



**Trade Show Incentive Program**

**REQUEST FOR REIMBURSEMENT**

Name of Business \_\_\_\_\_  
Trade Event \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City & Zip \_\_\_\_\_

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The trade show event named above has been completed and the following documentation is attached:

**MANDATORY FOR ALL PROJECTS**

- \_\_\_\_\_ Final Report
- \_\_\_\_\_ Itemized Expenditure Report
- \_\_\_\_\_ Photograph of Booth at Event
- \_\_\_\_\_ Copies of All Paid Invoices
- \_\_\_\_\_ Copies of All Canceled Checks

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**REQUEST FOR REIMBURSEMENT**

Expenditures (Total from Itemized Expenditure Report) \$ \_\_\_\_\_  
Reimbursement Requested \_\_\_\_\_  
(not to exceed Grant Award or 50% of expenditures whichever is less) \$ \_\_\_\_\_

I hereby certify that this billing is correct and just and is based upon actual payment(s) of record; reimbursement has not been received from any state government source; and, the activities were conducted in accordance with the guidelines of the Trade Show Incentive Program.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*Submit completed forms to:*  
Wyoming Business Council  
Annie Wood  
214 W. 15<sup>th</sup> Street \* Cheyenne, WY 82002  
Phone: 307-777-2844 \*Fax: 307-777-2837 \* Email: annie.wood@wyo.gov





## TRADE SHOW INCENTIVE PROGRAM -- FINAL REPORT

Your input is important and will be used to evaluate the effectiveness of the program. If additional space is required, feel free to attach additional pages. Please type or print your responses.

NAME OF PERSON COMPLETING SURVEY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

NAME OF TRADE EVENT ATTENDED: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_ LOCATION OF EVENT: \_\_\_\_\_

PROJECT NARRATIVE (Briefly describe the trade event; prospects; etc)

### SHOW LEADS

1. How many sales leads were generated? .....

  - a. How many of these were for agents? .....
  - b. How many for distributors? .....
  - c. How many for dealers? .....
  - d. How many for joint ventures or licensing? .....

### SALES

1. Orders: What are the projected sales figures from this event?.....
2. Direct: What were the direct sales from this event? .....

### COMMENT:

Date completed and submitted to the Business Council \_\_\_\_\_