



## 2018 BBQ & Rodeo Vendor General Information and Policies

BBQ Cook-Off: September 13 – 15, 2018

Rodeo: September 21 – 29, 2018

Mailing Address: 7601 Red Bluff Rd. Pasadena, TX 77507

### **36<sup>th</sup> Annual BBQ Cook-Off Exhibitor Hours**

#### Campbell Hall:

Thurs Sept 13: 5pm-9pm  
Friday Sept 14: 5pm-10pm  
Sat Sept 15: 5pm-10pm

#### Outside:

Thurs Sept 13: 5pm-9pm  
Friday Sept 14: 5pm-12am  
Sat Sept 15: 5pm-12am

### **69<sup>th</sup> Annual Livestock Show & Rodeo Exhibitor Hours**

#### Campbell Hall:

Fri Sept 21: 5pm-11pm  
Sat Sept 22: 11am-11pm  
Sun Sept 23: 11am-5pm  
Mon-Wed Sept 24,25,26: 5pm-9pm  
Thurs Sept 27: 3pm-11pm  
Fri Sept 28: 5pm-11pm  
Sat Sept 22: 11am-11pm

#### Outside:

Fri Sept 21: 5pm-12am  
Sat Sept 22: 11am-12am  
Sun Sept 23: 11am-5pm  
Mon-Wed Sept 24,25,26: 10am-9pm\*  
Thurs Sept 27: 3pm-11pm  
Fri Sept 28: 5pm-11pm  
Sat Sept 22: 11am-11pm

\*Food Vendors Only. Outside merchandise vendors 5pm-9pm

#### **NEW FOR 2018:**

**New extended hours for Campbell Hall and Outside Vendors!**

**All vehicles must be moved to designated Vendor parking by 3pm**

**Electricity:** \$40 per additional 110 outlet...\$75 per 30 amp outlet...\$200 for power greater than 30 amp

Breaker must be supplied by Vendor for anything greater than 30 amp. 220 service is limited, please contact Committee Chairman for special arrangements. Electrical and extension cords are not provided by PLSR.

**Water:** Available for outside booths only. Water is available in various locations. It is the responsibility of the Vendor to provide all necessary water hoses, splitter connections, etc. as needed. Water Connections will be shared....please be considerate of other Vendors.

**Refuse/Recycle/Grease:** Booth spaces are to be kept neat and clean at all times. Trash will be collected prior to and after gate opening daily. Trash is to be placed in plastic trash bags and placed outside booth space after gates close. Please break down cardboard boxes. **Grease/oil recycle container may be available on the grounds. In the event a container is not available, it is the responsibility of the Vendor to PROPERLY DISPOSE OF GREASE/OIL. The disposal of grease/oil in city storm drains is STRICTLY PROHIBITED and will result in forfeiture of booth space without refund and may be subject to monetary penalty.**

**Liability Insurance: ALL Food & Ride Vendors** must provide proof of General Liability insurance naming the City of Pasadena, The Pasadena Livestock Show & Rodeo, its officers, directors, agents and volunteers as Additional Insured with limits Of \$1,000,000 Occurrence /\$3,000,000 Aggregate. **IF VENDOR DOES NOT HAVE LIABILITY INSURANCE, PLEASE COMPLETE AND RETURN THE "INSURANCE REQUEST FORM" WITH YOUR CONTRACT. PREMIUM AMOUNT IS LISTED ON THE FORM. Certificate of Insurance containing the limits described above must be filed with the Rodeo Office Before Vendor move-in.**

**Items to be Sold or Displayed:** ALL merchandise that will be sold or displayed must be listed on the Exhibitor Rental Agreement or attached to the contract. ALL food vendors must submit menu for review with contract- NO EXCEPTIONS. Merchandise and food Items not listed cannot be sold or displayed. Vendor is prohibited from selling any T-shirts, caps and/or any item bearing the Pasadena Livestock Show & Rodeo logo. Booths will be monitored for compliance. Failure to comply will result in immediate eviction and forfeiture of all fees paid. **NO EXHIBITOR MAY SELL OR GIVE AWAY HOVERBOARDS, UNMANNED AIRCRAFT SYSTEMS, TASERS, GUNS, KNIVES, WEAPONS, DRUGS, DRUG PARAPHENALIA, FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, ALCOHOLIC BEVERAGES OR ANY ITEMS DEEMED UNDESIRABLE OR UNSAFE BY PLSR.**

**ABSOLUTELY NO LIVE ANIMALS!** Pasadena Livestock Show & Rodeo reserves the right to refuse and/or dismiss any person(s) exhibiting an undesirable or illegal product(s), or any person(s) not abiding by the rules as set forth by PLSR.

**Non-Alcoholic Beverages:** Soft drinks, bottled water and ice are sold by the Pasadena Livestock Show & Rodeo and must be purchased by Vendor from PLSR. Vendor will not be allowed to bring in ANY ice, soft drinks or bottled water for resale. Fountain soda BIBS ARE PERMITTED FOR COCA-COLA PRODUCTS ONLY. IF YOU WISH TO SELL FOUNTAIN DRINKS, PLEASE COMPLETE THE ATTACHED APPLICATION AND RETURN WITH CONTRACT. CONTACT VENDOR COMMITTEE CHAIRMAN FOR MORE INFORMATION.

**Food Permit:** All food vendors are required to have a Food Permit, including pre-packaged and sample food. All food vendors must complete the temporary food permit included within the Vendor packet and sent to the City of Pasadena Health Department along with payment. The City of Pasadena Health Department Inspectors will be on site for final inspection.

**Vendors must be present and ready for inspection, as follows:**

BBQ Cook-Off: Thursday Sept 13 at 1pm

Rodeo: Friday Sept 21 at 2pm

If you have questions, contact the City of Pasadena Health Department at (713) 475-5529

**Booth Furniture:** Tables and chairs will not be provided by PLSR. All Vendors must furnish their own booth furniture and décor. All booth space must be soundly constructed and all obstructions must be clearly marked and cords secured for safety.

**Release of Liability:** Vendor agrees to uphold and abide by the rules and regulations of the Pasadena Livestock Show & Rodeo and the City of Pasadena with regards to the use of the Municipal Fairgrounds and Convention Center, including such rules and regulations governing the entrance into, passageways across and parking upon said property. It is hereby understood and agreed that PLSR will, in no case, be responsible for any loss, damage or injury to any person or property during the term of this lease or during any period of time in which Vendor, its agents and/or employees, is using said property in enjoyment of the privilege afforded Vendor under this lease agreement; regardless of how such loss, damage or injury is occasioned and by whom. It is further agreed by and between PLSR and Vendor that Vendor will protect, indemnify and save harmless PLSR and the City of Pasadena from any and all claims, suits, and/or judgments, including attorney's fees and other costs of defense of any said claim and/or suit incurred by PLSR, brought by anyone as a result of action or inaction of Vendor, either solely or in conjunction with PLSR or anyone else. Any policy change or rule interpretation can be made at the discretion of PLSR with approval of the President. PLSR has the right to refuse contract.

**Set-Up:** All Vendors must check-in with PLSR Vendor Committee representative prior to set-up. Vendor booth space will be clearly marked with Vendor name prior to move-in. Vendors will be allowed to begin set-up during the following times:

Cook-Off – Tuesday Sept 11 1pm – 6pm, Wednesday Sept 12 9am – 10pm, Thursday Sept 13 9am – 3pm.

Rodeo – Wednesday Sept 19 12noon – 6pm, Thursday Sept 20 9am – 10pm, Friday Sept 21 9am – 3pm.

All Vendors must be set-up and ready for business by 5pm Thursday Sept 13 and Friday Sept 21.

**Tear Down:** Vendors may begin tear down for BBQ Cook-Off at 1am Sunday Sept 18 and 12am, Sunday Sept 29 for Rodeo. These times may be adjusted at the discretion of the Vendor Committee. All Vendor property must be removed from the premises by Monday, October 1, 2018. **VENDORS WILL NOT BE PERMITTED TO LOAD OUT EARLY.**

#### **Miscellaneous:**

Vendor will be given two (2) parking passes and four (4) event entry ribbons per booth. Additional parking passes and ribbons may be available at the discretion of the Vendor Committee Director and General Chairman. Designated Vendor parking area will be provided and limited to those with a parking pass displayed on their vehicle. **Vendor parking area gate on Red Bluff Road will close at 7pm and reopen at 10pm nightly during Rodeo and close at 7pm and reopen at 11pm nightly during BBQ Cook-Off.** Vendors needing to leave early must park in other than designated vendor parking. Vendors not requiring mid-way access may restock booths daily until 30 minutes before the above stated show hours. All vehicles must be removed from the mid-way 2 hours prior to show opening hours. Vendors must be open and ready for business by listed show times. Booths must be manned at all times. Failure to open may result in eviction and forfeiture of all fees paid. Vendor will pay for all Worker's Compensation, FICA or withholding taxes for any and all employees or agents that work in their booths.

All taxes are the sole responsibility of the Vendor. Refunds will not be given after July 1, 2018. Pasadena Livestock Show & Rodeo reserves the right to relocate Vendors for the maximum benefit of the Association and its visitors.

For additional information, please contact:

Cathy Lawing, General Chairman (832) 266-8468 | Linda Patrick, General Chairman (281) 732-6256  
Pasadenarodeo.com | office@pasadenarodeo.com

Pasadena Livestock Show Rodeo/Championship BBQ Cook-off is a 501 (c)(3) Non Profit Organization