



## Trade Show Terms & Conditions National Little Britches Rodeo Association 2020 National Little Britches Finals Rodeo Lazy E Arena ~ Guthrie, OK ~ July 7-12, 2020

Throughout the Terms & Conditions and contract the National Little Britches Rodeo Association will be referred to as the “NLBRA,” the National Little Britches Finals Rodeo will be referred to as the “NLBFR” and contracted vendors shall be referred to as “Vendor.”

### ASSIGNMENT OF SPACE:

- Assignments will be finalized by the Trade Show Director and at its discretion, reserve the right to assign vendors the best space available based on timeliness of payment and reserves the right to make reasonable shifts in locations for the benefit of the customer and event.
- Vendors are not allowed to sublet or transfer space assignments and may not advertise or display goods other than those manufactured or sold by vendors during an on-going contractual basis.
- Specialty packaged foods such as Jerky, Sauces, and dips are permitted to be sold. No beverages or concession foods are allowed.
- If you need to make special arrangements for a late set-up, your location will be assigned accordingly to ensure the safety and welfare of patrons and fellow vendors.
- Electrical services are limited and will be accommodated upon availability.

### FEES:

- Booth space is available in the Arena Concourse and Outdoors, by the square foot at the rate quoted below.
- Booth space fee is \$7.00 per sq. foot in the Arena and \$4.00 per sq. foot outdoors and includes two (2) name badges good for admission, which must be displayed throughout the NLBFR.
- Vendor must provide the NLBRA Silent Auction with one item valued at \$100 wholesale. Monies raised in the NLBRA Silent Auction help fund the NLBRA Scholarship Fund. The Silent Auction Director will visit your booth to collect your donation or you may deliver to the Silent Auction coordinator.
- Vendor’s fees paid herein are non-transferable.

**DEADLINES:** Vendor must submit application and initial deposit in accordance with the NLBRA Trade Show deadlines indicated below. Booth space will not be considered or reserved until a signed application and deposit are received.

- March 15, 2020: Signed Application and a 50% of total booth fee.
- May 4, 2020: Balance of total booth fee.
- Failure to meet the above deadlines the Vendor forfeits space and deposit.

### CANCELLATION POLICY:

- A Vendor requesting to cancel their contracted space must submit a written notification to the Trade Show Director by March 15, 2020. If a written request is received by the deadline date, a full refund will be returned to the Vendor. A \$100 administrative fee for expenses may be, at the discretion of the NLBRA, be deducted from the refund.
- Cancellations received after March 15, 2020, shall forfeit all monies paid.
- NLBRA reserves the right to cancel this contract at any time. If the contract is cancelled by the NLBRA, the Vendor will be given written notice 30 days prior to event start date and a 100% refund will be issued. The NLBRA further reserves the right to immediately cancel this contract with any Vendor who does not conform to the NLBRA Quality Control Standards (see details) and who, after having been given notice, does not immediately correct, or remove such violation from the display or exhibit.

### INSURANCE AND LIABILITY; INDEMNITY:

Vendor agrees and understands that neither the NLBRA nor the Lazy E Arena LLC are responsible for loss or damage occurring to the Vendor’s property from any cause. Valuables should be secured or packed away each night. Vendor agrees to release and hold harmless the NLBRA and the Lazy E Arena LLC the NLBRA, and their respective officers, directors, board members, agents, sponsors, or members separately or jointly from any and all claim of liability from such loss, damage or claims. Vendor shall maintain insurance at Vendor’s own expense to cover such losses against any and all claims for loss, injury or damage to persons or property arising out of the activities (whether negligent, intentional or reckless) of the vendor, his agents, employees, invitees, licensees, or guests, to defend the NLBRA and the Lazy E Arena LLC against any and all such claims and to reimburse and indemnify the NLBRA and the Lazy E Arena LLC for any loss, damage, expense (including, but not limited to, reasonable attorneys’ fees) or payment suffered thereby. The Vendor shall maintain in effect and, upon request, shall supply the NLBRA and the Lazy E Arena LLC with a certificate of insurance for comprehensive general liability insurance with combined bodily injury and property damage limits of \$500,000 each occurrence and \$1,000,000 aggregate, and an umbrella liability insurance policy with limits of \$1,000,000.

**TAX:** Vendors are responsible for collecting sales tax; the rate in Logan County is **5.25%**. Vendors that have an Oklahoma Sales Tax permit number must include it with this agreement or indicate "mail post event." If you do not provide this information as requested, state law requires you to remit your sales tax and tourism levy to the Oklahoma Tax Commission within 15 days following the event (checks payable to Oklahoma Tax Commission). Show Management will provide forms.

**APPROVED SUPPLIER STATUS:** Any Vendor selling any products with the NLBRA logo(s), NLBFR, NLBRA World Championships, NLBRA Finals Champion, and Little Britches Rodeo wording, must be a PREFERRED SUPPLIER and have a SIGNED CONTRACT with NLBRA. Any violation will result in the forfeiture of goods until the completion of the NLBFR and will result in the banning of Vendor from future NLBRA sanctioned events. Additionally, the Lazy E Arena has an exclusive contract with Pepsi, so any drink products that would be considered a direct compete with any Pepsi Drink product are prohibited.

### **GENERAL INFORMATION:**

- Trade Show Hours are from 9am-8 pm daily. Performances will end later than 8pm each day and Vendor may stay open as business warrants. All Vendors are responsible for securing their property and all valuables should be secured or packed away each night.
- Disruptive noise, including loud equipment or machinery, and distractions are expressly prohibited in the trade show areas.
- All exhibit booth activity is restricted to the contracted booth space. No materials are to be distributed outside the Vendor's space.
- The trade show will be operated under the direction of the NLBRA Trade Show Director.
- No Mylar balloons, fireworks, or firearms are permitted on The Lazy E Arena grounds.

**BOOTH SPACE PRESENTATION:** Each booth display must be consistent with to the size of the assigned space, may be up to 8' in height at the back, up to a distance of 5', from the back drape. Exhibitors may not, without consent from the NLBRA Trade Show Director, at the time of contracting the exhibit space, construct high side walls or display merchandise in such a way that obstructs the view of adjacent exhibit spaces. All aisles and building exits must be kept free of product, displays, etc., at all times. Aerial signage is permitted above contracted space, not in the aisle, and must be in compliance with all facility and Fire Marshal regulations. Any exhibits with unattractive or unfinished portions exposed, including at the rear or sides, must be acceptably covered at the Exhibitor's expense to the satisfaction of trade show management. Assigned space must provide enough room for Exhibitor personnel.

**DISPUTES:** Any dispute, controversy, or claim, which may arise between NLBRA and hereto, in or out of, or in connection with any term or the performance of any covenant of this agreement, shall be settled with the NLBRA Trade Show Director.

**PETS:** Well-mannered and quiet dogs (pets) are allowed on the grounds, but must be on a leash and/or under control by their owner(s) at all times. No dogs are allowed in the practice or performance areas. Proof of current rabies vaccine must be available upon request. Puppy sales are strictly prohibited.

**QUALITY CONTROL STANDARDS:** The following products are strictly prohibited: products related to or promoting alcohol and tobacco, products that demean any person or groups of people, and products with profanity. In addition, any other product that the NLBRA Executive Director and or NLBRA Executive Board finds distasteful, offensive and/or inappropriate for promotion to NLBRA members and spectators at the NLBFR will not be permitted.

### **SET UP AND TEAR DOWN:**

- Move in is Monday, July 6th from 8 a.m. through Tuesday, July 7th at 9 a.m. With prior arrangements, booths on the East side may be permitted to move in early. Trade Show booths must be open for business beginning Tuesday, July 2nd at 9 a.m.
- Tear down and move out will take place Sunday, July 12th after competitions conclude. All Vendors must remove their property from the Lazy E Arena by Sunday, July 7th at 9 p.m.
- Special arrangements may be accommodated upon request. Please contact the NLBFR Trade Show Director at TradeShow@NLBRA.com.

### **TRADE SHOW PROMOTION:**

The NLBRA is committed to your success and will include, but no limited to, the following:

- PSA for the trade show will be announced throughout each performance.
- Social Media content, provided by Vendor to the Sponsorship Coordinator - Shawnee Sagers will be posted prior and during the event.
- Vendors will be listed in the Official Souvenir program and on the NLBRA website with a link to their site or Facebook. Program listing deadline is May 1, 2020.
- The filming of interviews for the RFD-TV Show will be shot in random locations throughout the trade show.
- Any reference in press releases, interviews, etc. will include the promotion of the event throughout Edmond, Guthrie, and Oklahoma.