

VENDOR APPLICATION

Thank you for your interest in participating as a vendor or informational booth at the 2024 Wyoming Early Childhood Collaborative Conference, October 11-12, 2024. The conference generates a high level of energy and enthusiasm among attendees, with opportunities to grow professionally and connect with other educators in the field. This year we are expecting 400 educators from across Wyoming! We look forward to working with you at this year's conference. If you have any questions, please don't hesitate to contact us.



Booth Types

- **Vendors** (any business or organization that is selling products)
All vendors will be required to provide a door prize donation with a minimum value of \$25 and provide a vendor fee of \$75. Vendor fees will include one lunch on Friday and on Saturday. Additional meals can be purchased, please include an additional \$25 for each additional staff member meal.
- **Informational Booths** (any business or organization solely providing information on services offered).
All informational booths are required to provide a door prize donation with a value of \$25 and provide a booth fee of \$50. Informational booth fees will include one lunch on Friday and on Saturday. Additional meals can be purchased, please include an additional \$25 for each additional staff member meal.

***Please bring your door prize donation to the check-in table at the conference upon arrival.

Booth Assignments

Booth space is given on a "first come, first served" basis. A map will be provided after September 27, 2024.

Booth Size

All booth spaces are 10 x10 and include a table and tablecloth. Additional tables/tablecloths and space may be requested for an additional fee. Please indicate on the registration form if electrical will be needed.

Cancellation Policy

Cancellations will not be refunded unless the cancelation is for medical situations or emergencies.

Contact Information

- Questions, please contact:
 - Kate Foster, katefoster@wycf.org or 307-335-9922

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Vendor/Informational Booth Registration Form 2024 Early Childhood Collaborative Conference

To apply, use the online application at <https://www.eventbrite.com/e/2024-wyoming-early-childhood-collaborative-conference-tickets-900133462417>. You may also fill out the application and include a jpeg of your logo and payment no later than **September 23, 2024**. Selected vendors will be notified on or before September 27, 2024.

Booth Type (check the booth type that best describes your organization/company)

Vendor space size 10x10 (provided) with one table and one tablecloth. All booths will be required to provide a door prize donation with a minimum value of \$25. Please bring your door prize donation to the check-in table at the conference upon arrival.

- **Vendor** (any business or organization that is selling products) \$50 booth fee.
- **Informational** (any business or organization that is solely providing information on services) \$25 booth fee.
- Indicate the **number of additional staff** attending who will need meals (one meal is provided) # of Staff Attending Needing Additional Meals ____ x \$25 = ____
- Electrical Needed: **Yes/No**
- Additional space needed = \$25

Total Enclosed: _____

Organization Information: this information will be used in marketing information

Organization Name (as you want it publicized):
Organization Mailing Address: Street, City, State, Zip Code:
Organization Phone:
Organization Email:
Organization Description:

Primary Contact Information

Primary Contact First/Last Name:
Primary Contact Phone:
Primary Contact Email:

Submission

Please submit your completed application and fee to: **Wyoming Afterschool Alliance** % Kate Foster, 726 Parks Street, Lander, WY 82520. Submit your logo to: katefoster@wycf.org.