

VENDOR GUIDE

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 2023 BigHorn Rodeo will be held from 6:00 pm Friday, September 15th, 2023 until close and Saturday, September 16th and Sunday September 17th from 10:00 am until close at Horseman's Park, 5800 E. Flamingo Road, Las Vegas, NV 89122.

Deadline: All applications must be received with payment and insurance requirements by August 1, 2023, with the exception of food vendors which will be due July 15, 2023; 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 the application.**

Visa, MasterCard, American Express, Discover, or PayPal payments are accepted on our website. 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.

Insurance Requirement: Vendor agrees to provide adequate insurance and a Certificate of Liability listing the following as additional insured:

Nevada Gay Rodeo Association

PO Box 94983
Las Vegas, NV 89193

Equine Event Management, LLC

6955 N. Durango Drive, Suite 111-3345
Las Vegas, NV 89149

Clark County Horseman's Park

Purchasing and Contracts Division
Government Center, 4th Floor
5008 Grand Central Parkway
Las Vegas, NV 89155

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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 20amp 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.

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. Tents cannot be staked into the ground, you must provide your own weights.

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.

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.

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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 (SNHD). 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.

Cancellation: Once an application is accepted by Nevada Gay Rodeo Association, and before September 1, 2023, 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 1, 2023. Cancellation notices must be mailed to NGRA BigHorn Rodeo Vendors, PO Box 94983, 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 15, 2023 from 12:00 p.m. to 5:00 p.m. Food Vendors must be set up and ready by 12:00 noon of Friday, September 15, 2023 for the SNHD Health Inspection. Vendors are required to be open from 10:00 a.m. to the end of Rodeo September 16 & 17, 2023. Closing early will result in the forfeiture of security deposit. Rodeo events will start around 11:00 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.

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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 Horseman's Park Rules & Regulations, and as a consideration for our visitors, absolutely no pets are allowed on the rodeo grounds (with the exception of service 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 email at vendors@bighornrodeo.com.

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The applicant understands that Nevada Gay Rodeo Association (NGRA) has the legal possession and control of the Rodeo site from Friday to Sunday, September 15-17, 2023, pursuant to agreement with the Clark County Department of Parks and Recreation. The applicant further understands that the use granted her/him/them by Nevada Gay Rodeo Association is a LICENSE TO OCCUPY and is not coupled with an interest in the property. The Nevada Gay Rodeo Association retains the right to terminate this license to occupy at any time during the term of the applicant's use if, in the sole determination of Nevada Gay Rodeo Association, (1) the applicant is found to have falsified any of the statements contained in this application; (2) the applicant is found to have changed or added to the use described in this application; (3) the applicant created a nuisance to Nevada Gay Rodeo Association, its licensees and/or its guests; (4) the applicant's use of the premises in any other way interferes with orderly, safe and successful conduct of the event. The applicant further agrees (1) to furnish all equipment (except canopies, tables and/or chairs rented through Nevada Gay Rodeo Association), inventory, supplies and personnel necessary to the operation of her/his/their booth; (2) to leave the area fully clean and clear of refuse; (3) to sell only the items listed in the application and make no change without written consent of Nevada Gay Rodeo Association; (4) to indemnify and hold harmless Nevada Gay Rodeo Association against any and all liabilities arising from the conduct of the operations covered by this contract.

Submission of an application form affirms that the applicant and/or organizations/business(es) represented by the applicant does not discriminate in hiring, employment, participation or services based on race, ancestry, religion, creed, sex, marital status, physical handicap, medical condition, national origin or sexual orientation. Nevada Gay Rodeo Association reserves the right to publish this signed affirmation, in whole or part, in support and pursuit of its purpose and objectives.

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By submitting an application form, the applicant affirms they have read and clearly understand the information contained in this application and the responsibilities accorded as a participating vendor at the 2023 Nevada Gay Rodeo Association BigHorn Rodeo. It is understood that the applicant may cancel the application, in writing; and, if cancellation notice is postmarked by September 1, 2023, and canceled space(s) can be re-rented, expect a full refund of all fees paid within 30 days of cancellation, less any security deposit(s). In no event, shall security deposits be refunded in the event of a cancellation.



THANK YOU

Thank you for your support of NGRA and BigHorn Rodeo. We have been a part of the Las Vegas Community since 1992 and we continue to do our best to make a difference. All vendors fees are considered a donation to NGRA. We will provide you with a receipt for your contribution that you can use for tax purposes.

Please contact us directly via email at vendors@bighornrodeo.com to discuss your vendor agreement. You may also visit our website www.bighornrodeo.com to learn more about us. We accept all major credit cards and will accept a business check for your vendor fees. We can also send you a digital invoice that can be paid via PayPal if you prefer.

We look forward to partnering with you to make 2023 an amazing year for NGRA, BigHorn Rodeo and the Southern Nevada Community.

Contact Information:

Vendor Coordinator
Nevada Gay Rodeo Association
P.O. Box 94983
Las Vegas, NV 89193

Phone: (702) 659-2010
Email: vendors@bighornrodeo.com
Website: www.bighornrodeo.com



@NevadaGayRodeo