

CONVERSATIONS ON  
COLLECTING YELLOWSTONE  
· 2019 CONFERENCE ·

# VENDOR FAIR KIT

Everything you need to know about the Vendor Fair at the Conference

TUESDAY, JUNE 25 1:30-5:30PM  
TARGGART'S BALLROOM, HOLIDAY INN  
CODY, WY





Welcome to the first Conversations on Collecting Yellowstone Conference Vendor Fair!

This vendor fair is being held in conjunction with the *Conversations on Collecting Yellowstone Conference 2019*. While the conference is geared towards librarians, curators, vendors, researchers, and collectors of Yellowstone National Park materials, the Vendor Fair will also be open to the public so there will be a wide variety of individuals attending. Each booth space costs \$50.00 and \$25.00 for additional tables. No tickets are required for attendance therefore you are more than welcome to invite your own friends, clients or colleagues.

Your participation and commitment play a key role in making this exciting conference a reality. Your efforts are greatly appreciated!

This packet contains the important information you will need as a vendor at our conference. Please read through it in its entirety to avoid any problems and to ensure a smooth event for everyone involved.

If you do have any further questions, please do not hesitate to contact:

Brooklyn Cathers  
Brigham Young University  
Conference Marketing Manager  
801-422-2905  
[lao\\_secretary@byu.edu](mailto:lao_secretary@byu.edu)

**WHERE:** Taggart's Ballroom  
Holiday Inn of Cody  
1701 Sheridan Ave, Cody, WY 82414

**WHEN:** Tuesday, June 25 2019, 1:30-5:30pm

To find out more about the conference and vendor fair, visit our Facebook, or check out our website.



[collectingyellowstone.com](http://collectingyellowstone.com)



*Collecting Yellowstone Conference 2019*

We are looking forward to seeing you at the Vendor Fair on June 25!

## Shipping Items

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If you need to ship supplies for the vendor far, send them to the following address:

<p>c/o Leisa Wilson Holiday Inn of Cody 1701 Sheridan Ave Cody, WY, 82414 <b>Hold for:</b> Collecting Yellowstone Vendor Fair <b>Contact:</b> (Your name/Company name)</p>
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Please do not ship items earlier than 1 week before the event as there is limited space for storage. If you wish to contact Leisa directly, feel free to call her at 301-587-3654 ext. 656 or send an email to [meetings@blairhotels.com](mailto:meetings@blairhotels.com).

## What is included?

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- **Booth space:** Cost is \$50.00 per booth and includes the following:
  - Set-up and tear down of tables and chairs. Any additional set up and tear down must be done by the exhibitor
  - One 8 ft. table. If you need any additional tables, there will be a charge of **\$25.00** per table
  - 2 chairs per table. If you require extra chairs, please let us know in advance.
  - White table linens covering the table
  - A small table tent with company name will be waiting for you on your assigned table. Any additional signage must be provided by the vendor.
- **Electricity/Lighting:** Power strips and extension cords will be provided. Any additional display, electricity or lighting tools will need to be provided by the vendor. (*The Taggart's Ballroom has floor to ceiling windows that overlook the courtyard and pool so there will be a vast amount of natural lighting, therefore artificial lighting may not be necessary.*)
- **Staffing:** We will have event staff there to answer general questions and help with any basic needs. If you require a dedicated member during the event please let us know in advance so we can make prior arrangements.
- **Parking:** The Holiday Inn has **free** parking surrounding the hotel (*see map on next page*)
- **Internet:** Wireless is available at no charge. Standard long distance fees apply with dial-up.

## What's not included?

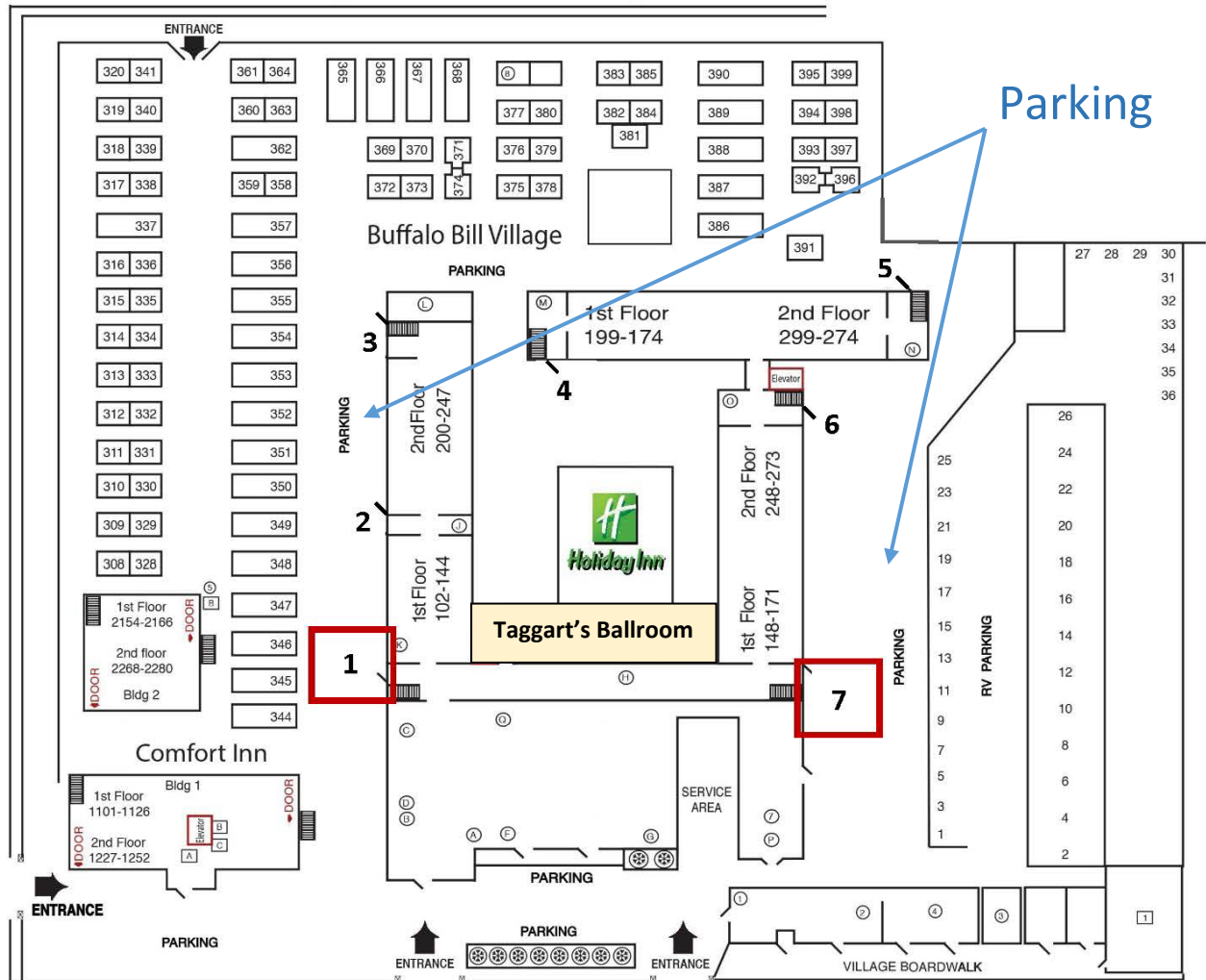
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- **Business supplies:** Promotional items for your business, product brochures pricing and programs.
- **Display materials:** Displays/set-up materials/decorations for booth space
- **Office supplies:** pens/pencils, notepads, scissors, containers, boxes, bags etc.
- **Monetary handling:** Cash change and money holder, credit card processing device, calculator, payment technology, receipt book
- **Pipe and drape:**
- **Computer or AV equipment:** Television screens, music or sound must be provided by the exhibitor. *When using sound please respect your neighbors. No music, video with sound etc. can be loud enough to be heard outside the confines of your booth.*

## Set up & Take Down

Vendors must be open and ready for attendees between the hours of **12:30-5:30pm** on Tuesday, June 25. You are welcome to arrive early at the hotel at **10:00am**. If you need to get in earlier to set up, please contact us to make arrangements. Booth assignments will be sent prior to the event. Please set up at the booth which you have been assigned. If you switch to a different table, you will be asked to move.

The event will be held in Taggart's Ballroom in the Holiday Inn of Cody. Vendors will enter the venue through door 1 or 7. Parking is available next to both entrances.

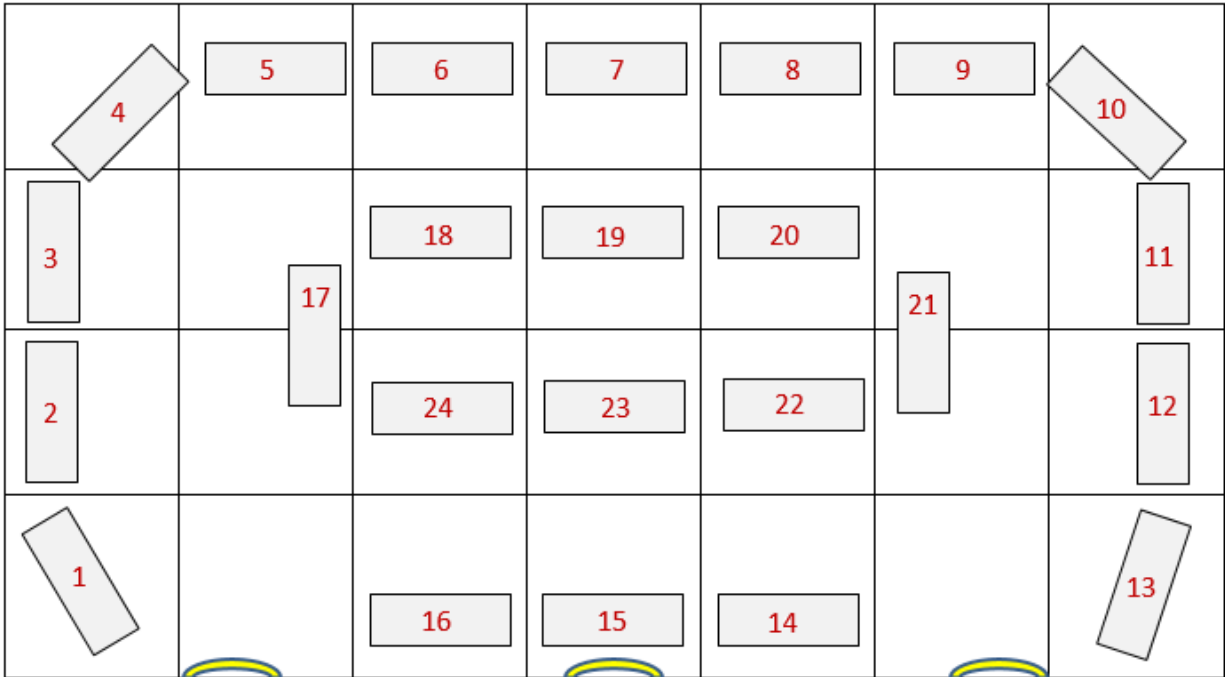


Event Room	Room Dimensions L x W	Area Sq. Ft	Ceiling Height	Door Dimensions	Floor Level	Natural Lighting
Taggart's Ballroom	75.00 x 40.00	3000.00	10.00	11.50 x 7.00	GROUND	Yes

## Booth Assignments

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Vendors may request specific booth locations; however while we will try our best, we do not guarantee booth locations. Here is a map of the booth space below. You will be assigned a number upon registration. Again, please stick to your assigned booth number.



PLEASE NOTE: THERE ARE ONLY 24 BOOTHS AVAILABLE. RESERVE EARLY!

*If demand permits we may use overflow into the Breezeway outside of the Taggart's ballroom which is a public space.*

## Shuttle Service

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A shuttle service will be provided for conference attendees between the Buffalo Bill Center and Vendor Fair. The service will begin at 12:30pm and will be located at the South Entrance of the Buffalo Bill Center.

## Insurance Requirements

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Each vendor will assume full responsibility for their participation in the event. They will be required to handle their own financial transactions. The vendor assumes entire full responsibility for all losses and damages and monetary needs.

## Tax exemption

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“Wyoming Law exempts from sales tax sales to the State of Wyoming or its political subdivisions and extends the sales tax exemption to local option sales tax and lodging tax. Purchase of meeting/banquet services in Wyoming by public schools, charitable organizations, civic organizations or religious organizations ARE subject to all Wyoming state tax UNLESS the following documentation is provided by the public school, charitable organization, civic organization or religious organization: A Streamlined Sales and Use Tax Agreement with the applicable boxes completed.

Entities without this documentation on file in the Corporate Accounting Office of Blair Hotels; without documentation made available PRIOR to occupation; and/or not provided at the time of agreement signature/return WILL BE charged Wyoming tax. TAX WILL NOT BE DEDUCTED AFTER THE FACT. Verifiable tax exemption will be viable to the paying entity only and not to individuals paying personally for services and/or lodging. Tax Exemption documentation, by law, is the responsibility of the client to provide.”

### Cancellation Policy

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All cancellations must be made in writing. Cancellations received three weeks or more prior to the event will be refunded the full amount minus a **\$15.00** cancellation fee. Cancellations less than 3 weeks prior to the event will not be refunded

In the event of a cancellation contact Brooklyn Cathers at 801-422-2905 or [lao\\_secretary@byu.edu](mailto:lao_secretary@byu.edu).