

**2021 Campbell County Fair  
Trade Show Application and Agreement**

August 4<sup>th</sup> – August 7<sup>th</sup>, 2021 \*\* CAM-PLEX, Wyoming Center – Gillette, Wyoming  
For more information, contact Trade Show Coordinator, Crystal Brogdon 307.660.3812

This Trade Show Application and Agreement is made and entered into the date last affixed, by and between Campbell County on behalf of the Campbell County Fair Board, hereinafter referred to as “Fair Board”, P.O. Box 65, Gillette, WY 82717, (307)687-0200 and

Name \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_, hereinafter referred to as the “Vendor”. The Vendor desires to lease exhibit space at the CAMPBELL COUNTY FAIR, subject to the conditions stated herein. It is expressly understood that the acceptance of the Agreement, physical space, and the location of said space is allocated at the sole and complete discretion of Fair Board.

**Trade Show description and terms of leased exhibit space is as follows:**

**Booth Rental:**

**Inside:**

- \* Standard Booth - \$60 each.
- \* Space dimensions 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.
- \* Space dimensions 20’ x 30’
- \* Electricity provided



**Terms:**

- \* Balance of booth rental fee must be received no later than July 23<sup>rd</sup>, 2021. Contracts not paid in full by July 23<sup>rd</sup> risk forfeiture of reserved space.
- \* All exhibits must be setup and operational by the end of the setup time; 9:00 p.m., Tuesday, August 3<sup>rd</sup>, 2021.
- \* All exhibits must remain intact until 7:15 p.m. on Saturday, August 7<sup>th</sup>, 2021.
- \* There is no charge for educational booths; please call Trade Show Coordinator to confirm educational status.
- \* NO Parking on the North, East, or West side of the Wyoming Center. Vendor may park in the South Parking Lot ONLY.

**Booth Set-Up Hours:**

- \* Tuesday, August 3<sup>rd</sup>, 9:00 a.m. – 9:00 p.m.
- \* Absolutely no Vendor allowed in the building before Tuesday at 9:00 a.m.
- \* Vendor is permitted to drive inside the building for booth set up on this day ONLY)

**Booth Tear Down:**

- \* Saturday, August 7<sup>th</sup>, 7:15 p.m. – 10:00 p.m.
- \* Vendor is permitted to drive inside the building for booth take down on this day ONLY

**Show Hours:**

- \* Wednesday, August 4<sup>th</sup>, 10:00 a.m. – 7:00 p.m.
- \* Thursday, August 5<sup>th</sup>, 10:00 a.m. – 7:00 p.m.
- \* Friday, August 6<sup>th</sup>, 10:00 a.m. – 7:00 p.m.
- \* Saturday, August 7<sup>th</sup>, 10:00 a.m. – 7:00 p.m.

## Campbell County Fair ~ Trade Show Rules and Regulations

**Arrival:** ~ Prior to setting up your booth, 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 at that location. All booths must be paid in full prior to **July 23<sup>rd</sup>**, 2021– NO EXCEPTIONS.

**Set-up and Driving in the Building** ~ Vendors may drive their vehicles/trailers inside the Wyoming Center to unload on Tuesday, **August 3<sup>rd</sup>**, 2021 – 9 a.m. to 9 p.m. **ONLY ABSOLUTELY NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE WYOMING CENTER AT ANY OTHER TIME.** Vendors will be allowed to drive their vehicles/trailers inside the Wyoming Center at the end of the show for tear down on Saturday, **August 7<sup>th</sup>**, 2021 after 7:15 p.m. **ABSOLUTELY NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE WYOMING CENTER AT ANY OTHER TIME.**

Vendor is responsible for providing all necessary setup equipment and labor (i.e. blue painters tape, extension cords, etc.). The Fair Board will not be responsible to find laborers. Vendor agrees that signage may be taped to an appropriate space, as identified by the Fair Board. Only blue painters' tape may be used to adhere signage to surfaces. Gaff tape may be used on concrete floors. Vendor is responsible for removal of all adhesive products.

**Parking** ~ There will be NO PARKING on the North, East or West side of the Wyoming Center during the Trade Show (**August 4<sup>th</sup> – August 7<sup>th</sup>**). **All Vendor 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 7<sup>th</sup>.**

**Liability and Indemnification** ~ Vendor 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 Vendor, his employees or his property from any cause whatsoever, nor for mail sent to CAM-PLEX. The Vendor 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** ~ It is mandatory that all Vendor participating in the Campbell County Fair Trade Show provide the Fair Board with evidence of General Liability insurance certificate, at least thirty (30) days prior to the event, evidencing a **minimum of \$1,000,000** 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 **Vendor must provide proof of coverage or they will not be allowed to participate.** Vendor is not covered under Campbell County or Campbell County Fair Board's insurance program.

If a Vendor does not have their own insurance coverage; they may request assistance in obtaining a General Liability Policy. Vendor will absolve Campbell County and/or Fair Board from any act or omission in facilitating such insurance. Campbell County and/or Fair Board only offers this service as a courtesy to the Vendor. Neither Campbell County nor Fair Board act as insurance agent or broker in any way. Campbell County and Fair Board do not assume direct or third-party responsibility, liability, or costs for such courtesy.

**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, loudspeaker, amplifier, broadcasting device, music or other objectionable method shall be used by the Vendor if it interferes with other Vendor, management or patrons. Exhibits must be removed by 10:00 pm on Saturday, **August 7<sup>th</sup>**, 2021.

**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 Vendor is understood to remain in the Vendor's care, custody, and control in transit to and/or from and/or within the confines of show grounds. The safety of Vendor's property is not guaranteed by the Campbell County Fair, Vendor are encouraged to use their own discretion when leaving valuables. Exhibits must be removed by 10:00 pm on Saturday, **August 7<sup>th</sup>**, 2021.

**Refunds**~ No refunds of payments will be made on cancelled contracts after **July 23<sup>rd</sup>**, 2021. Payments on the space cancelled prior to **July 23<sup>rd</sup>**, 2021 will be refunded only if space is resold.

**Internet Service** ~ Free WIFI service is provided inside the Wyoming Center.

**No Exclusivity of Product/Service** ~ The Campbell County Fair does not guarantee Vendor exclusivity of product or service. Acceptance of this Agreement and/or 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 costs, damages or expenses incurred by Vendor should show be delayed, interrupted, cancelled, 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 contain only 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 **August 3<sup>rd</sup>** and **August 4<sup>th</sup> ONLY** to the following address:  
Attn: your name/Campbell Co. Fair Trade Show  
1635 Reata Drive, Gillette, WY 82718  
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.

**Food** ~ Vendor 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. Vendor selling or giving away food and concessionaires are required to obtain and display a food permit. No walking concessions will be allowed.

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

**Other** ~ Literature may only be distributed from the Vendor's booth location. No walking around, handing out literature, or selling items outside the booth is permitted. Vendor and their employees or volunteers are required to portray an image of professionalism. This includes clean clothing, good hygiene, and professional mannerisms. We appreciate your cooperation, as we do not want to restrict your services due to an inappropriate situation, presentation or a complaint.

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 for the week. Please contact Campbell County Fair Office, (307) 687-0200 for more information about renting a camper space.

**Rights of Management if Show is Not Held** ~ Campbell County and the Fair Board are not liable for any damages or expense incurred by Vendors should the show be delayed, interrupted, cancelled, or not held as scheduled.

## 2021 Campbell County Fair Trade Show

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

The Campbell County Fair has no exclusivity rules, so if you are selling a product that has exclusivity standards, it is the Exhibitor responsibility to follow their products exclusivity standards. If your product must follow exclusivity standards; clearly state as such on the Trade Show Application Form. When called with your confirmation you will be informed if you are the first or second Exhibitor with that product.

Applications with payment enclosed will be accepted into the Trade Show on a first come first 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 vehicles along or on any street.** Exhibitor vehicles are to be parked in the back-parking spots; to the south of the CAM-PLEX building or in the campground to the south of the Wyoming Center parking lot. Exhibitor vehicles are parked in the back-parking spots to facilitate customer parking closer to the Trade Show.



**MAKE A COPY OF THIS COMPLETED DOCUMENT TO KEEP FOR YOUR RECORDS**



**Insurance** – It is mandatory that all Vendor participating in the Campbell County Fair provide the Fair Board 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 Vendors must provide proof of coverage or they will not be allowed to participate.** Vendor is not covered under Campbell County or Campbell County Fair Board’s insurance program.

If a VENDOR(S) does not have their own insurance coverage; they may request assistance in obtaining a Liability Policy. VENDOR(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 VENDOR(S).

***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 for information.**

The Vendor’s signature below certifies that he/she has read, understood, and agrees to the terms and conditions of Campbell County Fair ~ Trade Show Rules and Regulations. This Agreement and Application may not be Accepted nor Approved by Fair Board absent the Vendor’s certification by signature below:

\*Vendor Signature: \_\_\_\_\_

\*Company Name: \_\_\_\_\_ \*Telephone: \_\_\_\_\_ \*Cell: \_\_\_\_\_

\*Vendor Name (printed): \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vendor 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 # \_\_\_\_\_ No extra charge in 2021.**

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

\_\_\_\_\_  
\_\_\_\_\_

**Payment for booth space is due at the time of submission of this Application and Agreement to the Fair Board.**

\* Make Checks payable to: Campbell County Fair

\* Credit Cards are not accepted.

\* Mail this Application and Agreement and payment to: The Campbell County Fair Board  
P.O. Box 65, Gillette, WY 82717

**MAKE A COPY OF SUBMITTED DOCUMENTS AND PAYMENT FOR YOUR OWN RECORDS**

\* Office Use Only \*

Indoor Booth Space Total \$ \_\_\_\_\_ Outdoor Booth Space Total \$ \_\_\_\_\_ BOOTH # ASSIGNED \_\_\_\_\_

AMOUNT \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_