



Johnson County Small Business Expo 2018 Registration Information

March 16 and 17, 2018
Bomber Mountain Civic Center

ONLY 70 SPACES AVAILABLE!

The Buffalo Chamber of Commerce is posting this registration form on a special page of their website and offering links to sponsor websites! Go to: www.buffalowyo.com and click on "Small Business Expo."

SPECIAL NOTE: Due to the purpose of our Expo which is to promote small FOR PROFIT businesses, we are making available only THREE booths for NON-PROFITS. We also limit booths to TWO like products, with only ONE to the same named business (i.e. Avon). All booth spaces are on a first come, first serve basis.

SCHEDULE:

Friday, March 16th

9am Doors open for set-up (must be finished by 2pm, no exceptions), **Set up Friday Only**

12:30-1:45 Lunch available (self serve)

1:45-2:15 Vendor meeting (mandatory)

3pm Doors open to public

5-7pm Business After Hours – Meet and greet other business owners

7pm Doors close – after Expo vendor networking event

Saturday, March 17th

8:00am Doors open for vendors

9am-2:45pm Expo, Prize drawings at 2:30

3:00pm Prize drawings, break-down (NOT BEFORE)

BOOTHS: Booths are 6' deep x 8' wide. This includes a 30"x 96" table with table cover, skirt, a sign and two chairs. Most booths will have pipe & drape, which cannot support added weight. Vendors are welcome to bring their own supports to display items. You are signing up for TWO days. If you cannot be present both days, please do not register. Booths must be set-up by **2pm on Friday** or your booth will be given away to the next vendor on the waiting list. **SET UP ON FRIDAY ONLY.**

BOOTH SHARING: Businesses may share a single booth space and cost, if so desired. However, each business must be registered separately.

PUBLICITY: Your registration includes statewide print ads, regional radio ads, press releases and Expo listing in various statewide Calendars of Events. **Additional advertising is optional and your responsibility.**

SELLING AT YOUR BOOTH: You are allowed to sell products at your booth. Please have your resale tax license with you (if applicable).

ADDITIONAL EXPOSURE: Promote your business to other vendors by providing goodies (key chains, notepads, product samples, pens, etc) for vendor packets (**quantity 90**).

Drop off your goodies at the Buffalo Chamber, 55 N. Main **by Monday March 12, 2018**

FOOD SAMPLES: Please keep your food samples SMALL! Let's not compete with the concessionaire.

PETS: No pets allowed in the building anytime from set-up to break-down.

HOTEL/MOTEL: Block rates available at a few of the local establishments, a list of all participating Hotels are available at the Chamber of Commerce, and on our website. Mention that you are with the Johnson County Small Business Expo to receive the discounted room rate.

REGISTRATION FEES/DEADLINES:

Complete package with check must be received for registration and booth assignment. Make checks payable to JC Business Expo. Mail to: 55 N. Main, Buffalo, WY 82834.

Early Bird Registration	\$80	<i>Must be received by 2/2/18</i>
Regular Registration	\$100	<i>Must be received by 2/16/18</i>
Procrastinator Registration	\$110	<i>Must be received by 3/2/18</i>

CANCELLATIONS: No refunds for cancellations after Wednesday, March 7!

CHECK LIST: Does your registration include:

- Completed and signed registration form
- Check for the full booth fee
- Number of lunches desired (optional and free)
- Your desire to include goodies for the vendor packets (optional but encouraged)
- Names of all those manning your booth – for badges. No names, no badges.
- Your email address for communication purposes only

NOTE: If all the above is not received in full, we will not guarantee your booth slot. Verbal reservations are **NOT** accepted – we must receive your check to hold your booth. We do **NOT** accept credit cards.

IMPORTANT: We have the right to refuse a space to anyone in order to maintain the intent and integrity of the Johnson County Small Business Expo.

Register now!

We have a limited number of indoor and outdoor spaces available that sell out in January with a waiting list EVERY year!

Please completely fill in the blanks below and keep a copy for you!

▶PRINT CLEARLY◀

Make checks payable to: JC Business Expo

Mail this document and check to: 55 N. Main Street, Buffalo, WY 82834

Call the Buffalo Chamber of Commerce at 684-5544 if you have any questions

Business Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

(We do NOT sell or publish email addresses; this is for communication purposes only)

REQUIRED **What type of business are you, or what product or service do you provide?*

Do you need electricity? ___YES ___NO (You must provide your own extension cords/power strip)

Do you need a table? (We have one table size of 30x96) ___YES ___NO

How many chairs will you need at your booth? _____

Number of registered people eating lunch (Free) _____

Are you interested in providing goodies for the vendor packets? _____ YES _____ NO
(Bring or send 90 items to the Buffalo Chamber by Monday, March 12, 2018, 55 N. Main Street)

CLEARLY PRINT names of those manning your booth below for name badges:

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I understand that the building will be locked at night and agree not to hold the Bomber Mountain Civic Center, Johnson County Small Business Expo, and their sponsors liable for injuries or loss occurring from time of set-up to time of break-down. I also understand that if I'm not set up and present by 2:00pm on Friday, March 17th, my booth may be given away to the next vendor on the waiting list.

Authorized Signature