



Application and Policy Information

Email Special Offer

Company: _____

Contact Name: _____ Address: _____

City/State & Zip: _____ Phone#: _____

E-Mail: _____ Website: _____

Please describe exhibit and/or attach pictures of your HAND-MADE products:

Space Rental:

Each booth space includes 2 - 6'x30" tables and up to 2 chairs.

___ 10x10 booth \$100

___ 10x20 booth \$200

Extra rental charges:

___ \$5 power strip

___ \$5 extension cord

___ \$5 easel

___ \$75 projector and screen (limited availability)

___ \$3 per 1 (white) table linens

___ of Tables (up to 2)

NOTE: Every vehicle that enters the park will require a Park Entry Permit. If you do not currently have one, you may purchase at the entrance of the Park for \$5/day or \$25/yearly.



Set up schedule:

Friday -4:00pm-10:00pm

(if you have not set up by the start of the show, we will assume that you decided not to come and your booth will be broken down. Your money will NOT be refunded.)

The Show Schedule:

Friday: 4pm – 10pm (Set Up)

We will have the conference rooms open to set up starting at 4:00pm. Parking and vehicle access will be on the south side of the Peter Kiewit Lodge in the employee parking lot. Signs will be posted marking out this area.

Saturday: 9am – 8pm

We will continue with the show. We ask that you are ready to sell at 9:00 a.m. We will be hosting our Silent Auction starting today. You will have the option of donating an item to the park for this auction to help support the advertising costs for this event. (Someone from the Group Functions Department will stop by your booth on Friday to pick up your item)

Sunday: 10am – 4pm

We will finish up the show with a survey. We ask that you fill it out to help us understand if you did well and would like to join us again next year.

*****PLEASE KEEP THIS SHEET FOR YOUR RECORDS*****

Name: _____ Phone: _____

I Plan on Setting up:

_____ Friday: – starting around: _____ O’CLOCK.

It will take about # _____ MINUTES/HOURS to complete my set up.

Silent Auction:

You are welcome to donate an item if you would like to help support the costs to advertise this event. Please be sure to include a business card or contact information so that we can place it with your item.

_____ YES I WOULD LIKE TO DONATE AN ITEM

_____ NO I WILL PASS ON DONATING AN ITEM THIS YEAR

Please send us a BUSINESS CARD for our records if you have one.

Tax ID #: _____

Payment:

_____ My Payment is enclosed [] Check [] Credit Card

Your Payment Guarantees your booth.

I agree to all of the policies and will to be fully set up at the beginning of every show, have someone at my booth at all times, and stay until the end each day. My Application and Payment will be turned in by the deadlines, and I understand that if my payment is not turned in there will be a late fee added if I still want to participate. If I do not, my booth will be sold to another vendor and I forfeit any previous payments. I allow you to use my business name and pictures of my products to advertise for this show. I understand that any violation will disqualify me from being invited back next year.

Business Name/ Contact: _____

Signature: _____ Date: _____

Please keep a copy of these pages for your records. Submit the Originals to us in the Enclosed Envelope. If you have any Questions or Concerns Contact Group Functions @ (402) 944-2523 Ext 7327.
Thank You and we look forward to seeing you!

Paying By Credit Card

VISA

MASTERCARD

Last Name

First Name

Middle Initial (if on the card)

_____-_____-_____-_____-_____

Card number

_____/_____-_____

Expiration Date

Signature

Date Signed