



Colorado Springs Community Expo Supporting Small Business

Exhibitor Request Form

Name of Business: _____

Main Contact: _____

How many people will be running the booth: _____

Products/Services _____

Website/URL: _____

Address: _____

Phone Number: _____ Email: _____

Booth ___ 10 x 10 - Includes one table and two chairs.

Booth Extras: ___ Tables (\$15 each) ___ Electricity (\$45) ___ Wi-Fi (request will be with event venue)

***Note: Food vendors may give samples of their product. Sale of food products is subject to a 15% fee to the Expo Center.**

***Cancellation Policy: Exhibitors may cancel ten (10) days after approved application. After the 10 days no refunds will be allowed.**

***This event is on a first come first serve basis. You will have 48 hours to pay for your booth otherwise your spot will be reopened. Your information will be placed on a wait list and you will be contacted if another vendor has cancelled.**