



# Big Horn Radio Network

## Spring HOME & GARDEN SHOW

**RESERVE YOUR BOOTH SPACE NOW!!**

2021

Friday, April 16th

&

Saturday, April 17th

**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 16th ..... 12:00 p.m. – 7:00 p.m.

Saturday, April 17th ..... 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.
- Set-up times are Thursday, April 15th from 8 a.m. to 5 p.m. we ENCOURAGE any vendors with trailers to come on Thursday to set up it makes things flow smoother for Friday. Friday, April 16th, from 8-11 a.m. Please plan accordingly.
- **Electricity will be available at an additional cost of \$35 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 16th.** 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 .....	\$345
(Includes digital directory and handout)	
Electricity.....	\$35
8 Foot Show Tables.....	\$5
Folding Chairs.....	\$2

# HOME & GARDEN SHOW CONTRACT

Riley Ice Arena in Cody: Friday, April 16th, 2021, and Saturday April 17th, 2021  
(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 \_\_\_\_\_

How do you primarily sell your products and/or services? (check all that apply)

- Trade Shows
- On-Line
- Retail Stores
- Other \_\_\_\_\_

BOOTH 10'x10' (includes access to printed handout) = \$345

QUANTITY X \_\_\_\_\_ BOOTH SUBTOTAL = \_\_\_\_\_

ELECTRICITY  YES  NO (IF YES ADD \$35) + \_\_\_\_\_

8 FOOT TABLES @ \$5 EACH + \_\_\_\_\_

FOLDING CHAIRS @ \$2 EACH + \_\_\_\_\_

**TOTAL COST = \_\_\_\_\_**

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

### 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 Fax: (307) 527-5045  
P.O. Box 1210 Cody, WY 82414 E-mail: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

### RADIO STATION USE ONLY

Booth Number(s) \_\_\_\_\_ Account Representative: \_\_\_\_\_ Contract # \_\_\_\_\_

Payment Information: \_\_\_\_\_

- Bag Sponsor:
- Borrow Cord:
- Add Elec
- Add Table
- Add Chair