



Made in Wyoming New Membership Application



SECTION 1: CONTACT INFORMATION

Legal Company Name/Individual: _____

Business Physical Address: _____

City, State, Zip _____

Business Mailing Address: _____

(If different from physical address)

City, State, Zip _____

Business Phone Number: _____ Business Fax Number: _____

Company Email: (info@alkdjgljfg.com if applicable) _____

Company Web Site: _____

Owner Name: _____ Owner Phone Number: _____

Owner Email: _____ Owner Mobile Number: _____

In what year was the business started? _____

How did you hear about the Wyoming First Program: Print Ad: Which publication? _____

Internet Search Facebook Word-of-mouth At an event: Which event? _____

Other: _____

MEMBERSHIP CHOICE: Company must be based in Wyoming. Product(s) must be made, grown, manufactured, or substantially enhanced in the state.

Level 1 -\$50 Level 2 - \$100 Level 3 - \$250

By signing and submitting this application, I certify that I understand that the information I have provided and the choices I have indicated are accurate and that I am duly authorized to execute this application.

Print Name

Signature

Date: _____

PAYMENT AUTHORIZATION

I authorize the Wyoming Business Council (WBC) to charge my (our) credit card or debit my (our) bank account (debit card) as indicated below. I certify that I am the legal credit card holder or bank account holder, and that I will not dispute the payment with my credit card company or bank provided the transactions correspond to the terms indicated below. This authorization is to remain in force for this transaction only. I acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Authorized Signature: _____ Date: _____

Please print Name and Title: _____

Name as it appears on the credit/debit card _____

Credit/Debit Card Number: _____

CW (3 digit)/CID (4 digits on AMEX Card) _____ Expiration Date: _____

The WBC does not keep this information on file. All credit/debit card information will be blacked out except the last 4 digits of the card number.

FOR OFFICE USE:

Receipt Date: _____ Join Date: _____ 2-Year Expiration Date: _____

SECTION 2: COMPANY INFORMATION

How are products sold? (Check all that apply.)

- Company web site with shopping card Company Store

If products are sold in company store, what are the days and hours of operation:

- Monday ____ am to ____ pm Tuesday ____ am to ____ pm Wednesday ____ am to ____ pm
 Thursday ____ am to ____ pm Friday ____ am to ____ pm Saturday ____ am to ____ pm
 Sunday ____ am to ____ pm

- E-Commerce site(s) (Etsy, etc.) _____

Other: _____

- Other Retail Store(s): Please list the stores and cities in which products are being sold. You may provide a separate sheet if necessary or direct to company web site.

The following information is used for Wyoming Business Council purposes only. Information will only be shared as aggregated information.

If applicable, please give your current number of employees: Full-Time: ____ Part-Time: ____ Seasonal: _____

Please provide an estimate of annual payroll: \$ _____

Please provide estimated annual sales.

	<u>Retail</u>		<u>Wholesale</u>
Taxable -	\$ _____		Taxable - \$ _____
Non-Taxable -	\$ _____		Non-Taxable - \$ _____

What percentage of your sales are export? _____%

Export: What countries are you selling in?

SECTION 3: PRODUCT INFORMATION - Please provide a brief company bio and product description. This information will be used on the member web page. Another sheet may be attached if needed.

Product Categories: Wyoming Business Councils Made in Wyoming Web site allows visitors to search by product category. This section allows you to select the categories that best describe your products. Please check all that apply. **Please note 1, 2, 3, etc., 1=main/primary focus, secondary, etc. next to the category title.**

<u>Ranking</u>	<u>Category</u>	<u>May Include, but not limited to</u>
_____	Art & Photography	Original paintings, metal/wood/glass, pottery, etc.
_____	Books, Music & Video	
_____	Crafts	Needlework, quilts, scrapbooks, etc.
_____	Fashion	Accessories (hats, scarves, headbands), clothing, jewelry, etc.
_____	Fiber	Dryer balls, felt, fiber art, fleece, raw fiber, shoe inserts, yarn, etc.
_____	Food & Beverage	
_____	Gifts & Collectibles	Bookmarks, journals, note cards, ornaments, etc.
_____	Home Décor	Accessories (pillows, linens), candles, furniture (indoor & outdoor), etc.
_____	Miscellaneous	Welding, gates, equipment, trusses, etc.
_____	Outdoors	Firearms, fishing, golf, hunting, knives, etc.
_____	Personal Care	Bath & body products, herbal products, laundry soap, liquid soap, lip balm, medicinal, salves, scrubs, shaving products, etc.
_____	Pets	Books, treats, etc.
_____	Tack	Spurs, chaps, chinks, bits, etc.
_____	Toys/Games	Adult and youth; cards, board, etc.

If you do not see an appropriate category, please note here: _____

SECTION 4: MARKETING AND SELLING OF PRODUCTS

How do you sell your products? (Choose all that apply.)

- Retail – direct to consumer via craft/trade shows, farmers markets, web site or consignment
- Wholesale – through an intermediary usually at a lesser price and then product is resold to the consumer at a higher price
- Service – custom printing, stitching, framing, etc. What percentage of your revenue is custom orders? _____%

Number of wholesale accounts: In-state: _____ Out-of-State: _____ Out-of-Country: _____

Would you like to be notified of marketing and selling opportunities? Retail Wholesale Export

What methods do you use to market or sell your products? Company Web Site Direct Mail

- Ecommerce Site (Etsy/Ebay, etc.) Arts & Crafts Events Trade Shows (wholesale) Retail Shows
- Social Media (Facebook/Twitter etc.) Farmers Markets

Other: _____

SECTION 5: MARKETING MATERIALS: Members can purchase the program logo stickers, hang tags and/or receive a digital program logo for use on product packaging, labels, etc. Are you interested in using a digital/electronic Made in Wyoming graphic to incorporate on your labeling/packaging? Yes (Please review the Certification Mark Guidelines document.)

The Trademark Office (TMO) oversees the use of the “Bucking Horse and Rider” logo for the State of Wyoming, and is involved in this approval process. If yes, please select how you are planning to use the digital/electronic graphic. A digital image of the item is needed for approval by the WBC and TMO.

- Product Label Product Packaging Shipping Containers Company Web Site
- Company Ecommerce Site Company Facebook/Social media page

Other: _____

SECTION 6: ONLINE PRODUCTS DIRECTORY

Members have the option to be included on the Web site, www.madeinwyoming.org, with a company/product listing for Levels 1-3.
 Yes, I want a free listing. I understand that by making this selection I will be waiving any applicable right of privacy by placing my information on the Internet

Please select which items you wish to be published on the web site or in the printed catalog.

Select all that apply **TO BE PUBLISHED.**

- | | | |
|--|--|--|
| <input type="checkbox"/> Physical address | <input type="checkbox"/> Business/home phone | <input type="checkbox"/> Company email |
| <input type="checkbox"/> Mailing address | <input type="checkbox"/> Cell phone | <input type="checkbox"/> Individual email |
| <input type="checkbox"/> Both physical and mailing addresses | <input type="checkbox"/> Both phone numbers | <input type="checkbox"/> Web site etc. |
| <input type="checkbox"/> List all of the above | <input type="checkbox"/> List all of the above | <input type="checkbox"/> Social media site |
| | | <input type="checkbox"/> E-commerce site |
| | | <input type="checkbox"/> List all of the above |

Do not publish individual name(s)

USE OF PRODUCT PHOTOS

Members have the option to add product photos to their individual web page on madeinwyoming.org. By including high quality product photos your listing may stand out from others. You have the option to provide 3 to 5 photos. If you have a logo, you can include it as one of the images. Photos must be high resolution and a minimum of 300dpi. Please name the photos: Company – Product. You may change product photos at any time by emailing them to madeinwyoming@wyo.gov. Additionally, the WBC uses member product photos in our marketing materials (brochures, posters, ads.) Do you want to add product photos to your online listing? Yes

Photo Release

As an owner or employee of the business listed above, I have read this release and understand that by signing below I agree that I have the ability, right and capacity to submit product photos or our company logo and authorize the Wyoming Business Council irrevocable right to use the material submitted for reproduction in electronic media or printed form for the purposes of promoting my business and the Made in Wyoming Program.

Print Name

Signature

Company Name: _____

Date: _____

SUBMISSION OF DOCUMENTS CHECKLIST

Thank you for completing the Made in Wyoming member application. Please be sure the following information is included:

- Made in Wyoming New Member Application
- Made in Wyoming Member Licensing Agreement
 - If you are not planning to use the stickers, hang-tag or program graphic you are not required to complete the Licensing Agreement.
 - However, if at a later date you wish to use the stickers, hang-tag or program graphic a Licensing Agreement will need to be complete.
- Made in Wyoming Product Order form for stickers, hang tags, other materials. (Optional)
- Applicant’s digital version of the program graphic on labeling and/or packaging for approval by the WBC and the Trade Mark Office.
- Made in Wyoming Membership fee. WBC accepts all major credit cards, debit cards, cash, check or money order. *NOTE: The Business Council does not keep payment information on file in any form. All but the last four digits of the credit/debit card number will be blacked out, along with the expiration date and security code.*

Basic - \$50 Level 1 - \$100 Level 2 - \$250

Other:

Members receive a copy of the member application, agreement and product order form when all approvals have been received. How you like to received your copy?

- US Mail or Email

Send to: Wyoming Business Council
 Attention: Made in Wyoming
 214 W 15th St
 Cheyenne, WY 82002