



wyoming women's expo

Friday, September 30 and Saturday, October 1, 2011

FARMERS MARKET EXHIBITOR APPLICATION FORM

Amount of Space Needed: _____

Notes: _____

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Website: _____

List type of product (s) and/or services: _____

Please Mail my Confirmation Packet

Please E-Mail my Confirmation Packet

There have been CHANGES made to some policies and procedures, items that are allowed in the building, and other important notices listed in the following rules and regulations pages. It is in the best interest of exhibitors to READ and UNDERSTAND the following information.

Please review the Rules and Regulations and Additional Information on Pages 3 – 5 for important changes about this year's show.

How to Reserve Your Space:

FAX this form to: (307) 235-8445

MAIL this form to: WWEX; PO Box 128; Casper, WY 82602

EMAIL this form to: teanepa@cityofcasperwy.com

CALL Tiffine Canepa at (307) 235-8456



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EXHIBITOR RULES AND REGULATIONS AND SHOW INFORMATION

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: 7:00 am Registration
8:00 am Run 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

Move-In and Move-Out:

It is the sole responsibility of each exhibitor to setup and teardown their exhibit. It is requested that courtesy and patience be exercised during these processes. There will be a limited number of carts or dollies available for use during move-in and move-out. These are available on a first-come, first-serve basis. Exhibitors are welcome to use their own carts to move product into and out of the building after all attendees have cleared the building.

Move-In:

Farmers Market Exhibitors will not be permitted to move-in any earlier than 7:00 am or later than 8:45 am **Saturday, October 1.**

Move-Out:

For the safety of everyone, exhibitors will not be permitted to move-out until ALL attendees have cleared the building at the conclusion of the show at 3:00 pm on Saturday, October 1.

Booth Provisions:

Exhibitors need to be self-sufficient. If you need exhibitor services, please contact us ASAP to make the appropriate arrangements.

Acceptance of Application:

The Wyoming Women's Expo Team reserves the right to refuse or deny applications for booth spaces that are deemed inappropriate, are not in the best interest of the show, or do not fit in with the mission of the show.

Location of Booth:

The location of your exhibit booth will be assigned at the discretion of the Wyoming Women's Expo Team. Specific space locations can be requested and the Team will do it's best to accommodate these requests; however, there are no guarantees that exhibitors will get the exact space requested.

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, including demonstrations, 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.

Exhibitor Services:

- A list of Exhibitor Services items and services will be mailed with confirmation packets and will be available at move-in.
- **Pinning to the curtain backdrops is prohibited.** Curtain hooks are available from the registration table at move-in.
- **Helium filled balloons are not permitted in the building.**
- Pressure-adhesive stickers or decals are not permitted.
- Power requests in addition to the 1 – 110 outlet provided will require an extra fee.



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Food and Beverage Giveaways and Sales:

Free food giveaways are to be limited to the sample size of 3 oz. or smaller for beverages and bite size for foods. Any vendor distributing food or beverage products of any kind is responsible for acquiring the appropriate permits from the Natrona County Health Department at (307) 577-9752.

Exhibitor Hospitality Lounge:

An Exhibitor Hospitality Lounge is provided for the comfort and relaxation of our vendors. Refreshments will be provided in the lounge as long as the refreshment supplies last. Only vendors with the appropriate Exhibitor Pass worn visibly will be permitted access to this area. This area 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 and Beverage Department is the exclusive caterer/concessionaire for the Casper Events Center. Food from outside sources (i.e. McDonald's, Burger King, Taco John's, etc.) may be taken into the Hospitality Lounge for consumption. Please attempt to confine eating to the Hospitality Lounge as patrons are not allowed to bring in outside food and beverage.

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.

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.

Ta Ta Trot 5K Breast Cancer Run:

The Ta Ta Trot 5K Breast Cancer Run/Walk will be on Saturday, October 1st. Registration begins at 7:00 am and the run will begin at 8:00 pm rain or shine.

Holistic Fair:

The Holistic Fair will be held on the Second Floor of the Events Center in part with the Expo. The fair will be open the same hours and admission is included with Expo admission. Do you feel like your booth space would fit more appropriately in the Holistic Fair section of the show? Contact Judy Lekic with Alternative Change Productions at (303) 635-2243 or jmllekic@msn.com to reserve your space at the Holistic Fair on the Second Floor.

Farmers Market:

The Farmers Market will be open on Saturday from 9:0 am to 3:00 pm. Space is limited in the Farmers Market area.

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



\$79 at Hampton Inn –
(307) 235-6668 or www.hamptoninn.com



\$89 at Hilton Garden Inn –
(307) 266-1300 or www.casper.hgi.com

