



**Wyoming Business Council
Retail Selling Event(s) Guidelines
At the Wyoming State Fair August 12-19, 2017**



PURPOSE

The Wyoming 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 Wyoming Retail Events if they meet the following criteria:

1. Be a Wyoming-based company whose product(s) are made in or substantially enhanced in Wyoming.
2. Be a current Made in Wyoming member.

RESPONSIBILITIES OF THE COMPANY – Company agrees to:

1. Provide product(s) for the Council to sell.
2. Provide a detailed inventory or packing list for its product(s).
3. Label each item with the company name, assigned code, company product number (if applicable), and selling price.
4. Be responsible for delivery of product(s) to the Council.
5. A commission to the Council on product sold withheld from the gross Company sales as outlined in the Contract between Company and Council. The commission is used to offset any credit card processing fees and expenses directly related to the event.
6. Complete an event survey. *Individual information will not be publicly published and used for Council purposes only.*

RESPONSIBILITIES OF THE COUNCIL (WYOMING BUSINESS COUNCIL) – Council agrees to:

1. Obtain a sales license for the Event(s), if necessary.
2. Provide staff to display and sell products.
3. Maintain inventory and sales records for the Company.
4. Collect and pay sales tax.
5. Remit sales information and net sales to the Company within 45 days of the last event closing.
6. Provide an event survey via a third party tool (such as Survey Monkey) six months following the last event. The survey results will assist the Council in evaluating the success of the summer retail events and where improvement might be made. *All individual information will be confidential.*

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 insure inclusion into the Wyoming Retail Selling Events. Failure to complete this contract will result in exclusion from participation.

APPLICATION PROCESS

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

Return application forms to:

Wyoming Business Council
Attn: Made in Wyoming Program
214 West 15th Street, Cheyenne, WY 82002
Phone: 307-777-2807 ✧ Fax: 307-777-2838
Email: terri.barr@wyo.gov