

# PENDLETON ROUND-UP™



## ROUND-UP WAY

### PARTICIPANT INFORMATION

**Round-Up Way is strictly for NON-RETAIL and NON-POLITICAL vendors. This space is open to sponsors of the Pendleton Round-Up and available to purchase. No Sales are allowed.**

**Insurance Requirements:** Please provide the Pendleton Round-Up Association with a certificate of liability insurance, listing Pendleton Round-Up Association, Pendleton Round-Up Foundation, Pendleton Round-Up Holdings, LLC, and Happy Canyon Co. Inc., as additionally insured.

**Location and Hours:** Round-Up Way is located adjacent to the Pendleton Round-Up (PRU) grounds in Roy Raley Park. Monday and Tuesday you may be open at whatever time you see fit, there will be light traffic each day. Beginning Wednesday please plan to be open 10am-6pm, with busiest hours between 11-1pm and 3-6pm.

**Contact:** Shanna Hamilton, office: 541-612-3497 (cell: 208-566-4450 please only use during event), [shanna@pendletonroundup.com](mailto:shanna@pendletonroundup.com). Shanna is availability on-site before, during, and after the event to assist with any questions you may have. Offices are located on the PRU grounds.

**Security:** Beginning Monday, September 10, security will be provided to the event space with lighted towers. Please secure your booths as this event space is outdoors. The Pendleton Round-Up Association and Round-Up Way will not be responsible for any losses or damages to booths or properties.

**Set-up:** Unloading and loading is permitted for 20 minutes in the park; please unload as soon as possible without blocking the drive. There are limited spaces for unloading or you can park across the street in the empty lot and haul to your area, again please do not block the entry way. You can begin set up on Monday September 10<sup>th</sup>, 8:30 am to 4:30 pm please be set up **Tuesday 9/11 by noon at the very latest.**

**Parking:** There is very limited parking available and you may need to pay for parking on the street. We do not furnish parking in this venue but may be able to utilize a space in our nearest lot. This is dependent upon vehicle type and availability. You may inquire about how to purchase parking space if needed.

**Electricity:** Please inform PRU of any electricity requirements you may need by contacting Shanna by **August 1<sup>st</sup>**. There may be electrical boxes available for an additional fee. Cord

covers are required to minimize tripping hazards, if you do not supply them you will be billed for them.

**Buckin' Banner:** 6'-8' Banner space only. You are responsible for costs of shipping to and from our facility. Please include a pre-printed label in a secure tube to be shipped back. These banners must arrive between Sept. 5 and 10, 2018.

**Furniture:** Tables, chairs or any other furniture needs are **NOT** supplied for vendor spaces. Please bring any necessities with your or contact Eastern Oregon Rentals at 541-276-7368.

**Shipments:** With the exclusion of banners, shipments must arrive on **Monday**, September 10<sup>th</sup> 2018. We do not have storage space, loading dock or a forklift to accommodate pallets. If you are shipping materials directly to the Pendleton Round-Up grounds please contact Shanna to discuss further instructions. *Shipping out is the sole responsibility of vendor.*

Please ship to the following address:

Pendleton Round-Up Association  
Attn: Shanna Hamilton-Round Up Way  
1114 SW Court Ave.  
Pendleton, Or 97801

**Dismantle:** Must be completed by 12:00 pm on Sunday, September 16<sup>th</sup>, you are welcome to begin after 7 pm on Saturday following the last performance of the Rodeo.

*Thank you for your participation!*

