



Big Horn Radio Network

Spring HOME & GARDEN SHOW

RESERVE YOUR BOOTH SPACE NOW!!

2017

Friday, April 21st

&

Saturday, April 22nd

Riley Arena in Cody, Wyoming

**Your opportunity to showcase and sell your goods/products/services
to over 9,000 residents of the Big Horn Basin**

RESERVE YOUR BOOTH SPACE NOW!!

Call the Big Horn Radio Network

at 578-5000

Hours of Show

Friday, April 21st 12:00 p.m. – 7:00 p.m.

Saturday, April 22nd 8:30 a.m. – 4:00 p.m.



- Vendor is responsible for all necessary set up equipment except tables.
- **All fees must be paid in full prior to booth set up.**
- All Show booths will be draped at no extra charge and each booth will have 1 eight-foot table & 2 chairs.
- Set-up times are Thursday, April 20th from 8 a.m. to 7 p.m. we ENCOURAGE any vendors with trailers to come on Thursday to set up it makes things flow smoother for Friday. Friday, April 21st, from 8-11 a.m. Please plan accordingly.
- **Electricity will be available at an additional cost of \$30 per booth. Please order electricity when booking your booth space with your representative.**

Show Rules

- All booths must be properly manned during hours of the show.
- **NO subletting booth space. One business only per booth space sold.**
- All vendor merchandise or displays must stay within designated booth space.
- No vendor merchandise or displays may extend into designated aisles or walkways.
- No display may block exits.
- No vendor may distribute leaflets or literature outside of their designated booth space, including vehicles in the parking lot.
- Booths must be set up and ready to go **by 11 a.m. on Friday, April 21st.** Vendors are allowed into the building one half hour prior to the opening of the show on Sat morning.
- Layout of the show (i.e: booth placement) is subject to change with growth of the show.

Booth Rental Rates

10 X 10 Booth	\$325
(Includes digital directory and handout)	
Additional Booths	\$300
Electricity.....	\$30
Internet.....	\$45

HOME & GARDEN SHOW

Booth Contract

Riley Ice Arena in Cody: Friday, April 21st, 2017 and Saturday April 22nd, 2017

(12 – 7 p.m.)

(8:30 a.m. – 4 p.m.)

VENDOR NAME _____

CONTACT _____

Mailing address: _____ City _____ State _____ Zip _____

Phone number _____ Cell: _____ Fax _____

E-mail _____

Product(s) to be sold _____

<u>ITEMS</u>	<u>SIZE / NUMBER NEEDED</u> (include any notes)	= <u>COST</u>
Booth @ \$325	10% discount if reserved and paid by Dec 31 st 2016 (292.50) (Includes access to Digital Directory and printed Handout)	= _____
Additional booth(s) @ \$300	_____	= _____
Electricity @ 30	_____	= _____
Internet connection @\$45	_____	= _____
Hot Tubs (add an additional \$20 for each tub connected; 110V only)	_____	= _____

TOTAL COST = _____

NOTE: **50% Deposit is necessary to reserve booth space.** 50% Deposit \$ _____

Total Still Due (by April 21st, 2017): \$ _____

PLEASE READ THE FOLLOWING CAREFULLY

It is understood by signing this agreement; Vendor acknowledges that they have reserved booth space with The Big Horn Radio Network for the above stated show. It is further understood that Vendor is required to pay a NONREFUNDABLE 50% DEPOSIT in order to reserve booth space. Upon signing this agreement, Vendor agrees they owe The Big Horn Radio Network the 50% deposit for booth space whether or not the Vendor participates in the above stated trade show.

IF THE VENDOR MUST CANCEL, THE BIG HORN RADIO NETWORK MUST BE NOTIFIED WITHIN 96 HOURS OF THE SHOWS OPENING IN ORDER TO RECEIVE ANY REFUND OTHER THAN THE 50% DEPOSIT.

Vendor agrees to all rules & regulations as stated in the attached Show information.

Violations of these rules and regulations may be cause for eviction from The Show with no monies returned.

Mail or fax this form with your check or Credit Card # to:

THE BIG HORN RADIO NETWORK Phone: (307) 578-5000

P.O. Box 1210 Fax: (307) 527-5045

Cody, WY 82414 E-mail: _____

SIGNATURE _____ Date _____

RADIO STATION USE ONLY

Booth Number(s) _____ Account Representative _____ Contract # _____

Payment Info _____ Notes: _____