

Tuesday, November 8, 2011
Little America
Set -up 7:30 - 10:00 am
Booths 10:30 - 11:30 pm
Chamber Luncheon - 11:30 - 1:00
Business Boot Camp - 1:30 - 4:00 pm
Exhibition - 4:30 - 7:00 pm



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

Contractual Agreement

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" 2011. 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 rectangle 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. You will receive your booth number one week prior to the Expo.
8. Set-up will be from 7:30 - 10:00 am. The booth space may be resold by the Chamber with no refund if not occupied by 9:30 am. If you will be there but will be late, simply notify the Chamber by calling 307.638.3388.
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 9 p.m.
10. **Please plan to load in and out from the loading dock at the back of the ballroom.**

(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

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

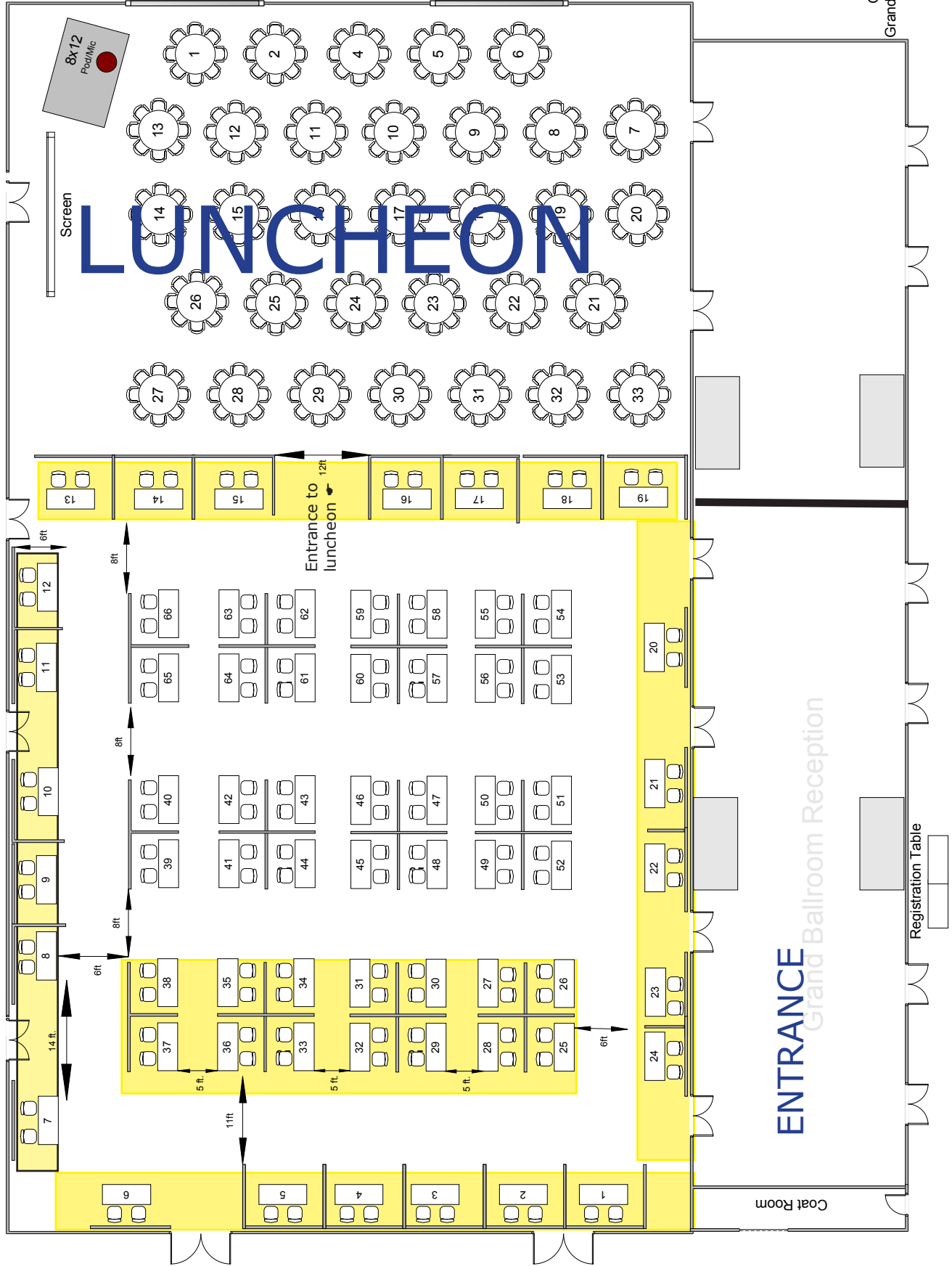
A signature validates acceptance of this contractual agreement. Please forward the original signed copy of this document to the Chamber and retain a copy your business files.

Signature of authorized Expo representative _____ Date _____



Little America Hotel & Resort Grand Ballroom

The Cheyenne Chamber
Business Expo 2011



8ft tables
 6ft tables

Dimensions
 Grand Ballroom : 85'x156'
 Grand Ballroom Reception : 27'x147'