

CONTRACT FOR BOOTH REGISTRATION

FRIDAY, DECEMBER 22, 2017 * 4:00 P.M. - 9:00 P.M.

CAM-PLEX ENERGY HALL * GILLETTE, WY

APPLICATIONS WILL BE ACCEPTED BEGINNING NOVEMBER 2, 2017 AT 8 A.M.



BOOTH RENTAL

- **\$75.00 FOR 1- 10' X 10' SPACE.** \$50.00 FOR ADDITIONAL BOOTH SPACES. LIMIT OF 4 SPACES PER RENTER.
- RENTERS WILL RECEIVE 1 - 8' TABLE AND 2 CHAIRS. ADDITIONAL TABLES & CHAIRS CAN BE REQUESTED IN ADVANCE. EACH BOOTH SPACE WILL ONLY FIT 2- 8' TABLES. ELECTRICITY IS AVAILABLE AT AN ADDITIONAL CHARGE. RENTERS ARE RESPONSIBLE FOR THEIR OWN TABLE COVERS/SKIRTS. WE WELCOME ALL BOOTHS TO DECORATE THEIR AREAS IN A FESTIVE MANNER TO CELEBRATE THE SEASON.

TERMS

- **ABSOLUTELY NO SPACES HELD WITHOUT CONTRACT AND MONEY SUBMITTED TO CAM-PLEX.**
- ALL RENTERS MUST HAVE A FULLY NEGOTIATED CONTRACT. CONFIRMATION LETTERS WILL BE MAILED.
- MANAGEMENT RESERVES THE RIGHT TO DETERMINE FINAL LOCATION OF ANY BOOTH.
- EACH RENTER MUST REMAIN WITHIN THE CONFINES OF THEIR ASSIGNED SPACE. RENTERS MAY ADVERTISE AND DISTRIBUTE FROM THEIR BOOTH ONLY. WALK-AROUND SOLICITORS ARE PROHIBITED.
- **REFUNDS: ONLY 50% OF TOTAL (BOOTH & SET-UP FEES) WILL BE REFUNDED IF CANCELED 14 DAYS OR MORE BEFORE THE SALE. ANY CANCELATIONS MADE 13 DAYS OR LESS BEFORE THE SALE WILL NOT RECEIVE A REFUND.**
- RENTER IS RESPONSIBLE FOR PROVIDING ALL NECESSARY SET-UP EQUIPMENT (I.E. DOLLIES, PAINTERS TAPE ONLY, SIGNS, ETC.).
- NO COOKING IS PERMITTED IN BOOTH.
- NO FIREARMS MAY BE SOLD OR DISPLAYED IN BOOTH.
- BAKE SALE ITEMS (**PACKAGED IN BULK, I.E. DOZEN COOKIES, WHOLE PIES, BREADS**) MAY BE SOLD, BUT YOU ARE REQUIRED TO OBTAIN AND DISPLAY A FOOD PERMIT FROM DOUG EVANS, CONSUMER HEALTH SPECIALIST 686-8036.
- DRINKS OF ANY TYPE WILL ONLY BE SOLD BY THE CONTRACTED CONCESSIONAIRES.
- NO PETS ALLOWED.

SET UP

- **SET UP IS FRIDAY BETWEEN 9:00 A.M. - 3:15 P.M.** TRADE SHOW HOURS 4:00 P.M. - 9:00 P.M.
- PRIOR TO SET UP, PLEASE REPORT TO THE CAM-PLEX BOOTH FOR ASSIGNED BOOTH SPACES.
- **IF YOUR BOOTH IS EMPTY AT 12:30 P.M., AND YOU HAVE NOT CHECKED IN, YOUR BOOTH WILL BE RESOLD AND YOU WILL FORFEIT YOUR BOOTH RENT.**
- ALL BOOTHS MUST BE IN PLACE AND OPERATIONAL BY 4:00 P.M.
- BOOTHS MUST BE PROPERLY MANNED DURING HOURS OF OPERATION.
- RENTERS ARE **NOT** ALLOWED TO DRIVE VEHICLES INSIDE THE BUILDING.

TEAR DOWN

- RENTERS ARE REQUIRED TO KEEP BOOTHS OPEN UNTIL CLOSING TIME AT 9:00 P.M.
- **TEAR DOWN HOURS ARE 9:00 P.M. - 12:00 A.M.** ALL ITEMS MUST BE REMOVED FROM THE BUILDING DURING TEARDOWN TIME.



Allyssa Torres

Assistant Facilities Coordinator

307-682-0552 | www.cam-plex.com |

1635 Reata Drive | Gillette, WY 82718

YOUR IDEAS • OUR EXPERTISE • ENDLESS EVENT POSSIBILITIES

Renter Information

Name	
Business	
Phone	
Address (street, city, state, zip)	
Email	

Booth Requests

Item	Cost	Quantity	Total Cost
First Booth	\$75.00		\$
Additional Booths	\$50.00		\$
Additional Tables (You get 1 free table per booth)	\$0.00		\$
Additional Chairs (You get 2 free chairs per booth)	\$0.00		\$
Electricity	\$16.00		\$
Total Due	—	—	\$

Payment

- Cash, check payable to CAM-PLEX, or credit cards accepted.
- Contract and Payment may be emailed, mailed, faxed or submitted in person to:

CAM-PLEX Office
 1635 Reata Drive
 Gillette, WY 82718
 allyssa@cam-plex.com
 307-682-8418

Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	Date
Credit Card Number	Expiration Date
Authorized Signature	3 digit code on back

For Office Use Only	
Date Rec'd	
Receipt #	
Booth Assigned	

Booth Registration Contract for
 Friday, December 22, 2017

