



Western Expo Booth Rental Information

January 24 – 25, 2020

Fergus County Fairgrounds Trade Center

Superintendent

Abby Majerus, 406-239-6127, abbymajerus@hotmail.com

Booth Space

In addition to booth space rental fees, we ask that each organization provide a promotional product with a value of \$10 or more to be used as a giveaway promotion during the event

Half Booth	5' x 10'	\$85	
Single Booth	10' x 10'	\$150	
Double Booth	10' x 20'	\$275	
Outside Booth	20' x 20'	\$100	
Non-Profit Booth	5' x 10'	\$50	Five available on a first-come, first-serve basis

*Those renting single or double booths inside receive a free outside booth.

Booth Info

The MWF intends to supply booth space to the above organization. Booth space will be marked with tape on the floor and will include one 8-foot long table and 2 chairs. There will be no dividers used between the booths. You may bring your own backdrop or canopy, as long as it fits within the boundaries of your booth space. In the event of conditions beyond its control, the MWF reserves the right to change these specifications.

Booth Hours

Friday, January 24th, 2019, 12:00 pm – 5:00 pm Saturday, January 25th, 2019, 9:00 am – 5:00 pm

Heavy Equipment Clause

If you require the use of a skid steer to move in heavy or large displays - anything that you cannot move on your own - one will be available **for an additional fee**. Please indicate above if you will require heavy equipment assistance and special arrangements will be made on an individual basis.

Vendor Set-Up

Vendors may set up on Friday, January 24th between 8:00 am and 11:30 am. Gates to the unloading area will be closed and locked at 11:30 am. You will need to be unloaded and have your vehicle(s) moved to the large parking lot by 11:30 am. You must supply your own transport to/from your vehicle and booth. No carts or dollies will be available.

Vendor Teardown

Vendors may tear down on Saturday, January 25th between 5:00 pm and 8:00 pm. Gates to the parking area will be unlocked and open at 5:00 pm to allow for teardown and loading. Booth displays are not to be removed any earlier than Saturday, January 25th at 5:00 pm and cannot be removed any later than 8:00 pm Saturday, January 25th.

Security

The MWF Western Expo at the Fergus County Fairgrounds Trade Center is not able to provide spaces that can be locked up or secured in any way. Please be sure to plan on securing your items should you find it necessary. The building and surrounding gates will be locked during non-expo hours. Expo superintendent will be the last to leave the building at night and the first to arrive and unlock in the morning.

Specific Business Clause

MWF allows only one home-based business per product type (ie Pampered Chef, doTerra, etc) on a first come first, serve basis. To inquire on the status of your specific business type, please email abbymajerus@hotmail.com.

Registration/Cancellation Policy

A non-refundable deposit of \$50 and contract must be submitted to hold booth. Full booth payment must be made by January 10th, 2020 to maintain registration status. If payment is not received by specified date, booth will be made available to other vendors.

Deposit: The deposit of \$50 is non-refundable. In the event that you must cancel your booth reservation, we offer a refund of the booth rental amount less the \$50 deposit if cancellation is made prior to January 10th, 2020. After this date, booth rental will be refunded only if a replacement vendor is found.

Payment Information

Please make checks payable to: **Montana Winter Fair**. Payment can be made by money order, business check, certified check or credit card. No out of state checks drawn on a personal account will be accepted.