



**Wally Byam Caravan Club International**  
*the Airstream RV Association*

803 E. Pike Street, Jackson Center, OH 45334  
Phone: 937-596-5211 FAX: 937-596-5542



**53<sup>rd</sup> International Rally**

**Gillette, Wyoming**

**June 26 – July 4, 2010**

**Vendor Display Days June 26 – July 3, 2010**

During the months of June and July, 2010, over two thousand members, guests, allied vendors and other support interests will arrive in their *Airstream* trailers and motorhomes to **Gillette, Wyoming** for the **53rd International Convention/Rally** of the Wally Byam Caravan Club International, Inc. (WBCCI). WBCCI would like to reserve space for your exhibit at **Cam-Plex Multi Events Center** during our largest rally of the year.

**Vendor Exhibit Information**

The vendor understands this application becomes a contract when approved by the International Rally Committee and signed by the WBCCI Corporate Manager. The WBCCI reserves the right to decline or reject any vendor for any reason, at any time, without liability. The vendor agrees to abide by the Rules and Regulations governing International Rally exhibitors (attached) as established by the International Rally Committee and the Host Facility.

The vendor further agrees to hold the WBCCI and the Host Facility harmless from any damages or representations made of their service or product. The Vendor's company is fully insured and will be so during the entire contract period. The Vendor will be responsible for acquiring and abiding by all state and local permits and payment of applicable taxes.

**Inside Exhibit Spaces** are 10' x 10' or multiples thereof. Each space will be furnished one skirted and covered table, two chairs, tall back with short side pipe and drape. Additional items will be charged at a rate determined at the rally.

**Outside Exhibit Spaces** are available to businesses that wish to establish a display or need access to the trailer/motorhome parking site. There are two classifications of outside exhibitor:

**Class 1** An exhibitor that services trailers and motorhomes with a product or service. This classification gives the vendor the right to establish a **booth in the exhibit space and have access to the parking site** to service the trailers and motorhomes.

*Class 1 vendors who wish to begin outside service prior to June 25<sup>th</sup> must contact  
Charlie/Betty Burke for space assignment and parking dates.*

**Phone: 208.631.1687 or E-mail: [cbburke199@gmail.com](mailto:cbburke199@gmail.com)**

**Class 2** Businesses may **establish an area on the parking site** to display their goods or services.

**Fees & Deposits**

The first 10'X10' space will cost \$275.00; a second space and third space will cost an additional \$175.00 each. Any additional spaces will cost \$75.00 ea. A corner booth space will cost an additional \$25.00.

A \$100.00 refundable deposit is required with the application as a vendor. The deposit will be refunded to all vendors who exhibit the prescribed hours and days of their contract. Vendors are requested to observe stated hours and days of operation but may depart the rally at their discretion, in which case the deposit will not be refunded. Setup and removal of exhibit will occur as per rules.

The annual **Arts and Crafts Flea Market** for the WBCCI will be held on July 4, from 11:00 am – 2:00 pm. Contracted vendors are automatically entitled to participate in the flea mkt. at no additional fee.

**Seminar Presentations** are 50 minutes long and available at no cost to contracted vendors. Seminars not scheduled prior to 1 May will cost \$50.00 each.

An **Exhibitor's Advertising Section** will be published in the *May issue of the "Blue Beret" magazine*, which is distributed to all WBCCI members. Rally Exhibitors will be listed for no charge in this section which will include business contact information and a brief description of product(s)/service(s).

Exhibitors are eligible and encouraged to advertise in the **International Rally Magazine** produced by the host site and distributed to all International Rally participants. Information concerning this opportunity may be obtained from the WBCCI headquarters office.

The undersigned vendor agrees to follow all rules and information as specified in the enclosed.

A signed copy of the contract will be returned upon approval. If an application is not approved, the deposit will be refunded to the vendor. Vendors whose applications are received after May 1 are not guaranteed space or seminar time at the rally.

*Enclose the deposit check or money order payable to **WBCCI 53rd International Rally**. Mail this form and check to:*

WBCCI Corporate Manager, P.O. Box 612, Jackson Center, OH 45334

For additional information, contact Cindy Reed, Corporate Manager  
Phone (937) 596-5211 FAX (937)596-5542 Email [creed@wbcci.org](mailto:creed@wbcci.org)



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## 53rd International Rally Vendor Exhibit Contract

The 53rd WBCCI International Rally agrees to reserve exhibit space for the undersigned in accordance with the exhibit agreement. Please reserve:

Vendors (June 25-July 3, 2010)	First space @ \$275.00	= \$ _____
	Second and third space @ \$175.00 each	= \$ _____
	Purchase of more than three spaces @ \$75.00 ea	= \$ _____
A total of \$100.00 refundable deposit is required with the application .		= \$ 100.00
Electricity, \$35.00 - 20 amp.		= \$ _____
Corner location \$25.00		= \$ _____
Flea Market on July 4		= \$ N/C

### Seminars:

50 minute seminars _____ Seminars not requested prior to 1 May will cost \$50.00 ea.	= \$ _____
Phone Line _____ Microphone _____ Audio/visual equip. _____ (fees to be determined)	
RV Parking : \$25 / day _____ days (Complete RV Parking Form)	= \$ _____

GRAND TOTAL = \$ \_\_\_\_\_

Outside Vendors, please check if applicable as defined in Vendor Exhibit Information: Class 1 \_\_\_\_\_ Class 2 \_\_\_\_\_

Deposit required with return of completed registration form. Complete payment due by May 1, 2010.

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BOOTH PERSONNEL 1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Note: Please attach a separate sheet if additional space is needed to complete booth personnel list.

Seminar: \*Date and time preferred \_\_\_\_\_

Additional seminars: \*Dates and times preferred \_\_\_\_\_

THE PRODUCT OR SERVICE TO BE DISPLAYED IN OUR EXHIBIT IS: \_\_\_\_\_

PRODUCT/SERVICE DESCRIPTION \_\_\_\_\_

Please note: Only those items listed above may be sold at the rally. All products sold and displayed must be legal in the *State of Wyoming* and family oriented. Include references and pictures of display booth if available.

APPROVED BY: \_\_\_\_\_

DATE \_\_\_\_\_

WBCCI Corporate Manager

FOR OFFICIAL OFFICE USE:	Total Fee:	\$ _____		
	Deposit (\$100):	\$ _____	PD: Ck.# _____	Date _____
	Balance Due:	\$ _____	PD: Ck.# _____	Date _____



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# International Rally Vendor/Exhibitor Rules

The following rules apply to all parties under Vendor/Exhibitor contract during the **53rd International Rally in Gillette, Wyoming.**

1. All coordination of Vendor/Exhibitor activities **must** be through the Vendor Committee Chairman.
2. Vendors/Exhibitors will be able to set-up their space between 9:00 AM-4:00 PM on **June 23<sup>th</sup> & June 24<sup>th</sup>.**
3. Display hours will be:

June 25-26	9:00 AM – 4:00 PM
June 27 (Sunday)	12:00 PM – 4:00 PM
June 28-July 3	9:00 AM – 4:00 PM
Flea Market July 4	11:00 AM – 2:00 PM
4. All display materials must be removed immediately at the end of the contracted session.
5. All Vendors/Exhibitors will be responsible for shipment and acceptance of any freight to or from the rally site. Materials remaining after July 4<sup>th</sup> will be returned to sender, collect. Please use the following shipping address: **Your name and Vendor name c/o WBCCI Property Chairman, Cam-Plex, 1635 Reata Drive, Gillette, Wyoming 82718**
6. Only portable signs or other advertising materials may be utilized. No materials may be affixed to wall, floor or ceiling surfaces.
7. Each space will be furnished one skirted and covered table, two chairs, and pipe and drape. Additional items will be charged at a rate determined at the rally.
8. Any decorative materials utilized must be flame proofed.
9. No helium filled balloons are permitted.
10. No food or beverage items may be sold or utilized for promotional purposes without the express written permission of the Vendor Committee Chairman.
11. A parking area will be provided for Vendor/Exhibitor automobiles or like transportation. These vehicles must be parked in the designated area. Passes for this purpose will be issued upon request.

### SPECIAL NOTE:

A Vendor Appreciation event will be held. Vendor Introduction during an evening program will be scheduled. You will be notified of the dates and times. Vendors are invited to attend all evening programs.

The WBCCI Vendor Chairman who will be coordinating the on site activities of exhibitors is:

**Charlie/Betty Burke**

**Phone: 208.631.1687**

**E-mail: [cbburke199@gmail.com](mailto:cbburke199@gmail.com)**

# RV Parking for Vendors

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Business # \_\_\_\_\_ Vendor # \_\_\_\_\_

Cell # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

IS TRAILER USED FOR STORAGE DURING RALLY? Y N

RV License # \_\_\_\_\_ Vehicle License # \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

Reserved vendor camping on Cam-Plex grounds: Rally rates \$25 per night for full hook-ups

NOTE: • RV PARKING **CHECK IN** TIME is **BETWEEN 1:00 PM and 4:00 PM** on ARRIVAL DATE.

• RV PARKING **CHECK OUT** TIME is **BEFORE 11:00 AM.** on DEPARTURE DATE.

• PETS ARE PERMITTED IN RV VENDOR AREA, IF ON A LEASH and CLEANED UP AFTER.

**Note: Due to Gillette Firework display on the evening of July 4<sup>th</sup>, vendor RV's parked in Vendor area most likely will need to be moved to another parking area before 3:00 PM.**



Department of Revenue  
 Herschler Bldg., 122 W. 25th St.  
 Cheyenne, WY 82002-0110

# Wyoming Sales Tax Return

## For Occasional Sales

### Form 13

Department  
 Use ONLY

Ownership  
 RID:

Ownership  
 Name:

This Tax Return MUST BE POSTMARKED  
 on or before the last day of the month  
 following the date of sale:

Report Period: \_\_\_\_\_ through \_\_\_\_\_

PLEASE COMPLETE THIS FORM BY  
 HAND - USE BLACK INK ONLY

1. Gross sales and services
2. Total deductions
3. Net taxable sales (Line 1 minus Line 2)

Please write neatly inside the boxes!

4. Sales Tax Collected This Report Period:

Please write neatly inside the boxes!

4A. County	Amount Subject to Tax 4B.	X Tax Rate 4C.	= Tax Due 4D.	4A. County	Amount Subject to Tax 4B.	X Tax Rate 4C.	= Tax Due 4D.
Albany		6 %		Natrona		5 %	
Big Horn		5 %		Niobrara		6 %	
Campbell		5 %		Park		4 %	
Carbon		6 %		Platte		5 %	
Converse		5 %		Sheridan		6 %	
C		5 %		Sublette		4 %	
Fremont		4 %		Sweetwater		5 %	
Goshen		4 %		Teton		6 %	
Hot Springs		5 %		Uinta		6 %	
Johnson		5 %		Washakie		4 %	
Laramie		5 %		Weston		5 %	
Lincoln		5 %					
				<b>4E. Total sales tax due (Columns 4D):</b>			

5. ----- (This Line is not used) -----

6. Excess Tax Collected

7. ----- (This Line is not used) -----

8. ----- (This Line is not used) -----

9. TOTAL TAX DUE (Lines 4E + 6 + 7)

10. Adjustments

11. TOTAL DUE (Lines 9 + 10)

**PAY THIS AMOUNT**

**Instructions For Filing Your Wyoming Sales Tax Return ETS Form 13  
Occasional Sales**

[Visit our home page at <http://revenue.state.wy.us> for more information]

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**Who must file a sales tax return?** Any person making occasional sales of tangible personal property that are subject to sales tax.

**When must I file my sales tax return?** Returns must be postmarked on or before the last day of the month following the month sales were made. Example: June 97 sales would be due on or before July 31, 1997.

**Where do I send my sales tax return?** Returns must be signed and accompanied by a check or money order payable to the Department of Revenue, Excise Tax Division, 122 W. 25th St., Cheyenne, WY 82002-0110. Returns should be mailed in the return envelope provided by the Department of Revenue.

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**Line 1:** Enter the total amount of all taxable sales, leases, rentals, and services made by your business for the reporting period (month sales were made). Do not include the amount of sales tax collected.

**Line 2:** Enter total deductions for the reporting period. (You may deduct sales made to individuals or companies who have a valid state sales/use tax license and have issued you a resale (exemption) certificate). In Wyoming, form ETS 101, is used for this purpose.

**Line 3:** Subtract line 2 from line 1 and enter result here. This is your net sales subject to sales tax.

**Section 4:** Use this section to itemize sales and tax to the county where the sale or delivery took place.

**Column 4B:** Enter the amount of sales subject to sales tax for each county where sales occurred.

**Column 4D:** Multiply the amount in Column 4B by the rate provided in Column 4C and enter result here.  
Repeat this step for each county where sales occurred.

**Line 4E:** Add all Column 4D totals and enter result here.

**Line 5:** This Line is not used on this form.

**Line 6:** Enter the total amount of excess tax collected on sales for this period.

**Line 7:** This Line is not used on this form.

**Line 8:** This Line is not used of this form.

**Line 9:** Add lines 4E, and 6. . Enter the result here.

**Line 10:** Enter total adjustments here. If your return is late you would enter penalty and interest here.

Penalty for late filing: 10% of Line 9

Interest is calculated by multiplying line 9 X 12.314% divided by 365 X days late.

Example: \$1000.00 of tax due on June 30, 1997 and paid on July 15, 1997 would be calculated as follows:  
 $\$1,000.00 \times 12.314 \text{ divided by } 365 \times 15 \text{ days} = \$5.06$

**Line 11:** Add lines 9 and 10 and enter resale here. This is your total tax liability for this period.

Sign and date the return and provide a daytime telephone number.