priority (yes, you heard that correctly...you a priority!) You will learn the value of quiet/alone time, living your passion and using the 'Laws of Attraction' to make a shift in five core areas of your life: health, finance, career, spiritual life, and relationships!

**10:45 am | “Ten CRITICAL Things Women Should Know About Retirement and Estate Planning.”**

Tassma Powers and Harriet Chase are going to change your thinking about your future get you pointed in the right direction! While important to both genders, retirement and estate planning decisions have a more profound effect on women! Women are three times more likely to be widowed at age 65 (since we generally live longer and are more likely to marry someone older). Estate planning is a critical component of retirement planning. You will identify and discuss the top 10 things that will best prepare you and your families! Do not miss this – take this responsibility seriously – protect yourself and your family!

**11:30 am | “Do It Scared”!**

The idea of playing it safe makes us choose being unfulfilled and even miserable over being fabulous and happy. Sometimes life is scary business...the good news is action cures fear. If you're ready to roll over fear, claim more success, and create an irresistible life, join us. Presented by Brook Kreder, our dearest friend and Founder of Experts|Empires.

**12:15 | Paganism: An Introduction to Nature-Centered Spiritual Traditions.**

**(In Conference Room on 2<sup>nd</sup> Floor)**

Here at Ancestral Coalescence, our primary philosophy is “All You Seek Shall Be Found Within.” Our goal is to promote ancestral wisdom as it comes full spiral by remembering the past, living the present, and creating the future. We celebrate the light and embrace the shadow. Recently they contracted with their local community college to present an introductory course. Paganism and Nature-Centered Spiritual Traditions. Join as they discuss their approach to the understanding of the authentic human and spiritual sovereignty and meet the course facilitators.

**12:15 pm | “Stress IS a Hormone that IS Affecting Your Life”!**

Dr. Kimberly Balas – where have you been all our life?! We are ALL familiar with stress – it is a constant element in women’s busy lives. The cumulative effects of the wear and tear of stress can wreak havoc on your body in so many ways. The largest effect is on the hormones. Some of the common issues that appear with women are insomnia, anxiety, fatigue, depression, fuzzy thinking, weight gain, cravings, mood swings, as well as dozens of other symptoms and health concerns – and some that can be VERY serious (yikes...we aren’t losing our minds?). In some women, this imbalance becomes so severe they can barely get out of bed! As women, we are all different – and we love that because it makes life much more interesting. It also means that YOUR chemistry and life history are unique, and so your path to hormonal balance will be unique too. Learn to build your health and find your very own personal solutions. Halleluiah!

**1:00 pm | “Who Are You and What Did You Do With the Person I Fell In Love With?: Understanding What Really Happens When Relationships Change.”**

Have you ever wondered why you look at the person who sparked your heart and notice it isn’t the same anymore? Did they change? Did you change? What happened? Although there isn’t a perfect handbook or guide to love and relationships (if there is – please share with us girlies!) – there are different ways to understand what love is, how it happens, and how to reconnect! Learn the basis of the love triangle as another way to look at your continuing changing relationship. It is NOT at all what you think it is!! Presented by the Fabulous Dr. Staci Dilts-Harryman.

**1:45 pm | Beyond Consequences Parenting Workshop**

What if you could parent from love instead of fear...from understanding instead of consequences? What if you could have relationship instead of rebellion? Karen Clayson gives tools, used by the Beyond Consequences Institute, which have helped thousands of families understand, and heal a wide variety of children’s minor to extreme behaviors.

Who will benefit: Adoptive and biological parents, counselors, teachers, probation officers, foster parents, district and prosecuting attorneys, and treatment center staff.

**Saturday, October 1****Do-It-Yourself Home Projects at HOME DEPOT Booth (on arena floor):**

9:15 am | DIY Easy Affordable Backsplash Projects  
 10:00 am | DIY Cabinet and Countertop Refinishing Systems  
 10:45 am | Martha Stewart Specialty Pains and Finishes  
 11:30 am | How To Install Tile Flooring  
 12:15 pm | Installing a Water Heater with Shark Bites  
 1:00pm to 3:00 pm | Kid's Workshops!

**Saturday, October 1****FREE Health Screenings (on arena floor and in privacy)**

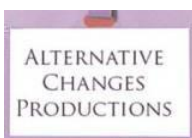
9:00 am to 11:11 am

Breast, Skin, and Oral/Head and Neck Cancer Screenings – check in at the Rocky Mountain Oncology booth.

All Day Saturday

Lung Function Screening, Bone Density, Diabetes Risk Screening, Body Fat Analysis, and Sleep Disorder Screenings at the Wyoming Medical Center booth!

**Attend TWO Free Health Screenings to be entered for a chance to win VIP tickets to Reba and the Band Perry!**

**Holistic Fair – on the Second Floor of the Casper Events Center**

Join us in a safe environment to learn and explore spiritual philosophies and holistic lifestyles with a community of readers, healers, mediums, vendors, and teachers dedicated to helping people on the path of personal growth and life enjoyment. The Holistic Fair will be on the Second Floor of the Casper Events Center on Friday, September 30 from 4 pm to 8:30 pm and on Saturday, October 1 from 9 am to 3 pm.

The Holistic Fair is presented by Alternative Changes Productions.

**Farmers Market; Saturday, October 1 from 9 am to 3 pm**

The Wyoming Farmers Market Association presents the Farmers Market on Saturday, October 1 from 9 am to 3 pm. In Wyoming, finding fresh, locally grown produce is a luxury. Visit Wyoming agriculture producers on Saturday for fresh produce, dairy, organic meats, natural jams, spices, sauces, dips and more! Offering the freshest and best produce that money can buy.

**Ta-Ta Trot Breast Cancer Awareness Run/Walk: Saturday, October 1, 8:00 am**

A fun run for a serious cause! Rocky Mountain Oncology presents the Ta-Ta Trot Breast Cancer Awareness 5k Run/Walk. This worthy cause will benefit the Rocky Mountain Foundation for Cancer Care in support of all local cancer patients in need of assistance. Registration will begin at 7:00 am and the run/walk will start at 8 am, rain or shine. Registration is \$20 per person in advance or \$25 per person day of event. Each participant will receive a long-sleeved t-shirt, goodie bag, and an admission ticket to the Women's Expo on Saturday while supplies last. Register online at [www.rockymountainoncology.com](http://www.rockymountainoncology.com) or in person at Rocky Mountain Oncology at 6501 E. 2<sup>nd</sup> Street, Casper, WY 82609. For more information, call 307-203-9107.



## GENERAL INFORMATION

### Move-In

Friday, September 30; 8:00 am to 2:00 pm

All vendors **must** be in the building by 2:00 pm. Vendors may finish setting up booths and putting final touches on their booths from 2:00 pm to 4:00 pm. **VENDORS WILL NOT BE PERMITTED TO MOVE-IN ANY LATER THAN 2:00 PM**

Upon arrival to set up booths, all vendors are required to stop at the show Registration table located at the back entrance. (See map enclosed)

- Carts and dollies will be available for vendor use during Move-In and Move-Out. These carts and dollies are available on a first-come, first-served basis and shall be returned to the designated area upon completion of usage.
- Vehicles are allowed in the arena to unload and load goods only. They must be removed promptly upon the unloading/loading of goods. Please be courteous of other exhibitors and remove your vehicle as soon as possible so others may get in.
- All vehicles (not on display) must be removed from the arena prior to 2:00 p.m. on Friday, September 30<sup>th</sup>.
- Vendors who have purchased **outside space** must stop at the Registration table prior to placing any items. Placement will be determined, measurements will be taken, and payment will be due upon completion of this process. No items will be placed prior to 8:00 a.m. Friday, September 30<sup>th</sup>.

### Move-Out

Saturday, October 1; 3:00 pm to 5:00 pm

- **Move-out will not be permitted prior to the conclusion of the show.**
- Carts and dollies will be available for vendor use during Move-Out as soon as event staff has verified that the public has cleared the building and that it is **SAFE** to begin move-out.
- All exhibitor items must be removed from the Casper Events Center prior to 5:00 p.m. on Saturday, October 1.

It is requested that courtesy and patience be exercised during these processes.

We do not have a specific Show Office; however, messages for vendors may be picked up at the Registration table located near the back entrance until the completion of Move-In. After that, any emergency calls should be directed to the Back Door Guard at 307-235-8454.

### Booth Provisions – Per EXHIBITOR – (No Matter What Booth Size)

- Curtain backdrop measuring 8' tall.
- Side curtains on rails measuring 3' tall.
- One 8' skirted table.
- Two (2) chairs.
- One-110 electrical outlet (where available and requested).
- Two complimentary admission tickets.
- Exhibitor Passes - 10'x10' = 2; 10'x20' = 3; 10'x30' = 4; 20'x20' = 5.

Additional Exhibitor Services needs will be available in advance or at move-in at an additional cost. Exhibitor Services sheet included on page 10.

### **Exhibitor Services**

Exhibitor Services are available through the Casper Events Center. A list of the items/services available is enclosed. You may order Exhibitor Services in advance of the show by contacting Matt Hinds at (307) 235-8449, faxing the completed form (page 10) to (307) 235-8445, or upon arrival during Move-In at the Registration table. Acceptable forms of payment include: cash, check with proper ID, Visa, MasterCard, or Discover.

- Curtain hooks are available from the Registration table. **Pinning to the curtain backdrops is prohibited.**
- **Helium-filled balloons are not permitted in the building.**
- Vendor giveaways of pressure-adhesive **stickers** or **decals** are **not permitted.**
- Power requested in addition to the 1-110 outlet provided with the booth will require an extra fee.
- Advance arrangements must be made with Matt Hinds at 307-235-8449 regarding the early delivery of freight shipments.

### **Banners**

Banners may be hung in vendor booth only with appropriate hooks provided from Exhibitor Services. If in doubt, please ask for assistance. Small ladders and step-stools are available – for **your safety**, please **do not stand on tables or folding chairs**. Items hung from the catwalk above a vendor booth must be approved by the Casper Events Center. Vendor is responsible for all materials required to hang such item, pending approval of Events Center and approval of specified hanging material. Please contact the Matt Hinds at 307-235-8449 to check availability before making any special purchases.

### **Parking**

- Vendors are permitted to park in the lot directly behind the building. Please note that this lot has a limited number of parking spaces available. Please do not park in or block the reserved spaces. Vendors are also encouraged to park in Lot 11, immediately to the north of the building to alleviate congestion.
- **Storage is not permitted in the back lot** of the Casper Events Center.
- Overnight parking or camping is not permitted on the grounds of the Casper Events Center per City Ordinance.

### **Passes**

- The number of Exhibitor Passes is provided to vendors in accordance with the amount of space purchased.
- **Exhibitor Passes will be distributed upon your arrival in the building and check-in at the Registration table.** All passes must be picked up prior to 2:00 pm on Friday, September 30<sup>th</sup>.
- Additional event tickets are available for purchase from the Box Office.
- Exhibitor Passes must be worn visibly to be allowed admission to the building. Vendors not wearing this pass will not be permitted to enter the building unless they purchase a ticket at the front doors.
- **Exhibitor Passes must be worn for entry to and from the Comedian performance in order to guarantee access to the arena floor, the back door and back lot after the performance.**

### **Complimentary Tickets**

Each paid exhibitor may request up to two (2) complimentary tickets to invite interested customers back to the show. **These tickets must be requested and will be available at Registration during Move-In only.**

### **Admission/Entrance for Family and Friends**

Family members and friends will not be permitted entrance through the back door, nor are they allowed to park in the lot behind the building. All guests must purchase admission tickets and enter through the front doors.

### **Will Call Instructions**

No passes/tickets will be held at the Registration table after Move-In. You are responsible for their distribution and must leave them at Will Call at the Box Office by using the following procedure. The Casper Events Center, Casper Star-Tribune and Townsquare Media are not responsible for passes/tickets once they have been picked up. A photo ID will be required to pick-up any items from Will Call.

1. Passes/tickets must be placed in a sealed envelope (available at Box Office). No loose passes or tickets will be accepted.
2. Each envelope is for a single pick-up and all contents will be given to the person requesting the envelope.
3. The person's name and company who is to receive the passes/tickets is to be **clearly printed** on the envelope.
4. Will Call is located in the Box Office on the concourse at the front entrance of the building and is open during show hours.

### **Exhibitor Lounge**

An Exhibitor Lounge is provided for the comfort and relaxation of our vendors. Minimal refreshments will be provided in the lounge on Friday from 8:00 am to 4:00 pm and Saturday from 8:00 am to 3:00 pm. Only vendors with the appropriate Exhibitor Pass worn visibly will be permitted access to this area. Just a reminder that this is not open to the public, **nor is it provided as a babysitting area so please make other arrangements for children.**

The City of Casper Food & Beverage Department is the exclusive caterer/concessionaire for the Casper Events Center. Food from outside sources (i.e. McDonald's) may be taken into the Lounge for consumption. Please confine eating in the lounge whenever possible and not in public as patrons are not allowed to bring in outside food and beverage.

### **Fire/Vehicle Regulations**

- Any vehicles/atv's on display must contain no more than 1/16 tank of fuel.
- Fuel tank must be sealed with either a locking fuel cap or with duct tape.
- Battery must be disconnected and keys removed from ignition.
- All items (i.e. easels, signs, hitches) must be contained within the allotted booth space as sufficient fire aisles must be maintained.
- Use or storage of compressed gases, flammable or combustible liquids, hazardous chemical or materials inside the Casper Events Center is prohibited except for demonstration by special permit.
- Propane bottles or tanks must be removed from vehicles prior to being brought in the Casper Events Center.
- Show promoters, exhibitors and service contractors must comply with all Federal, State and City fire codes that apply to public buildings/assembly areas.

### **Smoking Policy**

The Casper Events Center is a non-smoking facility. Smoking is permitted outside only. Please observe all posted signs and regulations.

**Pets**

Pets/animals are not allowed in the building unless the pet/animal is a part of an exhibit, activity or demonstration directly associated with the production of the show. Pets/animals that are part of an exhibit MUST be approved with the Casper Events Center staff PRIOR to the event. Service animals are exempt.

**Permits**

**Sales Tax/Temporary Business Permit** - The State of Wyoming Department of Revenue and Taxation requires sales tax be assessed on items sold during the Wyoming Women's Expo. Vendor information may be provided to the State Department of Revenue and Taxation for follow-up with vendors as inspections may be performed. Please call 307-266-3621 with any Revenue and Taxation questions.

**Food and Beverage Giveaways and Sales**

Free food giveaways are to be limited to sample size per contractual obligations with Food and Beverage Sponsors and in-house agreements. **Sample size is defined as:** 3 oz for beverages and bite size for foods. Any vendor providing food or beverage product of any kind is responsible for acquiring the appropriate permit from the City of Casper/Natrona County Health Department. Regulations will be provided upon issuance of the permit and inspections may be performed. Please call 307-235-9340 with any Health Department permit questions.

**Prizes and Giveaways**

Exhibitors are welcome to do giveaways. Exhibitors are responsible for notifying all winners and awarding prizes. The show cannot make all prize winner announcements.

**Host Hotel**

JJM Hotels is our hotel sponsor for this year's Expo. They consist of three hotels and are offering the following rates for our exhibitors:

**\$69 at LaQuinta Inn –**  
(307) 265-1200 or [www.lq.com](http://www.lq.com)



**\$79 at Hampton Inn –**  
(307) 235-6668 or  
[www.hamptoninn.com](http://www.hamptoninn.com)



**\$89 at Hilton Garden Inn –**  
(307) 266-1300 or  
[www.casper.hgi.com](http://www.casper.hgi.com)

**Flyers and Signs:**

Exhibitors are welcome to hand out flyers and hang signs or banners within their booth space. Don't forget to make signage arrangements early. Attendance at the 2010 show was approximately 2,200.

**Use of Space**

Please respect that all vendors are paying for spaces for the public to visit them. No vendor is allowed to roam through the crowds distributing coupons, samples or promotional materials. All activities must be confined within your assigned exhibit space. Should the exhibit expand beyond your assigned space, Expo Representatives reserve the right to require exhibitors to alter or amend the exhibit at any time during the weekend.

**Location of Booth:**

The location of your exhibit booth has been assigned at the discretion of the Wyoming Women's Expo Team. The Team has done its best to accommodate all specific space requests. If you have concerns about the location of your booth, please contact Kendra Ziler at the Casper Events Center at (307) 235-8441.

**Booth Tips and Tricks to Increase Effectiveness:**

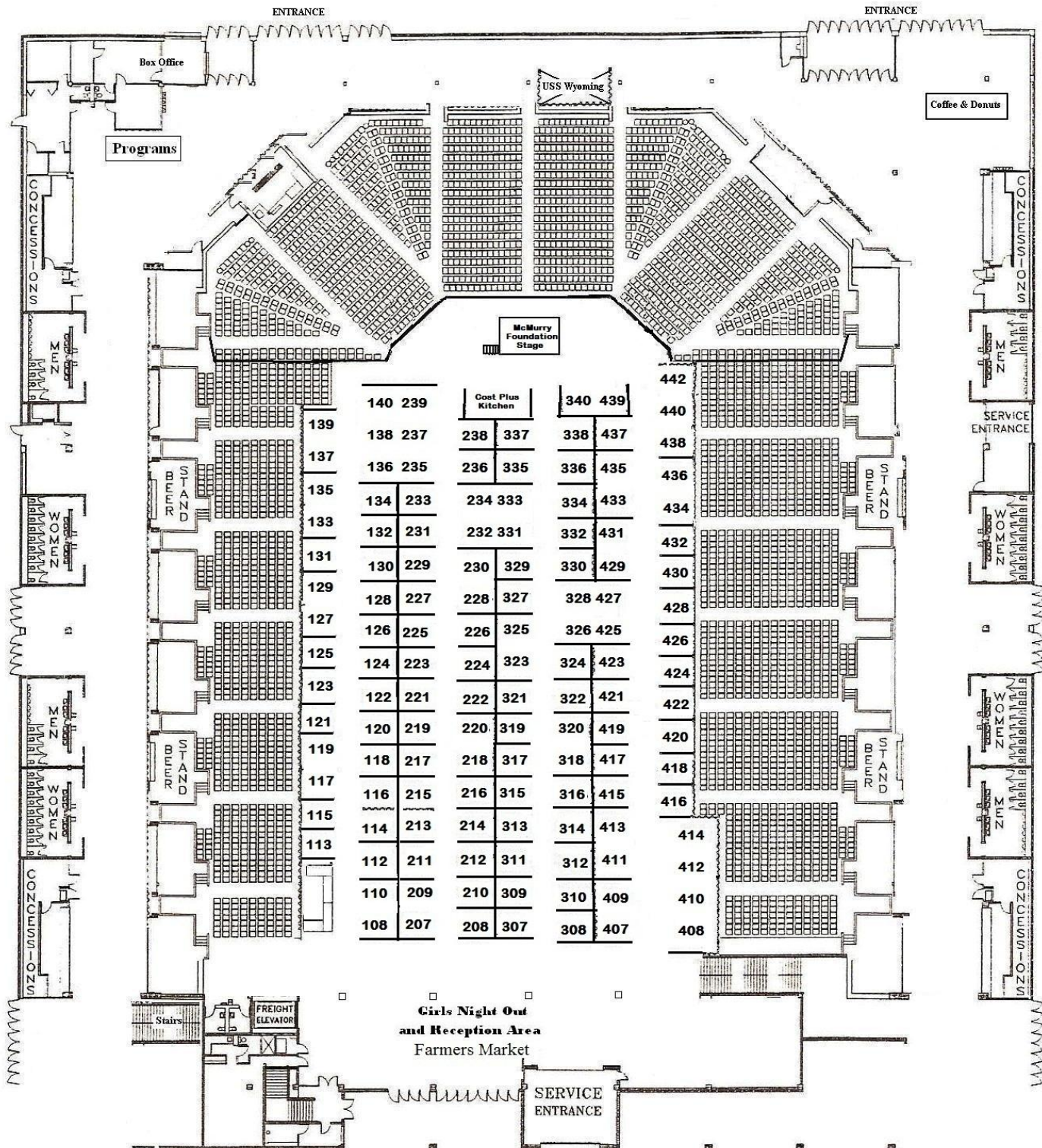
In order for this event to be successful for exhibitors, promoters, and attendees, it is the exhibitors' responsibility to provide a relevant product or service and to display it in an appropriate and inviting manner. Below, we've provided some tips, tricks, and suggestions to help you succeed.

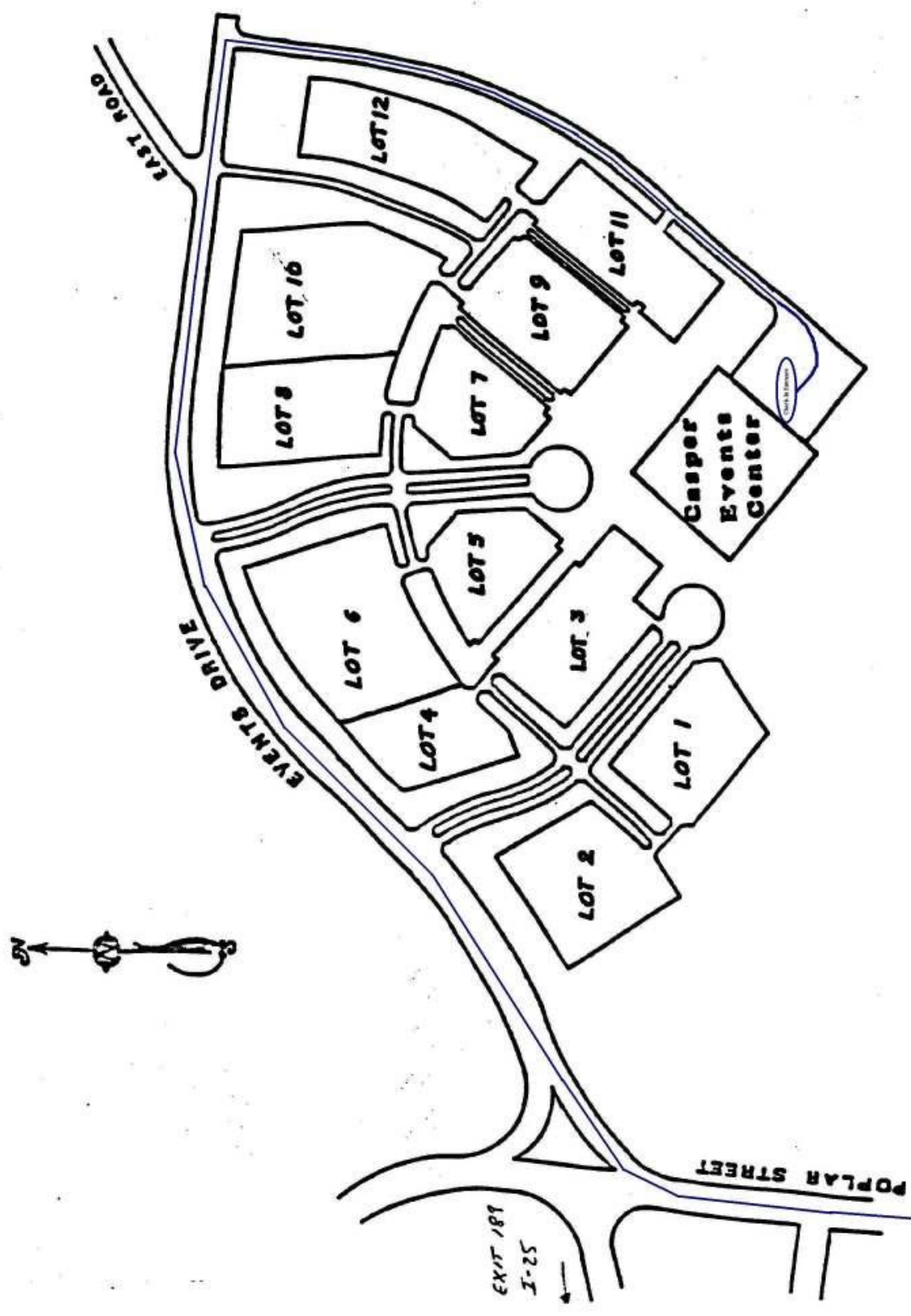
- Don't place tables at the front of your booth. Open the space up so that attendees can enter your space.
- Dress things up. Use throw rugs, lamps, items from home to cozy up your space and make it more visually appealing.
- Don't over-do the decorations. We encourage you to make your space visually appealing but not overwhelming with too many colors or items to look at.
- Don't just sit in your booth and wait for people to stop and speak – draw them into your space by making eye contact, smiling, and acknowledging them.
- Don't leave your space unattended for the entire weekend with flyers lying on the table and no one to answer questions.
- There are several websites available that offer additional design ideas and helpful suggestions, such as <http://www.trade-show-advisor.com/trade-show-exhibit-display.html> or [http://www.ehow.com/list\\_6545291\\_exhibit-booth-design-ideas.html](http://www.ehow.com/list_6545291_exhibit-booth-design-ideas.html). Doing a quick search for "exhibit booth designs" will turn up a plethora of valuable ideas.

**Thank you for your patronage. We appreciate your business!**

**If you have any questions or concerns, please contact  
Kendra Ziler at the Casper Events Center at (307) 235-8441.**







# CASPER EVENTS CENTER

## EXHIBITOR SERVICES

P.O. BOX 128 – CASPER, WYOMING 82602 – PHONE (307) 235-8441, FAX (307) 235-8445

### BOOTH EQUIPMENT – DURATION OF SHOW – SHIPPING & HANDLING – LABOR

| <u>Equipment &amp; Services</u>                  | <u>Rate</u> |   | <u>Quantity</u> |   | <u>Total</u> |
|--|-------------|---|-----------------|---|--------------|
| Table, 8', 6' or 5' Round                        | \$15.00     | x | _____           | = | _____        |
| Table 6'x18", 2'x4' or 5' Half Round             | \$10.00     | x | _____           | = | _____        |
| Table 20"x20"                                    | \$5.00      | x | _____           | = | _____        |
| White Cloth Table Cover                          | \$10.00     | x | _____           | = | _____        |
| Table Skirting                                   | \$10.00     | x | _____           | = | _____        |
| Folding Chair or Arm Chair                       | \$5.00      | x | _____           | = | _____        |
| Carpeting, 10'x10' (various colors)              | \$30.00     | x | _____           | = | _____        |
| Wastebasket                                      | \$5.00      | x | _____           | = | _____        |
| Easel (tripod)                                   | \$5.00      | x | _____           | = | _____        |
| Floor Plant                                      | \$15.00     | x | _____           | = | _____        |
| Vacuum (per show)                                | \$10.00     | x | _____           | = | _____        |
| Extension Cord                                   | \$5.00      | x | _____           | = | _____        |
| 10 amp outlet, 120 volt                          | \$15.00     | x | _____           | = | _____        |
| 15 amp outlet, 120 volt                          | \$20.00     | x | _____           | = | _____        |
| 20 amp outlet, 120 volt                          | \$25.00     | x | _____           | = | _____        |
| All 208 volt Connection, Call for information    | \$35.00     | x | _____           | = | _____        |
| All 480 volt Connection, Call for information    |             | x | _____           | = | _____        |
| Outside Electrical Hook-Up, Call for information |             | x | _____           | = | _____        |
| Television (limited quantity)                    | \$25.00     | x | _____           | = | _____        |
| VCR (limited quantity)                           | \$25.00     | x | _____           | = | _____        |
| Forklift (In - \$25.00, Out - \$25.00)           | \$50.00     | x | _____           | = | _____        |
| Freight Handling (\$10.00 per 100 lbs.)          | PREPAID...  | x | _____           | = | _____        |

### Technologies

|  |          |   |       |   |       |
|--|----------|---|-------|---|-------|
| Wireless Internet Access (Advance Order)                                   | \$35.00  | x | _____ | = | _____ |
| “ “ “ “ “ “ (After Deadline)   | \$50.00  | x | _____ | = | _____ |
| <b>*See reverse side of sheet for wireless internet access information</b> |          |   |       |   |       |
| Telephone Line, Restricted (Advance Order)                                 | \$35.00  | x | _____ | = | _____ |
| “ “ “ “ “ “ (After Deadline)   | \$50.00  | x | _____ | = | _____ |
| Telephone Line, LD Access (Advance Order Only)                             | \$175.00 | x | _____ | = | _____ |

**\*\*Advance orders on Wireless Internet & Telephone Lines Must Be Received With Payment Three (3) Business Days Before Move-In Of Show**

**TOTAL**      \$ \_\_\_\_\_

SHOW NAME: Wyoming Women's Expo 2011      SHOW DATE: Sept 30 – Oct 1, 2011

FIRM NAME: \_\_\_\_\_      BOOTH #: \_\_\_\_\_

REPRESENTATIVE NAME: \_\_\_\_\_      PHONE: \_\_\_\_\_

Method of Payment:  Visa/Mastercard/Discover       Check Enclosed (made out to Casper Events Center)

Card #: \_\_\_\_\_      Exp. Date: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_      Signature: \_\_\_\_\_

(on the back of your card)

# **Casper Events Center Wireless Internet Access Conditions & Regulations**

1. Advanced orders are recommended to accommodate user access. Quantities are limited.
2. A service order must be completed for EACH device that requires access.
3. Payment for services must accompany orders.
4. Checks are to be made payable to the Casper Events Center Exhibitor Services.
5. Credit will not be given for services installed and not used.
6. Notification of cancellation of orders must be received prior to move-in of the show to receive credit for orders.
7. Access information must be picked up at the Exhibitor Services desk during move-in or from operations staff for events other than trade shows after payment has been confirmed.
8. Disputes concerning service must be filed by the exhibitor with Casper Events Center Exhibitor Services prior to the close of the show. Disputes will be resolved in a timely matter.
9. Users must provide their own wireless modems or cards for their equipment.
10. Exhibitors are responsible for the set-up & configuration of their equipment.

## **Service Information**

- Each access will be charged at \$35.00 for orders placed 3 or more days in advance of a show or at \$50 after that time for the duration of the event (one charge is required for each device)
- You must make sure your computer has wireless capability and is set to obtain an IP and DNS server addresses automatically
- Wireless System uses 802.11 B & G platforms
- Access is a shared T1