

The logo for the Spring Home & Gift Show features the text "Spring Home & Gift Show" in a green, cursive font. Above the word "Spring" is a stylized green leaf with a yellow flower bud. The entire logo is set against a light green oval background.

Spring
Home & Gift Show

January 15, 2025

Dear Vendors:

The Greybull Recreation District will be hosting a Spring Home and Gift Show again this year. The focus of the show will be on home items and décor along with gifts for all occasions (Easter, weddings, Mother's Day, graduation, baby gifts, showers, Father's Day, and anniversary gifts). The show will be held on Saturday, March 15th from 9:00 am to 2:00 pm. We would like to invite you to register for the show. This letter contains the registration information along with show policies.

Policies:

1. Vendors who rent a space with a table will have an allotted space of approximately 8ft by 4ft. A small coat rack and/or other display furniture must fit within the approved space, and must be approved by the Recreation District. If you suspect that your items won't fit in your assigned area, consider purchasing an additional space. *The Greybull Recreation District reserves the right to approve all display items prior to and during set-up.*
2. Vendors who rent a space without a table will have an allotted space of 8ft by 4ft. Any tables, racks, or other display items must fit into that area. If you suspect that your items won't fit in your assigned area, consider purchasing an additional space. *The Greybull Recreation District reserves the right to approve all display items prior to and during set-up.*
3. Vendors who require electricity must include that information under special requests on the registration. *Due to safety concerns, cords will not be allowed to run across the aisles.* A limited number of wall spaces are available with electricity. The Greybull Recreation District will notify any vendors who do not get their special requests met.
4. Due to the area of the Hall, some spaces may not be 8ft by 4ft. If you are assigned a space with different dimensions, we will notify you. The policies remain the same for these spaces.
5. You must list all vendors that will be using your table/space. We make every effort not to book more than one representative per consulting business (Pampered Chef, Mary Kay, etc) so you need to list all businesses that will be represented at your space.
6. Vendors are responsible for obtaining the proper licensing (i.e. temporary food permit, vendor permit) and filing the appropriate sales tax forms.
7. All exits, bathroom entrances, and traffic areas must remain clear at all times.

If you participated in the Spring Show last year, your space will be reserved on the condition that your registration form is turned in prior to the registration deadline of February 24, 2025. If your registration and payment are not received at the Recreation District Office by the deadline, your space may be given to someone on our waiting list.

If you did not participate in the show last year, please turn in your registration form on the back of this letter by the registration deadline of February 24th, in order to be considered for available spaces. Open spaces will be awarded on a first come, first serve basis. Please note that we do our best to allow everyone to participate in the Spring Show; however, spaces are limited.

Each space with one 8' table will rent for \$25. If you prefer to rent just the space, the cost is \$20. Please indicate clearly on the registration form if you need a table with your space. Table coverings are not available, so please provide your own. All displays may not exceed 8ft x 4ft. Please be advised that all displays are subject to Greybull Recreation District approval. If your display exceeds your allotted area or encroaches on another display you may be asked to condense or remove items.

The Town of Greybull has an ordinance requiring the purchase of a temporary vendor permit. As the community hall is owned by the Town of Greybull and the Recreation District operates within town limits, we need to inform vendors of the ordinance and encourage them to fill out a form. The \$5 permit is good for one calendar year. Please contact the Town of Greybull to make arrangements to complete the permit and pay: (307) 765-9431.

Shortly after the registration deadline, a confirmation letter will be emailed out to you indicating your location, setup times, and cleanup rules. If you have any questions, please feel free to call us at 765-9575.

We are excited about the upcoming event and hope to hear from you soon!

Thank you,
Heather Howe
Recreation Director

2025 SPRING HOME AND GIFT SHOW REGISTRATION

For official use only

Space assignment(s): _____ Location: _____ Payment received _____

NAME: _____

MAILING ADDRESS: (STREET/P.O. BOX) _____

(CITY) _____ (STATE) _____ (ZIP) _____

TELEPHONE: (HOME) _____ (WORK) _____

EMAIL ADDRESS: _____

Space assignment information will be delivered via email after the registration deadline

Space dimensions are 8ft by 4ft. Your displays will be limited to those dimensions.

OF SPACES: (\$20 EACH) _____

OF SPACES W/TABLE : (\$25 EACH) _____

WHAT ITEMS DO YOU PLAN TO SELL? _____

SPECIAL NEEDS/REQUESTS: _____

I have read the Spring Show Participant information and agree to the terms _____ (signed)

PAYMENT METHOD:

CHECK# _____ CASH _____ MONEY ORDER _____

* MAKE CHECKS PAYABLE TO THE GREYBULL RECREATION DISTRICT

MAIL TO: GREYBULL RECREATION DISTRICT
527 1ST AVE. SOUTH, GREYBULL
GREYBULL, WY 82426

OR BRING TO GREYBULL RECREATION OFFICE
527 1ST AVE. SOUTH, GREYBULL

FOR QUESTIONS, CALL: HEATHER HOWE (307) 765-9575