

2019 Campbell County Fair

Trade Show Contract

July 31st – August 3rd, 2019 ** CAM-PLEX, Wyoming Center – Gillette, Wyoming

For more information, contact Trade Show Coordinator, Crystal Brogdon 307.660.3812

Booth Rental:

Inside:

- * Standard Booth - \$60 each.
- * 10' x 10' draped (8' back, 3' sides).
- * 1 – 8' table and 2 chairs included in each 10' x 10' booth.
- * Electricity Provided

Outside:

- * Plaza Area
- * Standard Outside Space - \$85 each.
- * 20' x 30'
- * Electricity Provided

Terms:

- * Balance due no later than July 19, 2019. Contracts not paid in full by July 19th risk forfeiture of reserved space.
- * All exhibits must be setup and operational by the end of the setup time (9:00 p.m.) On Tuesday, July 30th, 2019.
- * All exhibits must remain intact until 7:15 p.m. on Saturday, August 3rd, 2019.
- * There is no charge for educational booths, please call to confirm educational status.
- * **NO Parking** on the North, East, or West side of the Wyoming Center. Vendor's may park in the South Parking Lot ONLY.

Set-Up Hours:

- * Tuesday, July 30th, 9:00 a.m. – 9:00 p.m. (may drive inside the building this day ONLY)
- * Absolutely no vendors allowed in the building before Tuesday at 9:00 a.m.

Show Hours:

- * Wednesday, July 31st 10:00 a.m. – 7:00 p.m.
- * Thursday, August 1st 10:00 a.m. – 7:00 p.m.
- * Friday, August 2nd 10:00 a.m. – 7:00 p.m.
- * Saturday, August 3rd 10:00 a.m. – 7:00 p.m.

Tear Down:

- * Saturday, August 3rd 7:15 p.m. – 10:00 p.m.



Campbell County Fair ~ Trade Show Rules and Regulations

Arrival: ~ Prior to setting up your booth, please report to Trade Show Coordinator, Crystal Brogdon at the Trade Show Table located on the south side, in the Wyoming Center. Space verification will be available. All booths must be paid in full – NO EXCEPTIONS.

Set-up and driving in the building ~ Exhibitors may drive their vehicles/trailers inside the Wyoming Center to unload only on Tuesday, July 30th, 2019 – 9 a.m. to 9 p.m. **ABSOLUTELY NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE WYOMING CENTER AT ANY OTHER TIME.** Exhibitors will be allowed to drive their vehicles/trailers inside the Wyoming Center at the end of the show for tear down on Saturday, August 3rd, 2019 after 7:15 p.m. Exhibitor is responsible for providing all necessary setup equipment and labor (i.e. blue painters tape, extension cords, etc.). Vendors are only allowed to use Blue Painters Tape on any Cam-Plex property. The Campbell County Fair Office will not be responsible to find any laborers.

Parking ~ There will be **NO PARKING** on the North, East or West side of the Wyoming Center during the Trade Show, July 31st – August 3rd. All Vendors **must** park in the South parking lot. **No one will be allowed behind the Wyoming Center to start loading until 7:15 p.m. on Saturday, August 3rd.**

Liability and Indemnification ~ Exhibitor warrants by authorized signature on Trade Show Contract that Campbell County, CAM-PLEX and the Campbell County Fair Board, its board members, staff and sponsors are not responsible for any injury, loss, theft or damage which may occur to the exhibitor, his employees or his property from any cause whatsoever, nor for mail sent to CAM-PLEX. The exhibitors expressly release Campbell County, CAM-PLEX and the Campbell County Fair Board, its board members, staff and sponsors from all claims for loss, theft, damage or injury.

Insurance – Mandatory in 2016

It is mandatory that all EXHIBITOR(S) participating in the Campbell County Fair Trade Show provide the FAIR with evidence of General Liability insurance certificate, at least thirty (30) days prior to the event, evidencing a minimum of **\$1,000,000.00** combined single limit bodily injury and property damage, including products liability, which names Campbell County and Campbell County Fair Board as additional insured with the terms of coverage to include move-in and move-out dates. The certificate must provide for a 30-day written notice of cancellation or reduction in limits to the FAIR. The certificate must be exactly as specified above or the contract will be cancelled. **All EXHIBITOR(S) must provide proof of coverage or they will not be allowed to participate.** EXHIBITOR(S) is not covered under Campbell County or Campbell County Fair Board's insurance program.

If an EXHIBITOR(S) does not have their own insurance coverage; they may request assistance in obtaining a General Liability Policy. EXHIBITOR(S) will absolve Campbell County or Campbell County Fair from any act or omission in facilitating such insurance. Campbell County and/or Campbell County Fair Board does not undertake to act as insurance agent or broker in any way, but only offers this provision, as a service to the EXHIBITOR(S).

Campbell County Fair ~ Trade Show Rules and Regulations (Continued)

Exhibit Space ~ All personnel, merchandise and equipment must remain inside the assigned space. Soliciting in areas other than leased space is strictly prohibited. No PA system, loud speaker, amplifier, broadcasting device, music or other objectionable method shall be used by the exhibitor if it interferes with other exhibitors, management or patrons. Exhibits must be removed by 10pm on Saturday, August 3rd, 2019.

Security ~ Security will not be provided for the indoor booths in Wyoming Center. The building will be locked up each night, however, it is not guaranteed by Show Management. All property of an exhibitor is understood to remain in the exhibitor's care, custody and control in transit to or from or within the confines of show grounds. The safety of exhibitor's property is not guaranteed by the Campbell County Fair, exhibitors are encouraged to use discretion when leaving valuables. Exhibits must be removed by 10pm on Saturday, August 3rd, 2019.

Refunds ~ No refunds of payments will be made on cancelled contracts after July 19, 2019. Payments on the space cancelled prior to July 19, 2019 will be refunded only if space is resold.

No Exclusivity of Product/Service ~ The Campbell County Fair does not guarantee exhibitors exclusivity of product or service. Acceptance of the Trade Show Contract, the presence of a product or service at the Campbell County Fair Trade Show does not imply its approval to the exclusion of other products, equipment, or services.

Rights of management if show is not held ~ The Campbell County Fair is not liable for any damages or expenses incurred by exhibitors should show be delayed, interrupted, or not held as scheduled.

Display Vehicles ~ Liquid - or gas - fueled vehicles, RVs, tractors, boats, or other motor craft must have fuel tanks with factory designed gas caps and a minimum amount of fuel while on display in any CAM- PLEX facility per fire code regulations. No fueling or defueling of any fuel tank is allowed while vehicle is inside a CAM- PLEX facility.

UPS/Fed Ex/Package Delivery ~ The Campbell County Fair will not be responsible for any shipments shipped to the grounds. Campbell County Fair will allow deliveries on July 30th and July 31st **ONLY** to the following address: 1635 Reata Drive, Gillette, WY 82718 attn: your name/Campbell Co. Fair Trade Show. Any items delivered before the above dates or after will not be accepted. Campbell County Fair is not responsible for any loss or breakage of items. Please make sure packages are clearly marked with your name.

Internet Service ~ Free WIFI service is provided.

Food ~ Exhibitors selling or giving away food items may not compete with concessionaires without receiving approval from the Trade Show Coordinator. Drinks of any type may only be sold by approved concessionaires. Exhibitors selling or giving away food and concessionaires are required to obtain and display a food permit. Food permits can be obtained by calling the Wyoming Dept. of Agriculture at 307.686.8036 or email devans2@state.wy.us No walking concessions will be allowed.

Contracts ~ All Exhibitors must have a fully negotiated contract. The Campbell Fair reserves the right to determine the final location of any exhibit. Exhibitors are prohibited from assigning, subletting, or transferring space allotted to them.

Other ~ Literature may only be distributed from the exhibitor's booth location. No walking around, handing out literature, or selling items outside the booth is permitted. Exhibitors and their staff or volunteers must be neat in their dress when working in the booth. Persons found to be in violation of any of the Trade Show Rules & Regulations may be ordered off the grounds.

Campground ~ Camping is available in the Reata Campground which is right across the street to the North and West of the Wyoming Center. Camper Spaces are \$100, plus sales tax and lodging tax, for the week. Please contact Campbell County Fair Office, 307.687.0200 for more information about renting a camper space.

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2019 Campbell County Fair Trade Show

You will receive a call to confirm your booth(s) at the Trade Show.

The CC Fair has no exclusivity rules, so if you are selling a product that has exclusivity standards, it is the vendors' responsibility to follow their products exclusivity standards, please note that on your application form. When called with your confirmation you will be informed if you are the 1st vendor with that product or that you are 2nd, etc.

Applications with payment will be accepted into the Trade Show on a 1st come 1st serve basis.

Please remember there will be **NO** Parking on any side of the Wyoming Center except in the South Parking Lot.

No Parking Trailers or cars along any street. Please park them in the back-parking spots to the south or in the campground to the south of the Wyoming Center parking lot. This allows your customers to park close.

PLEASE MAKE A COPY OF THIS TO KEEP FOR YOUR RECORDS



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X - please indicate how insurance will be provided

I WILL PROVIDE MY OWN INSURANCE
 I REQUEST INFORMATION/ASSISTANCE TO OBTAIN INSURANCE COVERAGE FOR THE CAMPBELL COUNTY TRADE SHOW. Contact Crystal at 307.660.3812 for information.

*EXHIBITOR SIGNATURE _____

By signing, I acknowledge that I have read, understand and will follow the Campbell County Fair Trade Show Rules & Regulations.
Contract must be signed to be accepted by Trade Show Management.

*Company Name: _____ *Telephone: _____ *Cell: _____

*Your Name: _____ *Email: _____

*Address: _____ City: _____ State: _____ Zip: _____

Exhibitor Type: Political _____ Commercial _____ Educational _____

Number of Indoor Booths _____ x \$60/each = _____ = Total _____

Number of Outside Booths _____ x \$85/each = _____ = Total _____

Additional, if needed (inside only): Tables # _____ Chairs # _____ Peg Boards # _____ No extra charge in 2019.

* Please name and describe (in detail, brands, etc.) all items or services to be sold or exhibited:

Make Checks Payable to ~ Campbell County Fair
Sorry, Credit Cards are not accepted.
Mail to: P.O. Box 65, Gillette, WY 82717
MAKE A COPY FOR YOUR RECORDS

* Office Use Only *
Indoor Booth Space Total \$ _____
Outdoor Booth Space Total \$ _____
AMOUNT _____ DATE PAID _____ CHECK # _____ CASH _____ BOOTH # ASSIGNED _____