



## **Western Expo Booth Information Sheet**

January 28<sup>th</sup> – 29<sup>th</sup>, 2022

Fergus County Fairgrounds Trade Center

### **Schedule**

Friday and Saturday

January 28 & 29, 2022

Friday, 2:00 pm to 7:00 pm

Saturday, 9:00 am - 4:00 pm

### **Location**

Trade Center

Fergus County Fairgrounds

Hwy 191 North

### **Superintendent**

Chris Cooler, (406) 366-2606, montanawinterfair@gmail.com

### **Booth Pricing**

*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.*

Before December 15:

- Single Booth: 10' x 10' - \$75
- Double Booth: 10' x 20' - \$140
- Outside Booth: 20' x 20' - \$75

On or after December 15:

- Single Booth: 10' x 10' - \$85
- Double Booth: 10' x 20' - \$160
- Outside Booth: 20' x 20' - \$85

Those renting double booths inside receive free booth outside.

### **Booth Hours**

Friday, January 28<sup>th</sup>, 2:00pm-8:00pm    Saturday, January 29<sup>th</sup>, 9:00am-4:00pm

Setup: Friday, January 28, 9:00 am - 1:00pm; Teardown: Saturday, January 29, 4:00pm – 7:00pm

### **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.

### **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 28<sup>th</sup> between 9:00pm and 1:00pm. Gates to the unloading area will be closed and locked at 1:00pm. You will need to be unloaded and have your vehicle(s) moved to the large parking lot by 1:00pm. 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 29<sup>th</sup> between 4:00pm and 7:00pm. Booth displays are not to be removed any earlier than 4:00pm and must be removed no later than 7:00pm. Gates to the parking area will be unlocked and open at 4:00pm and locked at 7:00pm to allow for teardown and loading.

### **Security**

The MWF Western Expo 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 Home-Based 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](mailto:abbymajerus@hotmail.com).

### **Cancellation**

In the event that you must cancel your booth, we offer a full refund of the booth rental amount if cancellation is made prior to January 1, 2022. After this date, booth rental will be refunded only if a replacement vendor is available.

### **AGREEMENT**

We, the LESSEE, understand booths are rented on a first come, first serve basis. Exhibitors shall abide by and observe all laws, rules and regulations of the State of Montana and departments thereof, applicable laws of the United States and rules of the MWF.

Neither the MWF nor any of their agents or other representatives shall be accountable or liable for any damages, loss, harm or injury to the person or other representatives or materials resulting from theft, fire, water accident or any other cause.

MWF officials will make the final decision on any dispute or conflict on the exhibitor rules. The applicant agrees to set up the booth involved in a manner so that it is pleasing to the eye and will not detract from the surrounding displays. Applicant agrees to keep the booth area in a clean and neat condition. ALL MATERIALS MUST BE KEPT WITHIN THE CONFINES OF THE BOOTH. Trash must be put in designated trash cans and cardboard must be broken down and placed in trash cans.

The applicant agrees that the MWF is meant to be a general family occasion and understands that small children and minors will be present at all times. For this reason, applicant agrees that it will not at any time present for display or sale any item(s) which is of a drug or sexual orientation and is not in good taste for presentation to children. Applicant agrees to permit the MWF to make that final determination as to any specific item to be displayed or sold from the booth.

Applicant agrees to hang posters and/or other materials from their framework only. Please contact MWF personnel on the preferred method to hang banner, posters, etc. on the walls behind your vendor space.

THIS AGREEMENT IS SUBMITTED SUBJECT TO THE CONDITIONS OUTLINED and subject to the rules and regulations of the Montana Winter Fair. The MWF reserves the right to cancel at any time for reasons on non-compliance or non-payment.