



Johnson County Small Business Expo

May 12 and 13, 2023

Bomber Mountain Civic Center, 63 N Burritt, Buffalo, WY

REGISTRATION FORM

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 scroll to the “Events & Programs” and click on “Small Business Expo”.

SPECIAL NOTE: The purpose of our Expo is to promote small **FOR PROFIT** businesses. We are limiting booths to **TWO** like products, with only **ONE** to the same named business, (examples are Norwex and Mary Kay). All booths are on a first come, first served basis.

BOOTHS: Booths are 6 feet x 8 feet wide. Most booths will have pipe and drape dividers, which cannot support added weight. Vendors are welcome to bring their own supports to display items. All booth spaces are a first come, first served basis. Booths must be set-up by 2:00 pm on Friday or your booth will be given away to the next vendor on the waiting list. You are signing up for two days. If you cannot be present both days, please do not register.

BOOTH SHARING: Businesses may share a single booth space and cost, if so desired. However, each business must be registered separately. If you are sharing a booth, please include the name of the other business on your Vendor Form on the same line as your business (e.g. your business name sharing with XX business).

PUBLICITY: Your registration includes statewide print ads, regional radio ads, social media and website postings. Please email your business logo to info@buffalowyo.com in .png or .jpg format for website and social media purposes.

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 (OPTIONAL): Promote your business to other vendors by providing goodies (key chains, notepads, product samples, pens, etc.) for vendor packets (quantity 70). Drop off your goodies at the Buffalo Chamber, 55 N. Main, by **Monday, May 8**.

FOOD SAMPLES: Please keep your food samples small.

PETS: No pets allowed in the building at anytime unless they are service dogs.

REGISTRATION FEES/DEADLINES: Complete package with check or cash must be received for registration and booth assignment. Make checks payable to the Buffalo Chamber of Commerce. Mail to 55 N Main Street, Buffalo, WY 82834.

- **Early Bird Registration: \$50.00**, received by February 28
- **Regular Bird Registration: \$75.00**, received by March 31
- **Procrastinator Registration: \$100.00**, received by April 30

CANCELLATIONS: No refunds for cancellations after April 30.

SCHEDULE:

Friday, May 12:

9:00 am: Doors open for set up (must be finished by 2:00 pm)

12:00 – 1:45 pm: Vendor meeting and speaker luncheon (provided)

2:00 – 3:00 pm: Vendor networking

3:00 – 7:00 pm: Public Expo with heavy appetizers provided

Saturday, May 13:

8:00 am: Doors open for vendors

9:00 am – 3:00 pm: Expo

2:30 pm: Prize drawings

Check List: Does your registration include:

___ Completed and signed registration form

___ Check or cash for the full booth price

___ Your desire to include goodies for the vendor packets (optional but encouraged)

___ Names of all those manning your booth for badges

___ Your email address for communication purposes only

___ Email your business logo to info@buffalowyo.com with the subject line “logo for Small Business Expo”.

Formats accepted include .jpg and .png

NOTE: If all the above is not received in full, we will not guarantee your booth slot. Verbal reservations are NOT accepted. 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.



2023 Johnson County Small Business Expo
May 12 and May 13, 2023
VENDOR FORM

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

Make checks payable to: Buffalo Chamber of Commerce

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

If you have any questions, please email info@buffalowyo.com or call 307-684-5544

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

What type of business are you and/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 will provide one table size of 30 x 96) ____ Yes ____ No

How many chairs will you need at your booth? _____

Number of registered people eating lunch on Friday? _____

Are you interested in providing goodies for the vendor packets? ____ Yes ____ No

****Please send or bring 70 items to the Buffalo Chamber of Commerce by Monday, May 8.**

Please print the name of those manning your booth below for name badges:

I understand that the building will be locked at night and agree not to hold the Buffalo Chamber of Commerce or Bomber Mountain Civic Center and their sponsors liable for any injuries or loss occurring from the time of set-up to time of breakdown. I also understand that if I'm not set up and present by 2:00 pm on Friday May 12, my booth may be given away to the next vendor on the waiting list.

(Authorized Signature)