2020 Wedding & Event Expo
Vendor Information

(Keep this one)

SET UP AND TEAR DOWN INFORMATION:

Setup for the 2020 Wedding & Event Expo is FRIDAY, March 27, 2020 from **3:00 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, March 28, 2020. 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 6:00 PM Saturday, March 28, 2020. ***NO LOADING OR LEAVING IS PERMITTED BEFORE 4:00 PM SATURDAY, MARCH 28, 2020.*** Doors open to the public at 1:00 PM. Show is over at 3:30 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, March 28th 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 are pipe and draped, and 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, and are regulated by 4 Seasons Events.
- 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.
- BY SIGNING AND RETURNING THE ATTACHED REGISTRATION FORM, YOU ARE SIGNING A LEGALLY BINDING CONTRACT TO PAY FOR A SERVICE. YOU WILL BE BILLED AND RESPONSIBLE FOR THOSE CHARGES. DO NOT RETURN THE REGISTRATION UNLESS YOU ARE ACCEPTING OF THESE TERMS.

BOOTH RENTAL RATES – ADDITIONAL FEES/CREDITS

10x10 Premium 10x10…..$310 10x10 Mid-Range 10x10…..$220 10x10 Non-Premium 8x8….. $100

ALL BOOTHS ARE RESERVED BASED ON THE DATE THE REGISTRATION IS RECEIVED. 2019 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 2019.

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

Additional Tables…….. $18.00 each
Additional Chairs…….. $ 3.50 each
20 amp Power Service…….. $25.00 each
Peg Board……. $10.00 each
Linens (one black table linen and black skirt)……. $25.00 each/set

Please contact Wes Johnson at 307.660.9771 or email at info@gilletteevents.com for any additional requests.

2020 Wedding & Event Expo
Vendor Registration

(Send this one back)

Vendor Information:

Business/Vendor Name: _____

Contact Name: _____

Mailing Address: _____

_____

Phone Number: _____

Email: _____

Website: _____

Referred by: _____

Pricing and Vendor Requirements:

How many booths* do you need? _____ $310 per *Premium 10x10*

Please note: Premium and Mid-Range Booths are 10'x10'. Non-premium booths are 8'x8'. Please plan your space accordingly.

Please see attached show layout for placement and booth locations. Please indicate preferred booth number(s) here: _____ $220 per *Mid-Range 10x10*

_____ $100 per *Non-Premium 8x8*

First choice:_____ **Second choice:**_____ **Third choice:**_____

Do you require ***additional*** 8' tables? If so, how many tables? _____ $18.00 each

Do you require ***additional*** Chairs? If so, how many chairs? _____ $ 3.50 each

Do you require a power source? If so, how many 20 amp services? _____ $25.00 each
(Vendors should bring their own extension cords or other electrical accessories needed)

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) _____ $25.00 each/set

TOTAL $_____

Signature_____ Date_____

By signing above, you agree to the rules and regulations of the 2020 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 FOR ANY REASON** and **ALL CHARGES ARE DUE EVEN IF YOU ARE UNABLE TO ATTEND** the 2020 Wedding & Event Expo.

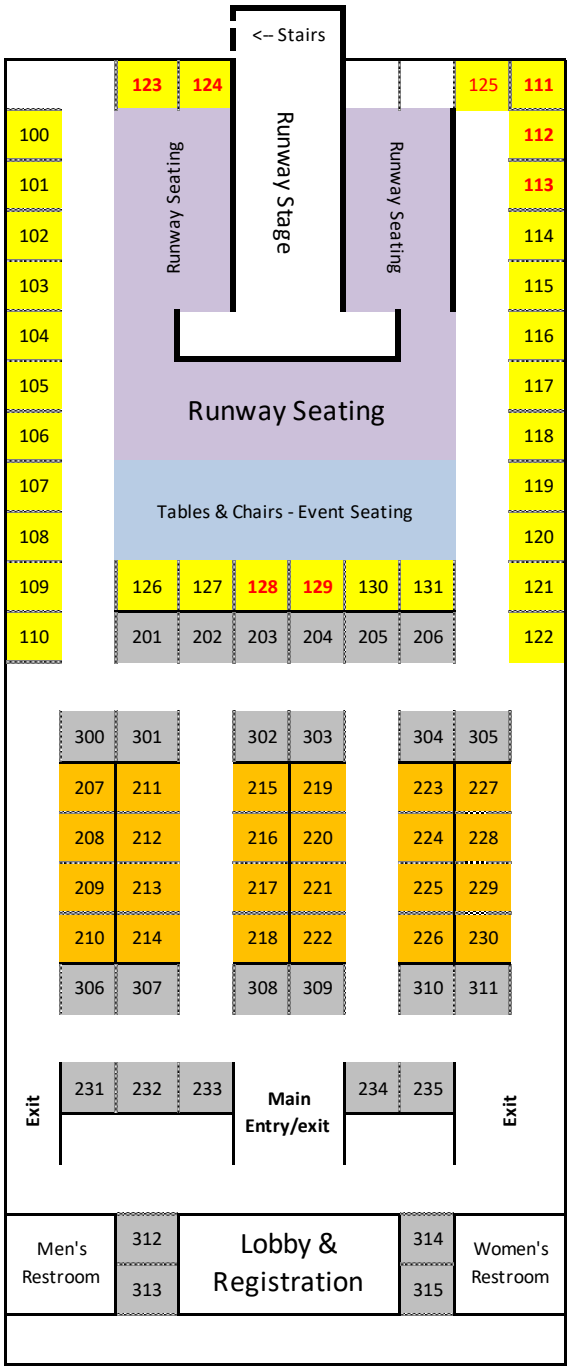
If you have additional requirements please email Wes Johnson at info@gilletteevents.com or call or text 307.660.9771 for more information regarding pricing and details.

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



LEGEND

10x10 Premium 10'x10' $310/ea

8x8 Non-Premium 8'x8' $100/ea

10x10 Mid-Range 10'x10' $220/ea

Runway Show Seating

Font Indicates Sold Booth