

FIRST TIME EXHIBITOR APPLICATION CHECKLIST

First time exhibitors (have not exhibited at the Made in Montana Tradeshow in past 5 years) must submit to a jurying process. This ensures that the applicant is ready, willing, and able to fulfill the special requirements for selling wholesale.

Complete registration for first time exhibitors includes the following:

- Completed, electronically signed and dated Exhibitor Application
- Product photos or digital images (JPG format) OR typed descriptions of products you will sell at the trade show
- Photos, digital images (JPG format), or drawings OR a typed description of what your exhibitor booth space will look like
- Wholesale price list, typed as if presenting it to a potential buyer
- Retail price list, typed as if presenting it to a potential buyer
 - In lieu of this list, the applicant can explain how retail price will differ from the wholesale price
- Wholesale Buyer's Term Card, typed as if presenting it to a potential buyer ([example](#))
- Copy of food product labels, if applicable. * (If you have multiple labels, just send your top 5)
- Copy of current Montana Food Manufacturing License, if applicable*
- Payment information (check, credit card, ACH).
 - This will not be processed until your application is approved. You will be sent notification at the same time.

** Food labels and a Montana Food Manufacturing License are required for an exhibitor to sample or sell food or beverage products. All products sold at the show must comply with current food labeling and manufacturing laws.*