

Contractual Agreement
November 9, 2010
Holiday Inn



Please complete and return form to:
Greater Cheyenne Chamber of Commerce
121 W. 15th St., Ste. 204
Cheyenne, WY 82001
or
Fax: 307.778.1407

Business/Organization: _____

Representative(s) Name: _____

Mailing Address: _____

Business Phone: _____ Email Address: _____

I, the above mentioned, have applied for exhibition space at the "Business to Business Expo" 2010, presented by the Small Business Council of the Greater Cheyenne Chamber of Commerce. I also hereby certify that I am the authorized Expo contact for the above mentioned business/organization.

Terms & Conditions:

1. Each Expo booth will contain one rectangular table with covering and two chairs.
2. Any request for electricity or internet/phone connection must be specified on the contract below.
3. There are no refunds and the above mentioned vendor may not sell the booth to another business.
4. The Greater Cheyenne Chamber of Commerce has agreed to provide the exhibit space at a cost to be prepaid by the above mentioned business/organization. Total cost is noted below.
5. We are not allowed to display/distribute information outside the booth space.
6. Alcoholic beverages may not be served in any booth.
7. We will receive our booth number one week prior to the Expo.
8. Set-up will be from 12 p.m. to 4 p.m.
9. The booth space must be occupied until 7 p.m. and clean-up may not begin until that time. All materials must be removed from the booth by 8 p.m.

(Booth Location)

____ 6x8' Booth \$200 ____ 6x12' Booth \$220 ____ 1st Choice ____ 2nd Choice ____ 3rd Choice

____ Booth requires electricity (vendor must provide extension cord) ____ Booth requires internet access

____ Booth does not require electricity, internet or phone access ____ Booth requires phone access

____ We will give away a prize ____ We need the microphone and emcee for this

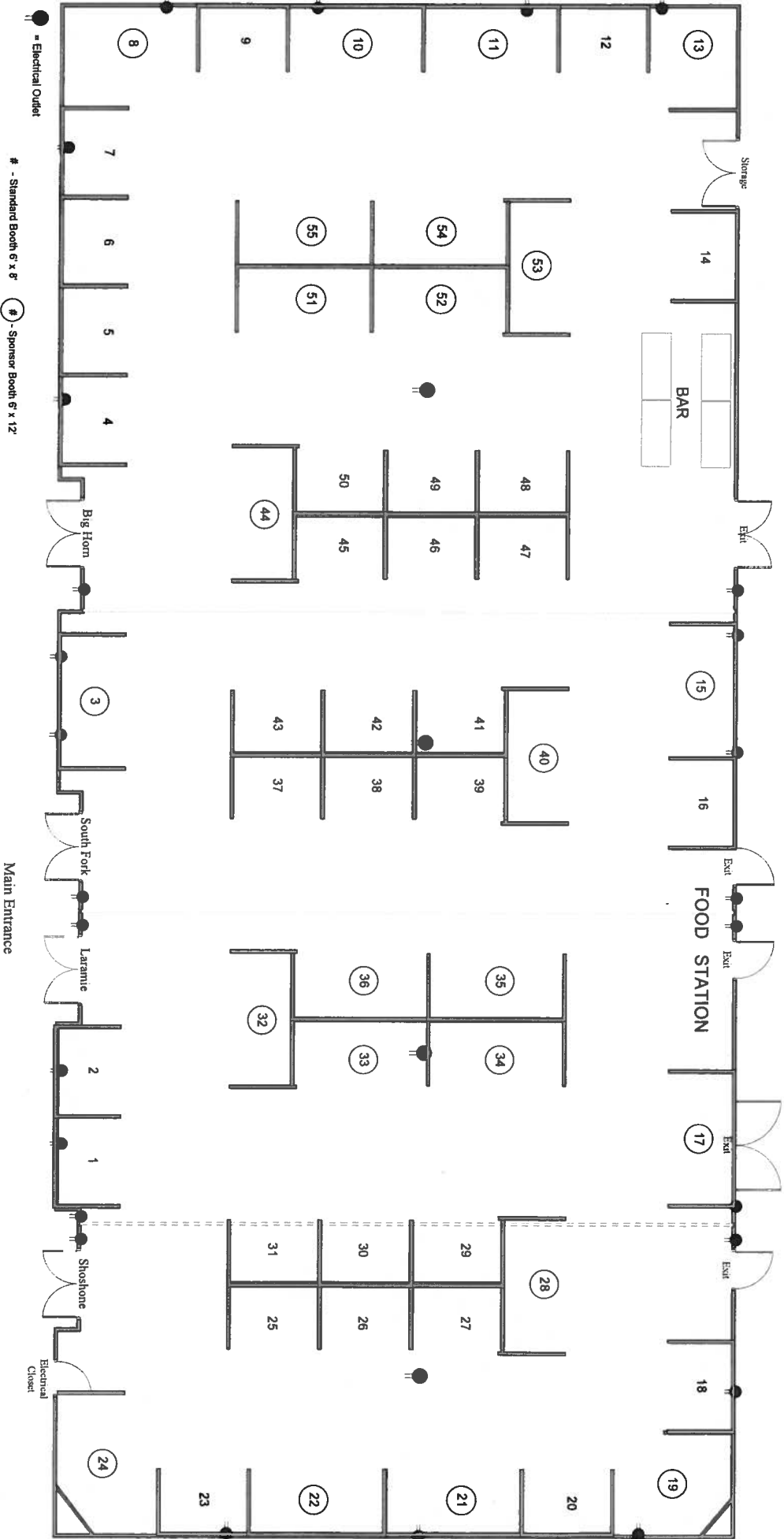
Payment in full must accompany this contract in order to guarantee exhibit space.

____ I have enclosed a check (payable to Cheyenne Chamber of Commerce) ____ Bill my Chamber Acct.

____ Credit Card Type _____ Credit Card Number _____ Expiration Date

A signature validates acceptance of this contractual agreement. Please forward the original signed copy of this document to the Chamber and retain a copy your business files.

Signature of authorized Expo representative _____ Date _____



- Standard Booth 6' x 8'

- Sponsor Booth 6' x 12'

Main Entrance

Electrical Closet

Storage

BAR

FOOD STATION

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