

## ***BigHorn Rodeo 2017 Guidelines for Vendor Booth Participation***

NGRA (Nevada Gay Rodeo Association) is pleased to announce this year's **BigHorn Rodeo Celebration**.

**Vendor Location, Date, and Time:** The 2017 Weekend Rodeo Celebration will be held from 9:00 a.m. to close on Saturday and Sunday, September 23 & 24, 2017 at **Horseman's Park**, 5800 E. Flamingo Road, Las Vegas, NV 89122.

**Deadline:** All applications **must be received WITH PAYMENT by August 15, 2017**, and will be processed in the order received. Applications without full payment will be returned. Applications received after the deadline will be processed on a space available basis, and will be subject to a \$125.00 late fee.

**Payment:** **Payment in full is required with the submission of this application.** Visa, MasterCard, American Express, Discover, or PayPal payments are accepted on our website, [www.bighornrodeo.com](http://www.bighornrodeo.com). Checks or money orders should be made payable to the Nevada Gay Rodeo Association. A \$35 service charge will be applied for all returned payments. Applications will not be confirmed until funds have cleared.

**Electricity:** Access to electricity is very limited and will be offered only upon approval by the Vendor Coordinator. Basic rate for electricity at the rodeo grounds is \$20 per day up to a 20 amp circuit.

**Vending:** A summary of all items to be displayed, offered for sale, or distributed without charge, must be stated on the application. To assure optimum benefit for each vendor, applications may be refused if items to be sold are the same or closely similar to others already accepted by the vendor coordinator for sale by another vendor. Vendors agree not to discriminate against any individual on the basis of sexual orientation, gender, race, color, physical limitations, or heritage. NGRA reserves the right to require any vendor to remove from display and immediately cease selling or distributing any item that could be deemed inappropriate and/or that might cause a disturbance. Sexist, racist or homophobic materials will not be permitted. **For compliance with county health codes, no consumable items may be sold unless necessary health permits are obtained and the items are listed on the vendor application.** Unless by special arrangement with the Vendor Coordinator, vendors are prohibited from selling bottled water or soda. **UNDER NO CIRCUMSTANCE WILL A VENDOR BE ALLOWED TO SELL ALCOHOLIC BEVERAGES, SODA, or WATER.** All vendors must provide their own ice.

**Pop-Up Tents:** Pop-up tents will be allowed with wind speed documentation of a minimum of 25mph. Please note that if wind conditions state wind speeds/gusts of more than 25 mph pop up tents must be dismantled.

**Placement:** Vendor cancellation based on space assignment will not be grounds for refund of fees. Vendors will be placed on a first-come, first-served basis, and according to need for electricity

**Booth Personnel:** All booth personnel will be required to sign a liability waiver holding harmless the Nevada Gay Rodeo Association, the International Gay Rodeo Association, and their sponsors.

**Permit and Licenses:** Vendors are required to obtain, pay for, and assume all responsibility and liability for, any and all permits and licenses that may be required by Clark County and/or the State of Nevada. All permits and licenses must be available for inspection at all times. **Food vendors will be required to complete a special event use permit and pay necessary fees through the Southern Nevada Health**

**District.** Information on how to obtain and submit the necessary forms and payment will be provided by the vendor coordinator to food vendors. A county health district official will inspect each food vending station during the course of the weekend. Failure to obtain and have available the permit and comply with the county health district's food service recommendations may result in closure of the booth.

**Sales Tax:** Vendors selling any item subject to Nevada Sales Tax assume all responsibility and liability for obtaining and paying for a valid Nevada resale Permit, for the collection of all sales taxes on items sold and for payment to the State of Nevada of all Sales Taxes collected. **NGRA will not be collecting sales tax. Vendor is solely responsible for any and all filings and payment directly to the State of Nevada.**

**Cancellation:** Once an application is accepted by Nevada Gay Rodeo Association, and before September 11, 2017, a vendor may cancel by notifying NGRA in writing. Any refund will be dependent upon resale of that space. In no event, will fees be refunded if cancellation notice is postmarked on or after September 11, 2017. Cancellation notices must be mailed to NGRA BigHorn Rodeo Vendors, PO Box 96055, Las Vegas, NV 89193, or e-mailed to vendors@bighornrodeo.com. This is a rain or shine event. No refunds will be given because of inclement weather.

**Confirmation:** If you do not receive a confirmation within 10 days of sending your application, please contact our vendor coordinator at vendors@bighornrodeo.com.

**Set-Up:** Vendor setup will be Friday, September 22, 2017 from 2:00 p.m. to 5:00 p.m. or Saturday, September 23, 2017 from 7:00 a.m. – 9:00 a.m.). Vendors are required to be open from 9:00 a.m. to close September 23 & 24, 2017. Closing early will result in the forfeiture of security deposit. Rodeo events will start at 9:00 a.m. NGRA requests that all booths be open for operation during vendor hours at the park. No vehicles may be parked or used for loading and unloading within the public areas or during rodeo hours of operation or on grass areas at any time. Because of the risk of damage to the park's sprinkler system, **no stakes may be used in the grass.** Tents or canopies must be secured by weights, such as cement blocks or sand bags.

**Security:** NGRA will provide limited on-site security for the grounds when the park is closed. It is the vendor's responsibility to appropriately staff the booth during rodeo hours of operation and to secure the booth area when closed.

**Clean up:** Vendors agree to leave their area in the same condition as received. All articles to be disposed of must be placed in receptacles provided. Any clean-up or repair needed after check-out will be deducted from the posted security deposit. Security deposits will be mailed within 30 days.

**No Pets Policy:** Due to health department rules, and as a consideration for our visitors, absolutely no pets are allowed on the rodeo grounds (with the exception of bonafide seeing-eye dogs). This rule applies to all pets – exotic, as well as domestic. Please do not request any of our personnel to make an exception for your pet.

If you have any questions or comments about this application process, please contact our Vendor Coordinator via e-mail at vendors@bighornrodeo.com.