2016 World Finals Ranch Rodeo

The Ranch Events Complex, Loveland, Colorado - October 7th & 8th

 **Vendor Contract & Application**

\*\*\*Your completed application form, with your signature, will confirm to us that you have read and understood all the rules and regulations regarding the Women’s Ranch Rodeo World Finals.

*The WRRA World finals is free to two people with your booth. You will receive two tickets when setting up.*

FACILITY INFORMATION

The WRRA World Finals is held at The Ranch Events Complex in Loveland, Colorado.

BOOTH FEE’S

Spaces are 10x10 for $250, 10x20 for $450. Spaces are limited!!! **Please make checks payable to WRRA**. Thank you for your support and can’t wait to see you in October.

FACILITY RULES

* Exhibitor must keep their exhibit open and staffed at ALL times. Leaving the event early is not permitted.
* Outdoor vendors must supply their own tables, chairs, sand bags, or other hold down devices. Water barrels are for rent. \*\*\*Limited supply.
* NO POP UP TENTS inside expo hall
* There is no on-site storage
* No smoking within 20 ft. of the building
* Pets must be on a leash at all times outside and please clean up after them
* No loading or unloading through glass doors
* Please protect our floors and wall- no duct tape. Gaff tape only. Purchase from The Ranch.
* ALL CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES
* Please bring your own extension cords. We do not supply extra extension cords.

CODE OF CONDUCT

The Exhibitor shall conduct the operation of their exhibit, display, or concession in a respectful, quiet and orderly manner at all times. Exhibitors should maintain the contents of their displays, menus and prices according to the information submitted with the contract. The booth and aisle in front of, or beside of the booth, should be clean and free of trash at all times. All garbage should be secured before disposal in recycle / waste receptacles.

Removal or Cause for Eviction - At any time, an exhibitor may be subjected to eviction from their booth and/or the WRRA World Finals without refund of booth fees for misconduct, harassment or disrespect of the WRRA officials, The Ranch Staff, security, attendees or fellow exhibitors.

ACCEPTANCE

This application becomes a binding contract when accepted by the WRRA. You will receive a confirmation email upon acceptance along with any additional instructions that may be necessary. Final event details and load-in instructions will be sent the week prior to the event via email only. Please be sure to provide your own email address above, this is our communication medium, PRINT CLEARLY.

CANCELLATION

All cancellations must be in writing and are subject to all of the terms and conditions of this Agreement. NO REFUNDS will be issued in the event of your cancellation after September 7th, 2016.

SET-UP AND TAKE DOWN FOR INDOOR EXHIBITION HALL AND OUTDOOR VENDORS

You may start setting up on Thursday, October 6th, from 8:00 a.m. to 6:00 p.m. or Friday, October 7th, from 7:00 a.m. to 8:00 a.m. All booths are to be set-up no later than 8:00 a.m., Friday, October 8th. Vendors who arrive after 8:00 a.m. will not be permitted to set-up, no exceptions! The team introductions start at 9 a.m. on Friday. Accessibility to indoor booths will be hereafter at least one hour prior to opening to the public during the rodeo. Indoor booth take down will not be permitted until after 7:00 p.m., Saturday, October 17th. Violators to this rule will not be permitted to return the following year. Outdoor booths may use their discretion on closing past 7pm as the awards are scheduled for 7 pm. Outdoor and Indoor vendors will need to take down their booth by 10 pm on Saturday, October 8th.

HOURS OF OPERATION

Exhibitors must keep their exhibit open and staffed at all times during the event hours. The WRRA reserves the right to restrict exhibit to a maximum noise level, and to suitable methods of operation and display of materials. Exhibitors will not be allowed to "vend" from racks and/or tables that are not located completely within the rented space. If for any reason an exhibit or its contents is deemed objectionable, the exhibit will be subject to removal. This reservation includes, but is not limited to, persons, things, conduct, printed matter or any item of poor character that the WRRA, in its sole discretion, considers objectionable. In the event such an eviction or restriction occurs, all monies paid by Exhibitor shall be forfeited. Each exhibit must remain within the confines of its space(s). Attendants, models, and other employees must confine their activities to the space(s) occupied by the Exhibitor. Approved handouts, including literature and souvenir items, and any and all promotional materials, can be distributed only from the Exhibitor's space. Literature and /or other promotional materials cannot be handed, out, left for display, or otherwise distributed in any other area at any time without prior written permission from the WRRA. No solicitation of any sort shall be conducted outside of Exhibitor's space. Please note: No fastening devices (i.e. stakes, etc.) are permitted to penetrate asphalt or irrigated areas. Outdoor vendors must supply their own tables, chairs, sand bags, or other hold down devices.

Security

Security will be provided 24 hours each day of the rodeo and every effort will be made to keep the grounds secure and your equipment safe. The WRRA, The Ranch and its management are not responsible for any theft, damage, etc. that may occur during the Women’s Ranch Rodeo World Finals.

Electricity

Electrical outlets at The Ranch Event’s Complex are extremely limited. Plan to be as self-sufficient as possible. If you must have electricity, plan to bring your own extension cords with you as these are not supplied by the fairgrounds. PLEASE be very specific when stating your electrical needs on the application form. For Outdoor booths, there is a surcharge for electricity of $50 for 110v, 30&50 amp is $75.

Parking

All vehicles should be parked outside of the fenced area or outside the interior campus and loading areas. Parking is free during this event.

Lodging

There are campsites available. Please inquire if you need one.

Restricted Merchandise

Vendors may NOT sell fireworks or other potentially dangerous or offensive merchandise. This includes "cap snappers." No space, either indoor or outdoor will be rented to serve food other than packaged nuts, candies, etc., without completing a Food Booth Application. (Call for more information)

Sales Tax

EXHIBITOR SHALL BE RESPONSIBLE FOR THE COLLECTION OF ALL APPLICABLE COLORADO SALES AND USE TAX AND

ITS SUBSEQUENT REPORTING AND DISBURSEMENT TO THE COLORADO DEPARTMENT OF REVENUE. EXHIBITOR

SHALL BE RESPONSIBLE FOR THE PAYMENT OF ALL PERMIT AND LICENSE FEES. The sales tax rate is 6.65% (3% Loveland, 2.9% State, 0.8% Larimer County). The City of Loveland does not require a sales tax license for vendors participating in a special event, but vendors must download a Special Event Form and submit taxes to the City of Loveland. Visit http://www.ci.loveland.co.us/index.aspx? page= 472 for City of Loveland Vendor Information and to download a Special Event Form. The State of Colorado does require a special event license when a vendor does not have a Colorado Sale Tax License. Download license application and information at http:// [www.colorado.gov/cms/forms/dor-tax/dr0589.pdf](http://www.colorado.gov/cms/forms/dor-tax/dr0589.pdf)

Fire, Safety & Health Regulation

Exhibitor agrees to comply with local, city and state laws, ordinances and regulations covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the space and protected by safety guards when appropriate.

No Subletting or Assignment

No subletting, assignment or subdividing of space by any Exhibitor shall be permitted without the prior written permission of the WRRA. NO EXCEPTIONS.

LIABILITY

Neither the WRRA, The Ranch, Larimer County Fairgrounds, Larimer County nor any sponsor associated with the event, their officers, directors, agents and employees ("Releases") are responsible for any injury, loss or damage from or to any Exhibitor, its staff or property. Exhibitor, upon execution of this contract, expressly releases the Releases from any and all claims for loss, damage or injury and agrees to indemnify Releases against such claims. To prevent lost or stolen articles, all items must be securely fastened to display boards or locked up when space is unattended. Limited overnight security will be provided at all times. The WRRA shall not be held responsible for the Exhibitor's merchandise. All exhibitors are responsible for proper protection of their merchandise. Any and all restrictions enforced or imposed by the WRRA must be observed by Exhibitor. The WRRA officers, directors, agents and employees secure the right to ask a vendor to leave the premises.

No responsibility is assumed by the WRRA for goods delivered to The Ranch, or for materials left in the exhibit space. Exhibitors wishing to insure their display materials or components thereof, including merchandise, must do so at their own expense.

The parties expressly acknowledge and agree that no employer employee relationship exists between Exhibitor and the WRRA and that Exhibitor is acting as an independent contractor at all times material hereto.

Exhibitor shall, at its own expense, procure and maintain in effect during the event, commencing with the time Exhibitor enters The Ranch space area to set up operations, and ending with the time the Exhibitor dismantles and removes all material from the Ranch space(s), General Liability insurance including Products Liability, $1,000,000 per occurrence, Auto Liability Insurance $1,000,000 per occurrence and Statutory Workmen's Compensation insurance coverage. Exhibitor must name The WRRA, The Ranch, Larimer County and their directors, officer, employees and agents, as additional insured.

The Women’s Ranch Rodeo Association’s liability is limited to items expressly assumed herein. In no event shall the WRRAs’ liability exceed the amount of rental agreed hereunder. UNDER NO CIRCUMSTANCES SHALL THE WRRA WORLD FINALS BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL OR OTHER DAMAGES OR EXPENSES.

THE WRRA SHALL NOT BE SUBJECT TO ANY LIABILITY OR OBLIGATION NOT EXPRESSLY ASSUMED HEREIN,

WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT OR OTHER THEORIES OF LAW, AND EXHIBITOR WARRANTS AND AGREES TO INDEMNIFY THE WRRA FROM SUCH LIABILITY AND SUCH INDEMNITY SHALL INCLUDE INDEMNIFICATION FROM CLAIMS BY EXHIBITORS' EMPLOYEES OR AGENTS.

If for any reason the event is not held, Exhibitor's deposit and fees will be refunded in their entirely, except for any cost already incurred on behalf of the Exhibitor. The event will not be cancelled because of weather; therefore, no refunds will be given as a result. Exhibitors are responsible for protecting themselves and/or their property against the weather.

Construction, Venue, Severability

This contract shall be governed by and construed in all respects by the laws of the State of Colorado. The parties hereto agree that the only proper venue for any cause of action arising hereunder shall be in the state courts of the State of Colorado and Exhibitor hereby consents to the jurisdiction of such courts. In the event that any provision of this contract is declared void or unenforceable by any competent legislative or judicial authority, said declaration shall not affect the enforceability of any other provision, it being the intent of the parties that this contract shall be severable and applied as if such void or unenforceable provision had not been included herein.

Vendor Contract

COMPANY INFORMATION: Please make sure that the person listed as the representative-in-charge handles all behind-the-scenes arrangements, as all event details will be emailed to this person.

Representative-in-charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEES:

Indoor Vendor- only 20 10x10 spaced available, don’t delay to get this contract and fee’s in to hold your spot! \_\_\_\_\_10x10 space $250 \_\_\_\_\_10x20 space for $450 **Remember your own electrical cords.**

Outdoor Vendor $200

We want space for one of the following:

Our tent. Its dimensions are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft.

Our trailer. Its dimensions are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft.

We will need electricity: Breaker size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ voltage requirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGREEMENT: I have read and agree to comply with the vendor information and policies in this contract. I understand that by providing my email address and contact information I am authorizing WRRA to send information to my organization about upcoming events, programs, and services via these means.

Representative-in-charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT INFORMATION: All fees to be paid in U.S. funds by September 1st, 2016.

\_\_\_Enclosed is a check payable **Women’s Ranch Rodeo Association**

\_\_\_Please send me a PayPal invoice.