

Contract For Booth Registration

**FRIDAY, DECEMBER 20, 2019 * 4:00 pm - 8:00 pm &
SATURDAY, DECEMBER 21, 2019 * 9:00 am - 2:00 pm**
CAM-PLEX Central Pavilion * Gillette, WY



Booth Rental

- **\$100.00 for 1- 10' X 10' space.** \$50.00 for additional booth spaces. **Limit of 4 spaces per renter.**
- Renters will receive 1 - 8' table and 2 chairs. Additional tables & chairs can be requested in advance. Each booth space will only fit 2- 8' tables. Electricity is available at an additional charge. Renters are responsible for their own table covers/skirts. We welcome all booths to decorate their areas in a festive manner to celebrate the season.

Terms

- **Absolutely no spaces held without contract and money submitted to CAM-PLEX.**
- All renters must have a fully negotiated contract. Confirmation letters will be emailed.
- Management reserves the right to determine final location of any booth.
- Each renter must remain within the confines of their assigned space. Renters may advertise and distribute from their booth only. Walk-around solicitors are prohibited.
- Refunds: Only 50% of total (booth & set-up fees) will be refunded if canceled 14 days or more before the sale. Any cancellations made 13 days or less before the sale will not receive a refund.
- Renter is responsible for providing all necessary set-up equipment (i.e. dollies, painters tape only, signs, etc.).
- No cooking is permitted in booth.
- *No firearms may be sold or displayed in booth.*
- Bake sale items (**packaged in bulk, i.e. dozen cookies, whole pies, breads**) may be sold, but you are required to obtain and display a food permit from Doug Evans, Consumer Health Specialist 307-686-8036.
- Drinks of any type will only be sold by the contracted Concessionaires.
- No pets allowed.

Set Up

- **Set up is Thursday 12/19 8 am– 6:00 pm and Friday 12/20 between 9:00 am- 3:15 pm.** Trade show hours are 4:00 pm - 8:00 pm on Friday, and 9 am - 2pm on Saturday.
- Prior to set up, please report to the CAM-PLEX Booth for assigned booth spaces.
- **If your booth is empty at 2:00 pm, and you have not checked in, your booth will be resold and you will forfeit your booth rent.**
- All booths must be in place and operational by 4:00 pm on Friday, December 20.
- Booths must be properly manned during hours of operation.
- Renters are **not** allowed to drive vehicles inside the building.

Tear Down

- **Renters are required to keep booths open until closing time at 8:00 pm on Friday, December 20 AND until closing time at 2:00 pm on Saturday, December 21.**
- **Tear down hours are from 2:00 pm - 5:00 pm** on Saturday, December 21. All items must be removed from the building during teardown time.

Applications will be accepted beginning on Monday, November 11, 2019 at 8:00 AM

Questions? Contact Mikenzie Ochs at 307-682-0552, or mikenzie@cam-plex.com

Renter Information

Name	
Business Name	
Description of Business	
Phone	
Address (street, city, state, zip)	
Email	

Booth Requests

Item	Cost	Quantity	Total Cost
First Booth	\$100.00		\$
Additional Booths	\$50.00		\$
Additional Tables (You get 1 free table per booth)	\$4.00		\$
Additional Chairs (2 provided per booth space)	\$0.00		\$
Fabric/Peg Boards (Clips not provided)	\$5.00		
Electricity	\$16.00		\$
Total Due	—	—	\$

Payment

- Cash, check payable to CAM-PLEX, or credit cards accepted.
- Contract and Payment may be emailed, mailed, faxed or submitted in person to:

CAM-PLEX Office

Email: mikenzie@cam-plex.com

FAX: 307-682-8418

Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Date
Credit Card Number		Expiration Date
Authorized Signature		3 digit code on back

Booth Registration Contract for
Friday, December 20 &
Saturday, December 21, 2019



For Office Use Only	
Date Rec'd	
Receipt #	
Booth Assigned	