

PLEASE NOTE:

The following outlines an abbreviated set of requirements for Commercial Vendors for 2013. All vendors interested in participating in the 2013 Reno Rodeo should review the 2013 Handbook in detail that is linked on this page above.

INSTRUCTIONS FOR RETURNING VENDORS

Please complete the 2013 Returning Vendor Application and return it by November 15, 2012. Your application must be complete and include a \$200.00 deposit on your space. You may use the Credit Card Form included in the handbook or make your check payable to Reno Rodeo Association.

INSTRUCTIONS FOR NEW APPLICANTS

If you are a new vendor, please complete the 2013 New Vendor Application to be placed on the waiting list for booth space. Please return the application with a \$200.00 non-refundable application fee using either the Credit Card Form (included with the Handbook) or by including a check payable to the Reno Rodeo Association along with pictures. The 2013 New Vendor Application can be found at the link found on this webpage. Failure to submit the \$200.00 application fee with photos, or fill out the form completely may be grounds for your application to be denied.

Decisions on new applications shall be made no later than April 1, 2013. Please do not call the Reno Rodeo office regarding the status of your application. You will be contacted as soon as the Reno Rodeo knows whether they have space for and whether they will accept your application.

2013 RENO RODEO DUE DATES AND SHOW TIMELINE

All information is due on or before the specified dates to Reno Rodeo Association, c/o Mark Sutton, **email renorodeovendors@gmail.com** or **eFax to 775-201-0999**. If you mail the requested information, the postmark date will be used to assess compliance with the deadlines.

Date	Requirement
November 15, 2012	Returning vendors who have not paid their deposit will have their space made available to new applicants.
March 1, 2013	Executed 2013 Commercial Exhibits Invoice/Lease Agreement with 100% of the booth fees due. If a lease and 100% of the booth fees are not received booth may be reassigned.
May 1, 2013	Certificate of Insurance Coverage (or your payment for Reno

	Rodeo insurance) is due.
June 18, 2013 8 AM – 5 PM	Check-in and scheduled move-in begins at 8:00 AM for all areas.
June 19, 2013 8 AM – 5 PM	Check-in continues starting at 8:00AM but must be complete by the end of the day.
June 20, 2013	There will be no check-in on this day. All commercial exhibits will open to the public at 4:00 PM.
June 20-29, 2013	Reno Rodeo Performance Dates – all booths shall operate during these dates.
June 29, 2013	Commercial Exhibits close one hour after the evening Rodeo Performance. Teardown and packing cannot begin until one hour after the end of the Rodeo Performance.
July 1, 2013	Vendors have until 5:00 PM on July 1, 2013 to move out of their booth space.

EXHIBIT SPACE

The Reno Rodeo has three venues for commercial exhibits: INDOOR ARENA, SOUTH HALL and OUTSIDE. All three venues are to be managed while presenting a western theme.

INDOOR ARENA - \$9.50 per Square Foot

The Indoor Arena is an invitation only area. The Reno Rodeo Vendor Committee “management” reserves the right to accept or reject a prospective exhibit or returning exhibit for the Indoor Arena based on product quality, type and booth design. If you receive an invitation for the Indoor Arena you shall receive a quote for the price of the booth. Certain booths may be charged a premium for additional floor space inside of the Indoor Arena.

EXHIBIT HALL - \$8.50 per Square Foot

The Exhibit Hall is an indoor exhibit location. New applications are accepted for this area. Preference is given to applicants with a western theme. Management reserves the right to accept or reject a prospective vendor for the Exhibit Hall based on product quality, product type and booth design.

OUTSIDE EXHIBITS - \$6.50 per Square Foot

The Outside Exhibits provide a unique opportunity to exhibit goods that are large or associated with outdoor activities (e.g., horse trailers). Management reserve the right to

accept or reject a prospective exhibit for the Outside Exhibits based on product quality, type and booth design.

OUTSIDE STATIC DISPLAYS - \$400.00

Reno Rodeo provides a limited number of locations for outside static displays. Management reserve the right to accept or reject a prospective exhibit for the Outside Static Displays based on display quality, type and design.

EXCLUSIVITY OF PRODUCTS

There is an option with the Reno Rodeo for a vendor to have exclusivity on selling items; the item(s) will be charged \$1,500 per item if accepted. This option is available on a first come basis and must be approved by the Reno Rodeo Association. Please see the 2013 Handbook for additional detail.

SALES TAX AND BUSINESS LICENSE FEE

There is an additional \$100.00 fee for all vendors that do not have a Reno Nevada Business License.

VENDOR POLICIES

The Vendors Committee reserves the right to establish and enforce whatever policies/rules are necessary for the regulation and operation of the exhibits. The Reno Rodeo Association Vendor Committee ("management") reserves the final and absolute right to interpret the rules and regulations, and to arbitrarily settle and determine all matters, questions, or references in regard thereto, or otherwise arising out of, connected with, or incident to the Reno Rodeo events. It further reserves the right to determine unforeseen matters not covered by these rules and other contractual matters.

Please see the 2013 Handbook for detail regarding Reno Rodeo Vendor rules. The following rules have been established to date:

1. Disregard of any rule set forth by Reno Rodeo may result in forfeiture of all monies, rights and privileges.
2. The logo of the Reno Rodeo and the Double R Marketplace are Registered Trademarks and shall not be used, under any circumstances, without written consent from the Reno Rodeo Association.
3. Vendors are bound by the terms of the contract, incorporating this Handbook that they sign to secure exhibit space. Vendors are under strict supervision of the Reno Rodeo Association and its Vendors Committee agents.

4. If your booth will be gathering names, addresses and phone numbers from visitors, you shall not represent yourself as being from or with the Reno Rodeo Association when you contact them later.
5. If you receive an exhibit space at the 2013 Reno Rodeo you are not guaranteed a space at subsequent Rodeos.
6. You are required to operate your booth during all hours posted for the location of your booth. If you do not have someone operating your booth during all such hours you may not be invited back to the Reno Rodeo the following year.
7. The vendor shall not assign or sublet space or any part thereof without the express permission of management. Booth space is ONLY to be used by the entity and for the products approved by management. Signage for any other entity than the one stated on the contract shall not be allowed.
8. Smoking is prohibited in booths or inside the buildings.
9. No food, beverage or merchandise (balloons, visors, sunglasses, T-shirts, etc.) sold by other vendors may be given away on the grounds. Such acts conflict with concession rights held by others.
10. Placing advertising material on or in automobiles on the Rodeo grounds is specifically prohibited and no such permission shall be granted under any circumstance.
11. Vendors shall comply with the law, rules, regulations and codes of the State of Nevada, Washoe county, City of Reno and the Reno Rodeo, including but not limited to Workers' Compensation, insurance, health and safety, fire, construction and utilities.
12. All exhibitors are expected to conduct themselves in a professional manner according to the rules of this handbook. Any unruly conduct, refusal to follow rules or use of foul language to Rodeo patrons or Rodeo personnel will be considered grounds for expulsion from the Rodeo. Such exhibitors shall not be permitted to return to future Rodeos.
13. Scalping of credential by vendors, their agents, family members or any other person shall result in immediate expulsion with no refund and the vendor will not be allowed to return to future Rodeos.

BOOTH DESIGN RULES

14. The Reno Rodeo has a western theme for each exhibitor to aspire to. The western theme adds immensely to the atmosphere of the exhibit buildings.

15. Balloons are NOT ALLOWED in either of the exhibit buildings.
16. The Fire Marshall strictly prohibits the use of hay / straw bales in indoor halls. Artificial hay and straw bales that pass fire codes are allowed.
17. You are advised to have materials used in the construction of your booth flame proofed or treated with a flameproof solution. It is advisable to have a fire extinguisher in your booth at all times.
18. All extension cords used in your booth for any reason must be heavy duty grounded cord to meet local fire codes.
19. Pipe and drape is not provided by Reno Rodeo. All decorations, tables, chairs, display cases, etc. must be supplied by the exhibitor and meet all applicable rules.

PRODUCT DISPLAY RESTRICTIONS

20. There are restrictions on displaying and selling certain products at the Reno Rodeo, namely NO denim Jeans. Please be sure to fully identify the type and quality of the products in your application and obtain approval from the MANAGEMENT for each and every item.
21. "Discount", "Free Drawing", "Clearance", or "Sale" signs cannot be displayed at any time. You may use the wording "Rodeo Special"; otherwise any other such sign shall be approved by the Vendors Committee Chair.
22. Sound devices, including but not limited to loud speakers, organs, pianos and radios, are subject to approval by management. If allowed, the music shall be controlled so as not to interfere with others and shall not be used in the Western Hall at any time. The privilege for use of such sound devices may be revoked at any time.
23. Vendors may request the approval of management to change the list of articles, products and/or services up to May 1, 2013. Change requests shall be in writing only!
24. No copyrighted merchandise shall be displayed or offered for sale without proper authorization. Management reserves the right to request a vendor to remove a product for suspicion of copyright infringement.
25. Management reserves the right to prohibit any merchandise that, in management's sole judgment, is highly controversial or that may detract from the general character of Reno Rodeo. Management reserves the right to remove any of such exhibits.

26. All merchandise MUST be displayed and stored within the marked boundaries of the assigned exhibit space.
27. No exhibitor shall move any other exhibitor's displays or product without the direct consent of said exhibitor.
28. Demonstrations must be held within booth space and must not restrict traffic flow in the aisle.
29. Solicitation of funds for any political educational or charitable corporation or association or any other corporation, association, group is prohibited.

INSURANCE REQUIREMENTS

30. All exhibitors shall either provide proof of insurance certificate for a minimum \$1,000,000 (one million dollars) in liability, indemnifying the following as an additional insured for June 17, 2013 through July 1, 2013:

Reno Rodeo Association and the Reno Livestock Event Center
1350 N. Wells Avenue, Reno, Nevada 89512

If you do not have insurance you may purchase liability insurance from the Reno Rodeo Association at the following rates: \$100 for a 10x10, \$140 for a 10x20, \$180 for a 10x30 and \$220 for a 10x40.

DEMONSTRATION OF INSURANCE MUST BE DELIVERED TO OR PURCHASED FROM THE RENO RODEO ASSOCIATION PRIOR TO MAY 1, 2013. Proof of insurance may be eFaxed to 775-201-0999, scanned and emailed to renorodeovendors@gmail.com or mailed to RRA c/o Mark Sutton, P.O. Box 12335, Reno, NV 89510.

31. If you plan to purchase insurance from the Reno Rodeo Association, the cost for coverage is \$100.00 for the first 10X10 and \$40.00 for each additional 10X10 area.
32. You shall not be allowed to move in unless Proof of Insurance has been previously supplied or purchased – NO EXCEPTIONS.

SECURITY

33. The Reno Rodeo Association shall exercise precautions to ensure that your exhibit and products are safe while at the Reno Rodeo and provide limited security 24-hours a day. Security will begin at 8:00 a.m. the Tuesday before the first performance, and end at Noon on the Sunday after the last performance. Even though security will be provided around the clock, the vendor is responsible for the booths at all times. The Reno Rodeo Association shall not assume responsibility for stolen products, displays, etc.

DRAYAGE

34. The Reno Rodeo Association office shall not accept delivery of your exhibit. If merchandise must be shipped in advance the Reno Rodeo Association shall not accept delivery of your exhibit any earlier than the Tuesday before the first performance. Please make the appropriate arrangements with your shipper or a local warehouse for storage, with a delivery date set after your representatives are available to receive shipments.
35. Deliveries made during the Reno Rodeo shall use the following physical address and you must include the following:

Name of Vendor, Booth Name and Booth Number
Reno Rodeo Association
1350 North Wells Avenue
Reno, Nevada 89512

Do not ship any items / materials for delivery prior to the Tuesday before the first rodeo performance! We do not accept c.o.d. deliveries nor do we hold checks/cash to pay for such.

A trailer will be made available to accept deliveries. These deliveries must be signed for in order to pick them up between the hours of 9:00 AM and 4:00 PM ONLY at the Reno Rodeo office in the South East corner of the grounds. If you do not make it to the Reno Rodeo office between these hours you will have to wait until the next day to receive your package. Reno Rodeo will not deliver your packages directly to your booth. You must go to the Reno Rodeo main office to pick them up yourself.

36. The Reno Rodeo is not responsible for freight delivered to the vendor office, the grounds or freight delivered to your assigned space. The Reno Rodeo is not responsible for notifying you that merchandise has been delivered, lost or damaged.

TELEPHONE SERVICE

37. Reno Rodeo does not provide you with phone service. If you need telephone or internet service in your booth, please contact the Reno Livestock Event Center for such services.

PARKING

38. There will be two (2) parking passes issued to each vendor / organization for the duration of the Reno Rodeo. These parking passes are for vehicles only. Due to the limited amount of vendor parking, additional parking permits will be provided at a cost of \$50.00 each.

39. Please do not contact the Reno Rodeo Association office for additional parking passes they do not have them.
40. Vendor parking passes are good for the north parking lot for vehicles without trailers only. No trailer parking will be allowed on the rodeo grounds. Trailer parking will be available offsite. You will receive additional parking information upon moving into your booth.
41. Overnight accommodations are not allowed anywhere on the grounds.
42. The Reno Rodeo reserves the right to close parking lots if they become full. Parking is limited, and permits DO NOT guarantee access to the Reno Rodeo grounds.
43. If you need information on RV parking, please contact on the following campgrounds:

Grand Sierra Resort	Reno RV Park	Rivers Edge RV Park
Camper Reservations 2500 East Second Street 775 789-2147	735 Mill Street 800-445-3381 775-323-3381	1401 S. Rock Boulevard 800-621-4792 775-358-8533

ELECTRICITY

44. Electrical power is provided to the booths. 110 volts is normal and 220 volts is possible. If 220 volts or other special electrical requirements are needed, please contact the Vendor Committee.

STATE SALES TAX

45. Nevada Sales Tax shall be charged on all retail sales. You either must have a Reno Nevada Business Tax I.D. Number or pay the sales tax at the end of the Reno Rodeo. If you do not have a Reno Business License you will be assessed an extra \$100 fee upon checking into the Reno Rodeo.
46. You will be provided a Tax Packet containing a Nevada State Sales Tax form, payment instructions and payment envelope. Management will collect the completed forms, along with your tax payment, on the last Saturday at the end of the night. Checks shall be made out to the Nevada Department of Taxation. Per the Nevada Department of Taxation, you shall not turn in or mail your sales tax and/or the packet on your own.
47. Please note, if you do not complete your sales tax packet and/or submit your payment to Reno Rodeo on the last Saturday before the end of the Rodeo you will not be invited back to Reno Rodeo.

48. A completed tax packet for the Nevada Department of Taxation is required even when you are a nonprofit organization or do not sell product. Vendors who are sales and use tax exempt must attach a Nevada Department of Taxation letter of exemption with the application.
49. Anyone holding a valid Nevada Sales Tax Permit must fill in their permit number on the gross taxable sales line on the "One-Time Return" and submit the tax collected on their regular monthly or quarterly return.

EXHIBITOR BADGES

50. At the time of check-in, you will receive two (2) vendor badges per vendor location. A limited number of additional badges will be available from the Vendor Committee at check-in. The badges are for those who will be working in your booth. They are not for friends and family that simply want free access to the Rodeo. You shall be penalized for abuse of the badge system. If absolutely necessary for your additional employees you may purchase additional badges at \$5.00 per badge.
51. Please do not contact the Reno Rodeo Association office for additional exhibitor badges as they do not have these items.

MOVE-IN AND MOVE-OUT SCHEDULES

52. Check in will be on Tuesday, June 18, 2013 and Wednesday, June 19, 2013 from 8:00 AM to 5:00 PM each day. The vendor committee will be available during those days and times to assist you with your move-in needs and providing other valuable information services.
53. All vendors must check in before you will be allowed to move in and set up your booth. Check in will be in the office located at the East end of the Indoor Arena. Do not check in at the Reno Rodeo Association office. Vehicles will not be allowed in the exhibit halls after Wednesday so plan to arrive early enough to allow time to unload Tuesday and Wednesday.
54. Should a vendor set up in the wrong booth space, they agree to move to the proper location at their own expense and without protest, this also includes transfer of any installed decorations.
55. All booths shall be ready for business no later than 4:00 PM on Wednesday, June 19, 2013. Vehicles shall be permitted on the grounds and in buildings during set up for unloading only. Management reserves the right to demand the removal of vehicles from any area. No vehicles shall be allowed on the grounds after 3:00 PM on Wednesday, June 19, 2013 or while the rodeo grounds are open to the public.
56. You are required to staff your exhibit until one hour after the end of each Rodeo performance on Saturday, June 29, 2013. You may not begin packing or removing

your booth until one hour after the end of the rodeo performance. You will have until noon on the following Monday to remove your exhibit. At the end of the Rodeo, each vendor is responsible for the cleanup of his/her exhibit area. Any articles or materials not removed from the grounds by noon on Monday will become the sole property of the Reno Rodeo. The Reno Rodeo reserves the right to dispose of such property in any manner it may deem in the best interest of the Rodeo.

HOURS OF OPERATION FOR BOOTHS

57. Even though there will be 24-hour security exhibitors must be present (in their assigned booth area) during all business hours to assure absolute security.
58. Reno Rodeo will advertise to the public that shopping is available from 11:30 AM until 7:30 PM each day of the Rodeo, except for the first Thursday when the grounds will open at 4:00 PM.
59. The hours of operation for the outside exhibits, exhibit hall and indoor arena will be different.
60. For the first Thursday, all vendors must be open from 4:00 PM until 7:30 PM. The two buildings will not be locked to the public until one hour after the end of the Rodeo Performance.
61. Outside Exhibitors must be open from 4:00 PM until 7:30 PM on all weekdays of the event and from 12:00 PM until 7:30 PM on each weekend day of the event. All vendors are welcome to open earlier and stay later. Please keep in mind the carnival is open until midnight each night.
62. Indoor Arena Exhibitors must be open from 11:30 AM until 7:30 PM every day of the event. All vendors are welcome to open earlier and stay later. Please keep in mind that most of the day events begin by 8:00 AM and the doors to the Indoor Arena will not be locked until one hour after the end of the Rodeo Performance.
63. The South Hall Exhibitors must operate their booths from 4:00 PM until 7:30 PM for the first Thursday and Friday of the event. For the weekends and the Monday and Tuesday of the event the Exhibit Hall Exhibitors must operate their booths from 11:30 AM until 7:30 PM. The remaining week days will have a mandatory operation of 4:00 PM until 7:30 PM. Please keep in mind, that these are the mandatory minimum hours. The Exhibit Hall will be unlocked at 11:30 AM each day for any vendor that wishes to operate their booth at that time. In addition, please keep in mind that the advertisements to the public show the vendor hours at 11:30 AM until 7:30 PM each day. All vendors are welcome to open earlier and stay later. The doors to the Exhibit Hall will not be locked until one hour after the end of the Rodeo Performance.

64. All commercial exhibitors must operate during the stated hours. FAILURE TO DO SO MAY RESULT IN FORFEITURE OF FUTURE INVITATIONS TO EXHIBIT AT RENO RODEO.

REFUND AND CANCELLATION POLICY

65. Vendors canceling a space once payment has been made shall be entitled to partial refunds of money (the \$200.00 Deposit in non-refundable) as follows:

- A cancelation before April 1 = a 75% refund
- A cancelation between April 1 & April 30= a 50% refund
- A cancelation between May 1 & May 31 = a 25% refund
- Any cancelation's on or after June 1 = 0% refund