

## Wyoming Made Retail Selling Event(s) Application

### GENERAL INSTRUCTIONS

- Application form must be completed in its entirety and required documentation attached by **APRIL 25, 2011**
- Please print or type.
- Incomplete applications will not be reviewed.

Please check the events below in which you wish to participate.

- Cheyenne Frontier Days – July 22-31, 2011\***  
 **Wyoming State Fair – August 13-20, 2011\*\***  
 **Wyoming Made Television Segment – *showcase one business each week***  
 **Denver Merchandise Mart – August 27-29, 2011**

**\*Events have limited space available.**

**\*\*Participation in events will be determined by juried process.**

### BUSINESS INFORMATION

1. NAME OF BUSINESS \_\_\_\_\_
2. FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER \_\_\_\_\_
3. MAILING ADDRESS \_\_\_\_\_
4. CITY/ZIP \_\_\_\_\_
5. BUSINESS ENTITY (Corp, Partnership, Sole Proprietor, Other) \_\_\_\_\_
6. PRESIDENT (if Corporation) \_\_\_\_\_ OR OWNER \_\_\_\_\_
7. MANAGER (If Different) \_\_\_\_\_
8. PHONE \_\_\_\_\_ FAX # \_\_\_\_\_
9. YEARS IN BUSINESS \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_
10. E-MAIL ADDRESS \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_
11. IS YOUR BUSINESS A MEMBER IN GOOD STANDING OF THE WYOMING FIRST PROGRAM?  
( Please Circle one)      YES              NO
12. HOW LONG HAVE YOU BEEN A MEMBER OF WYOMING FIRST? \_\_\_\_\_
13. BUSINESS DESCRIPTION. Give a brief description AND history of business.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Wyoming Made Retail Selling Events Guidelines**

### **PURPOSE**

The Wyoming Business Council Retail Selling Events Program exists to assist Wyoming businesses with selling their products at various retail venues.

### **ELIGIBILITY REQUIREMENTS**

Wyoming businesses are eligible to apply for a Wyoming Made Retail Events if they meet the following criteria:

1. Be a member of Wyoming First.
2. Document that the selling event(s) is an appropriate venue for the company.

### **RESPONSIBILITIES OF THE COMPANY**

1. Business will provide product(s) for the Council to sell.
2. Business will provide a detailed inventory and packing list for its product(s).
3. Business will label each item with the Company's name, assigned code and selling price.
4. Business will be responsible for delivery of product(s) to the Council and return shipment.
5. Business will agree to pay a 15% commission to the Council

### **RESPONSIBILITIES OF THE COUNCIL**

1. Council will secure space at the Event(s).
2. Council will obtain a sales license for the Event(s), if necessary.
3. Council will provide staff for the display and selling of product(s).
4. Council will maintain inventory and sales records for the Wyoming businesses.
5. Council will collect and pay sales tax.
6. Council will remit Net Sale Proceeds to the Wyoming businesses within 45 days of the last event closing.

### **DISCLAIMER**

The Council and its staff are not responsible for any product(s) damaged or lost due to circumstances beyond their control. The Company assumes the risk of loss due to damaged, lost or stolen items during the term of the Contract.

### **INDEMNIFICATION**

The Company will fulfill the obligation to complete the required contract to endure inclusion into the Wyoming Made Retail Selling Events. Failure to complete this contract will result in exclusion from participation.

### **APPLICATION PROCESS**

Potential participants of the Wyoming Made Retail Selling Events must complete and return the Wyoming Made Retail Selling Events application prior to the date stated in the application. Applicants will be notified as to their status via written or electronic format from the Wyoming Business Council.

14. PRODUCT. Describe the product of the business (Photo must be attached or emailed)

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*I certify that I have read and understand the Wyoming Made Retail Selling Event(s) Guidelines and the information provided in this application is true and correct to the best of my knowledge. Activities will be conducted in accordance with the guidelines of a Wyoming Made Retail Selling Event(s). I understand a contract will be required to participate in these events.*

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Signature

Title

Date

***Return application forms to:***  
**Wyoming Business Council**

ATTN: Annie Wood

214 West 15<sup>th</sup> Street \* Cheyenne, WY 82002

Phone: 307-777-2844 \* Fax: 307-777-2838

\* Email: [annie.wood@wybusiness.org](mailto:annie.wood@wybusiness.org)