



**Western States Ranch Rodeo Association**  
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### **Exhibitor Information**

While events are occurring Wednesday evening vendors may not use the front doors, side doors will be open. No vehicles will be allowed in the building for set up booths this includes RV's and stock vehicles. Roll up doors will not be open past 4:00 pm.

*Any vendor not installed and ready for business by 8:00 pm on Wednesday, November 2, 2022 will forfeit their space. No refunds will be issued.*

Due to the ongoing COVID-19 pandemic there remains the possibility that the Western States Ranch Rodeo may be canceled. It is still the goal of the WSRRA to keep the facility, staff, attendees, safe and help prevent further spread of the virus. Participants and exhibitors will be alerted of cancellation in the timeliest manner possible. Please plan for the possibility of event cancellation. Your understanding is appreciated during this unprecedented time.

### **Show Dates and Hours for Exhibitors**

Thursday, November 3, 2022	9:00 am – 9:00 pm
Friday, November 4, 2022	9:00 am – 9:00 pm
Saturday, November 5, 2022	9:00 am – 6:00 pm

Exhibitors must be present in their booth during these hours. Failure to do so may result in the rejection of future vendor applications.

### **Exhibit Space Rates:**

Artesian and commercial exhibitors only (nonfood only)

Indoor Upper Level	10' x 10' booth	\$275
Indoor Main Floor	10' x 10' booth	\$375

### **City Business License**

All booths at which sales are made, must pay a Winnemucca City Business License Fee. Business License Fee is \$10.00 per exhibitor. For your convenience, this fee will be collected at the time of signing the exhibitor agreement.

### **Application**

All exhibitors requesting space during the event are required to complete and return an Exhibitor Application Form. New applicants are encouraged to include a photograph and or a complete written description of their products along with the application. Spaces are assigned at the availability and the discretion of the WSRRA Board.

### **Returning Exhibitors**

Returning Exhibitors must submit an exhibitor's application and an application fee prior to 5:00PM on August 15<sup>th</sup>, 2022 spaces will be assigned at the availability and the discretion of the WSRRA Board after this date.

### **New exhibitors**

Upon approval of your application, and after the returning exhibitor deadline has passed, a space may be assigned. An exhibitor's agreement will be mailed to you as notification of approval. Sign and return the agreement with payment in full. The agreement is null and void and the space will be released if the agreement is not returned with the payment by the due date specified. No exhibitor will be allowed to move into his or her booth if full payment for booth space is not received.

No personal checks will be accepted after October 15<sup>th</sup>, 2022. Fees must be paid by cash, money order, cashier's check or credit card by Square after this date.

### **Passes and Advertising**

Each exhibitor will receive two admission wristbands per 10' x 10' booth space. Wristbands must be attached securely to wrist for admission during Thursday, Friday, and Saturday.

### **Sales tax**

All exhibitors are responsible for paying Nevada State Sales Tax, if applicable. For your convenience the show management will provide a form to each exhibitor. Each exhibitor must make payments directly to the Nevada Department of Taxation. A list of all exhibitors will be submitted to the Department of Taxation as per their request. Humboldt County sales tax is 6.85%.

### **Refund and Cancellation Policy**

No refunds will be issued after October 15, 2022. Exhibitors wishing to cancel a space prior to this date must submit a written request for refund. All refunds are subject to approval by the WSRRA Board.

## **General Rules**

1. Sound devices including but not limited to loudspeakers, organs, pianos, radios are subject to approval of the WSRRA Board and if allowed must be controlled so as not to interfere with others. The privilege for use of such a sound device may be revoked at any time.
2. Exhibitors must have at least one person in attendance at their booth at all times the show is open to the public and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests or employees.
3. Advertising materials are prohibited anywhere in the Events complex. Placing advertising material on or in automobiles at the Event complex is specifically prohibited and no permission for such distribution will be granted under any circumstances. Advertising of candidates for public office may be displayed only in a booth rented for that purpose.
4. No solicitation except by exhibiting firms is allowed. Demonstrations of products must be confined to the exhibitors assigned space and in no case may be extended to other areas of the grounds. No promoting or selling of merchandise by anyone other than an approved vendor is to be conducted at the Event Center grounds at anytime during the Western States Ranch Rodeo
5. The WSRRA Board reserves the right to refuse exhibits which would in any way detract from the dignity of the show.
6. The WSRRA Board reserves the right to stop and remove from the show or relocate any exhibitors or his representative and/or exhibit performing any act or practice which in the opinion of the board is objectionable, interferes with the performance of other exhibitors or creates a health, safety or fire hazard. No refunds.
7. Exhibitors shall comply with those laws, rules and regulations and codes of the State of Nevada, Humboldt County, City of Winnemucca and the WSRRA National Finals that may include but not limited to workers compensation insurance, health and safety, taxes, fire, construction and utilities.
8. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be made valid unless made in writing and signed by the parties here too.
9. The decision of the WSRRA Board and on all matters not covered in these conditions must be accepted as final.
10. This agreement is not binding upon the Western States Ranch Rodeo Association until it has been duly accepted and signed by authorized board members.

## **Rules of Conduct**

All Exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. Any unruly conduct, refusal to follow rules, or use of foul language to show patrons or personnel will be considered grounds for expulsion. No refunds.

All booths must be installed and ready for business no later than 8:00 PM Wednesday, November 2<sup>nd</sup>, 2022. No vehicles will be allowed in the building for unloading during setup of booths, including RV's and stock vehicles. Roll up doors will not be open after 4:00 PM

Wednesday. Exhibitors must report to show management to verify space assignment prior to set up.

### **Product information**

It is expressly understood that the exhibitor, his agents or employees, or for prohibited from distributing, selling or displaying products, except for those listed in the exhibitor agreement and approved by the WSRRA Board.

### **Literature**

The WSRRA Board must prove all literature that is to be distributed or displayed in advance

### **Exhibit Move-In:**

Exhibitors may move in to set up their exhibits/booths during the following time;

Wednesday, November 2, 2022      10:00 am – 8:00 pm

While evening events are occurring Wednesday vendors may not use front doors. Side doors will be open. No vehicles will be allowed in the building on this day, including RV's and stock vehicles. Roll up doors will not be open from 4:00 pm to 8:00 pm.

### **Exhibit Removal**

All booths must remain open until the end of rodeo on Saturday November 5<sup>th</sup>, 2022. Failure to do so may result in rejection of future applications. Move out times

Sunday, November 6<sup>th</sup>, 2022      8:00 am to 1:00 pm

During dismantling, exhibitors will be expected to remove all trash and debris from their exhibit area and place it in trash containers provided by the board. Any articles or materials not removed from the grounds by 2:00 PM on Sunday, November 6<sup>th</sup>, 2022 will become the sole property of the WSRRA. The WSRRA Board reserves the right to dispose of such property in any manner in which it deems is in the best interest of the show.

### **Booth Furnishings**

Exhibitors must provide their own booth material and supplies such as decorations, backdrops, display cases etc. The show will provide one table and two chairs per exhibit space. Outdoor exhibitors must provide their own table and chairs.

### **Electrical**

Outlets required by exhibitors for lights or power lease subject to availability. Electrical needs must be a request in advance.

### **Exhibit Cleanup**

Each exhibitor is responsible for the cleanup of his or her exhibit area. Show will provide nightly cleanup of common areas.

### **Exhibitor Parking**

Due to the need to accommodate sufficient spectator parking, there is no RV or stock vehicle parking adjacent to the Event Center or on the blacktop parking lot. A designated area will be assigned for exhibitor parking. Thank you in advance for your cooperation!

### **Hold Harmless**

The exhibitor agrees to identify and hold harmless Western State Ranch Rodeo Association, Go West Productions LLC, Humboldt County AG. District #3 board, the City of Winnemucca, Winnemucca Events Complex, Winnemucca Convention and Visitors Authority, their officers, agents and employees from any and all claims, causes of actions and suits occurring or resulting from any damage, injury, or loss to any person or persons including, but not limited to, persons to whom the exhibitor may be liable under any workers compensation law and the exhibitor himself and from any loss, damage, cause of action, claims or suits for damages, including, but not limited to, loss of property, goods, where's, or merchandise, caused by, arising out of, or in any way connected with the exercise the exhibitor fight of the privileges granted herein.

In the event the exhibitor fails to comply in any respect with the terms of this agreement all payments for the exhibited space shall be deemed earned and nonrefundable by the Board and the Board shall have the right to occupy the space in any manner in the best interests of the Board without further notice to the exhibitor. The Western States Ranch Rodeo Association and Go West Productions, LLC will not be responsible for the safety of exhibits against theft, fire, robbery, accident or any other destructive cause, or for any injury that may arise to the public in the lease area, or to the exhibitor or to their employees.

### **Winnemucca Events Complex Camping**

The Winnemucca Events Complex (WEC) has campsites on the facilities; each space contains a 30 or 50 amp electrical outlet. Water and one dump station is available in the area. There is a shower and restroom facility located adjacent to the camping area. For camping information or reservations go to [www.bookwinnemucca.com](http://www.bookwinnemucca.com)