

2024 THE RENO RODEO

COMMERCIAL EXHIBIT HALL

HANDBOOK





Dear Exhibitor:

Welcome to the 2024 The Reno Rodeo. We appreciate your interest in exhibiting at our Rodeo this year. This handbook was designed to provide all the necessary information you will need before, during, and during the Rodeo. It is the responsibility of each vendor to read this handbook, know and abide by the rules of The Reno Rodeo

We partner with you in welcoming our fans to the Reno Rodeo and to ensure that their The Reno Rodeo experience is pleasant and entertaining. Please join us in providing the best customer service for all our patrons.

We look forward to having your business or organization as an integral part of the 2024 The Reno Rodeo. If you have any questions, please email us at Vendors@renorodeo.com. We encourage you to find your answer in this Handbook before contacting us. We receive several inquiries each week and may not be able to respond as quickly as you would like, but we will get back to you.

Best Regards,

A handwritten signature in blue ink that reads "Michael W. Buis". The signature is written in a cursive, flowing style.

Michael W. Buis

2024 The Reno Rodeo, Exhibit Hall Chairman



INSTRUCTIONS FOR NEW APPLICANTS

If you are a new vendor to The Reno Rodeo, please complete the **2024 online Commercial Vendor Application** at <http://www.renorodeo.com/p/get-involved/doublermarketplace>

The Reno Rodeo provides returning vendors first option on booth spaces. To discuss available booth spaces, contact Michael Buis at (775) 232-2331, or email Vendors@renorodeo.com.

As a new vendor it is also important to send pictures of your booth, list all brands and all products that you plan to exhibit. The *2024 Commercial Vendor Application* can be found online at The Reno Rodeo Website <https://renorodeo.com/get-involved/vendor-information/>

New Vendor Process:







- If you cannot apply online, **do not** send in deposit check with application.
- The Reno Rodeo Vendor staff contacts each potential vendor to qualify compatible products.
- If approved, we will verify available booth space, take deposit, and set up payment arrangements.

2024 The Reno Rodeo DUE DATES AND SHOW TIMELINE

All information is due on or before the specified dates to The Reno Rodeo Association, c/o Michael Buis, email Vendors@renorodeo.com. If you mail the requested information, the postmark date will be used to assess compliance with the deadlines.

Date	What is Due
November 1, 2023	Returning vendors who have not paid their deposit will have their space made available to new applicants.
November 1, 2023	Booth Spaces reserved / confirmed with deposit will be placed on payment plan with monthly statements. Booth spaces not reserved by deposit will be released and made available.
March 1, 2024	Executed 2024 Commercial Exhibit Space Agreement / Terms & Conditions
May 1, 2024	If a Space Agreement and 100% of the booth fees are not received by May 1, 2024, the The Reno Rodeo may reassign your booth. <i>You will not receive further notice of this deadline. You must take responsibility for payment by the deadline.</i>
May 15, 2024	Your Certificate of Insurance Coverage is due. - Email to RRVendorinsurance@renorodeo.com
Monday, June 17, 2024 8 AM – 5 PM	Standard Check in and scheduled move-in begins for the Indoor Arena, Exhibit Hall, and Outside vendors. Registration will begin at 8:00 AM. See move-in section for details.
Wednesday, June 19, 2024, 8 AM – 4 PM	<i>This is the last day for check-in beginning at 8:00 AM. All vendors must have their booth set up and off the grounds by 4:00 p.m. that day.</i>
Thursday, June 20, 2024	There will be <u>no</u> check-ins on this day. All commercial exhibits will open to the public at 4:00 PM.

DOUBLE R MARKETPLACE

June 20, 2024	Extreme Bulls Performance – all booths shall operate during this performance.
June 20 – 29, 2024	The Reno Rodeo Performance Dates – all booths shall operate during these dates. See Page 12 for hours of operation per day.
Saturday, June 29, 2024	<p>Commercial Exhibits close one hour after the Rodeo Performance on June 29, 2024.</p> <p> Nevada States Sales Tax Due</p> <ul style="list-style-type: none"> ○ Collected by The Reno Rodeo Exhibitor Committee <ul style="list-style-type: none"> ▪ Checks made out to: The Reno Rodeo Association <p> Western Indoor Arena can start tearing down booths at 11pm,</p> <p> Keep all aisles clear,</p> <p> Nothing can be removed from building until 1 hour after carnival is closed.</p> <p> South Hall, no one is to start packing their booth or moving out until one hour after the end of the Rodeo Performance, and nothing can be removed from building until 1 hour after carnival is closed (approximately 1 am)</p>
Saturday, June 29, 2024	<p>Accepting deposits to reserve 2025 booth space,</p> <p> Payable to The Reno Rodeo.</p>
Sunday, June 30, 2024	Vendors have until 3:00 PM on Sunday, June 30, 2024 , to move out of their booth space and building. Any shipping requirements must be arranged <u>prior</u> to Sunday for pick up on Monday July 1, 2024 .

Food Sampling

Washoe County requires all vendors providing food samples to acquire a health permit, Please contact:

Northern Nevada Public Health

Environmental Health Services | Washoe County Health District

Phone: (775) 328-2434 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

NNPH.Org




Please be aware:

- Completed temporary food permit applications with payment are due 14 days before the 1st day of the event,
 - Regardless of what date the vendor plans to begin offering food
- Last minute Permits will not be accepted within 2 full business days of the event, so for Reno Rodeo 2024 June 17th



EXHIBIT SPACE

The Reno Rodeo has three venues for commercial exhibits: WESTERN INDOOR ARENA, SOUTH EXHIBIT HALL and OUTSIDE. All three venues are managed and are to present a western theme.

- **Western Indoor Arena Booths** – hours of operation are generally 11 am – 10:30 pm around the scheduled Day Events.
 To align with scheduled Day Events, look at updated schedules.
- **South Exhibit Hall and Outdoor Booths** – hours of operation are generally the same as the carnival hours:
 Weekends 12 noon – 11 pm
 Weekdays 4 pm – 11 pm, someday schedules may change for special events.

The Reno Rodeo Vendor Committee “management” reserves the right to accept or reject a prospective exhibit or returning exhibit for any booth space based on product quality, type, booth design, and vendor. Preference is given to applicants with a western theme.

**WESTERN INDOOR ARENA - \$1,000.00* per 10x10
(Some spaces have a premium as they are 10x14)**

SOUTH EXHIBIT HALL - \$900* per 10x10

The South Exhibit Hall is an indoor exhibit hall located on the main walkway between the carnival and rodeo arena,

OUTSIDE EXHIBITS - \$700* per 10x10

The Outside Exhibit booths provide a unique opportunity to exhibit goods that are large or associated with outdoor activities (e.g., horse trailers), located on the main carnival and rodeo arena walkway.

STATIC DISPLAYS - \$400.00*

The Reno Rodeo provides a limited number of locations for static displays. Management reserves the right to accept or reject a prospective exhibit for the Static Displays based on display quality, type, and design.

*** Space Rates subject to change for 2024**



COMPETTITVE PRICE UNDERCUTTING

Management does its best to minimize vendor product / brand overlap / booth positioning conflict. We promote and support competition, however price undercutting will not be tolerated and will result in product removal and potential vendor removal.

EXCLUSIVITY OF PRODUCTS

There is an option with The Reno Rodeo for a vendor to have exclusivity on selling items; for exclusivity on an item(s) you will be charged a minimum of \$1,500 per item (price dependent on what the item is) if accepted. This option is available on a first come basis and must be approved by The Reno Rodeo Association. The item that you request exclusivity for shall be specified in detail. *If you are interested in this option please send a detailed letter to **The Reno Rodeo Association, c/o Michael Buis, P.O. Box 12335, Reno, NV 89510**, with your request and specify the exact item(s) that you want exclusivity over. Please include photos of the item(s) when submitting your request.*

RENO BUSINESS LICENSE FEE

There is an additional \$100.00 fee added to the invoice for all vendors that do not have a Reno Business License. If you have one, it should be scanned and submitted with your application.

INSURANCE REQUIREMENTS

All vendors shall either provide proof of insurance certificate for a minimum \$1,000,000 (one million dollars) in liability, indemnifying the following as an additional insured for June 15, 2024, through June 30, 2024.

**The Reno Rodeo Association & Reno Livestock Events Center
1350 N Wells Ave, Reno, NV 89512**

Proof of insurance must be delivered to the Vendor Committee, or purchased from Specialty Program Insurers, provided online prior to May 15, 2024.

Scan/email: RRvendorinsurance@renorodeo.com

If you do not have insurance you may purchase liability on-line insurance from Specialty Program Insurers at totaleventinsurance.com

- *You will not be allowed to move in unless Proof of Insurance has been submitted or purchased – **NO EXCEPTIONS.***

VENDOR POLICIES

The Reno Rodeo Association (RRA) in its sole and absolute discretion, reserves the right to interpret these EXHIBITOR RULES and to settle and determine all matters, questions, unforeseen matters or controversies and differences in regards thereto, or otherwise arising out of, connected with, or



incident to the annual The Reno Rodeo Association not covered by these Rules, as amended from time to time.

All Exhibitors desiring to lease exhibit space from The Reno Rodeo Association are required to enter into a written contract with The Reno Rodeo Association for the installation and safe operation of any commercial exhibit/booth. The Exhibits Contract must be signed by an authorized representative of the Exhibitor (i.e., officer, partner, owner, or sole proprietor). In the event of a conflict between the Exhibits Contract and these Rules, the Exhibits Contract will apply.

Violating or disregarding any of these Rules by an Exhibitor may subject the Exhibitor to forfeit all rental fees, deposits, or other moneys or consideration paid to The Reno Rodeo Association, closure of Exhibitor's Exhibit by The Reno Rodeo Association, or forfeiture of any and all rights and privileges under the Exhibits Contract between The Reno Rodeo Association and Exhibitor.

The following rules have been established to date:

BASIC RULES

1. Disregard of **any rule** set forth by The Reno Rodeo may result in forfeiture of all monies, rights, and privileges.
2. **PLEASE NOTE:** *The logo of The Reno Rodeo and the Double R Marketplace are Registered Trademarks and SHALL NOT be used, under any circumstances, without PRIOR WRITTEN PERMISSION from The Reno Rodeo Association.*
3. Vendors are bound by the terms of the contract that incorporates this Handbook that they sign to secure exhibit space. Vendors are under strict supervision of The Reno Rodeo Association and its Vendors Committee agents.
4. If your booth will be gathering names, addresses and phone numbers from visitors, you shall not represent yourself as being from or with The Reno Rodeo Association when you contact them later.
5. If you receive an exhibit space at The Reno Rodeo you are not guaranteed a space at subsequent Rodeos.
6. You are required to operate your booth during all hours posted for the location of your booth. If you do not have someone operating your booth during all such hours, you may not be invited back to The Reno Rodeo the following year.
7. SUBLETTING OF THE EXHIBIT SPACE TO A THIRD PARTY BY AN EXHIBITOR IS STRICTLY PROHIBITED. The Exhibit Space must be occupied and used only by the contracting party that executed the Exhibits Contract with The Reno Rodeo Association. All signage displaying Exhibitor's company/brand name must be the same as the entity that



entered into the Exhibits Contract with The Reno Rodeo Association for the Exhibit Space, or a reasonable derivative thereof.

8. Alcohol, smoking, and/or vaping is prohibited in booths or inside the buildings.
9. Exhibitors and their personnel are prohibited from consuming alcoholic beverages within their booth space. Intoxicated personnel will not be permitted to operate any Exhibit.
10. No food, beverage, or merchandise (balloons, visors, sunglasses, T-shirts, etc.) sold by other vendors may be given away on the grounds. Such acts conflict with concession rights held by others.
11. Placing advertising material on or in automobiles on the Rodeo grounds is specifically prohibited and no such permission shall be granted under any circumstance.
12. Vendors shall comply with the law, rules, regulations and codes of the State of Nevada, Washoe County, City of Reno, and The Reno Rodeo, including but not limited to Workers' Compensation, insurance, health and safety, fire, construction, and utilities.
13. All vendors are expected to conduct themselves in a professional manner according to the rules of this handbook. Any unruly conduct, refusal to follow rules or use of foul language to Rodeo patrons or Rodeo personnel, will be considered grounds for expulsion from the Rodeo. Such vendors shall not be permitted to return to future Reno Rodeo events.
14. Scalping / sharing of credential, parking passes and vendor badges by vendors, their agents, family members or any other person shall result in immediate expulsion with no refund and the vendor will not be allowed to return to future Rodeos.
15. Aggressive sales practices / tactics **WILL NOT** be tolerated. We need to respect all vendors and patrons. Vendors and their representatives shall remain within the boundaries of their booths. Violation may result in removal from the event with no refund.

All merchandise, goods, and promotional items to be distributed from the Exhibit must be approved in writing by The Reno Rodeo Association. Exhibitor must be an authorized, licensed, or lawful vendor for the products it intends to sell or distribute, and Exhibitor must secure all required authorizations and licenses for the sale or distribution of any brand-name products, including any copyrighted, trademarked, or licensed merchandise.

BOOTH DESIGN RULES

16. The Reno Rodeo has a western theme for each vendor to aspire to. The western theme adds immensely to the atmosphere of the exhibit buildings. All booth design and decoration must incorporate a ***western theme***.
17. Balloons are not allowed in either of the exhibit buildings.



18. The Fire Marshall continues to strengthen the fire safety regulations each year. Observance of all fire regulations will be strictly enforced. Failure to comply with these regulations puts you at risk of being asked to leave. Please come prepared with the appropriate materials:
- ❖ We prohibit the use of hay / straw bales in indoor halls.
 - ❖ Permanent utility fixtures in the building, such as air returns, may not be blocked.
 - ❖ Compliance with electrical codes to prevent overheating and ignition from electrical faults or problems:
 - Use of APPROVED electrical power strips is required.
 - Adequate wire insulation and use of heavy-duty wiring is required.
 - All booth covers must be fireproof and marked accordingly.
 - Electrical lights must be:
 - LED lights are required.
 - a minimum of 6 inches away from any material to ensure fire safety,
 - **All aisles and walkways must be clear of merchandise and boxes at all times. Aisles must be clear for emergency situations.**
19. Materials used in the construction of your booth must be certified flame-proofed or treated with a flameproof solution. It is advisable to have a fire extinguisher in your booth at all times.
20. All extension cords used in your booth for any reason must be heavy duty grounded (three prong plug) cord to meet local fire codes. You are responsible for providing your own trip mat or cord covers for any extension cord that will be crossing a walkway. Tape is NOT acceptable as a safety measure!
21. **Pipe, drape, and tables are not provided by The Reno Rodeo.** All decorations, tables, chairs, display cases, etc. must be supplied by the vendor and meet all applicable rules. All exhibits are for the space only, no shelters/canopies are provided by The Reno Rodeo. Utilitarian tables must be professionally covered and draped to the floor.
22. Exhibits should be constructed in a good and workman-like manner and appear neat and orderly in appearance. Exhibits must be permanent, free-standing, self-supporting structures. All extension cords should be hidden from the public. This includes both inside and outside the exhibit booth space. If extension cords are needed, they must be secured with gaffer's tape.
23. *Inventories of merchandise, goods, promotional items, and supplies must be stored neatly out of the sight of Rodeo patrons.* Exhibitors may not use the area around their space for storage, cooking or other purposes. Microwaves and refrigerators booths should not be visible to the public.

PRODUCT DISPLAY RESTRICTIONS

24. There are restrictions on displaying and selling certain products at the Reno Rodeo, namely **NO Wrangler denim jeans without prior permission.** There are other limitations on jeans.



Management must approve any jeans that you want to sell at The Reno Rodeo. *Please be sure to fully identify the type and quality of the products in your application and obtain approval from the MANAGEMENT for every item.*

25. "Discount", "Clearance", or "Sale" signs **cannot** be displayed at any time. You may use the wording "Rodeo Special"; otherwise, any other such sign shall be approved by the Vendors Committee Chair.
26. **Handwritten signs are prohibited.**
27. Sound devices, including but not limited to loudspeakers, organs, pianos, and radios, are subject to approval by management. No sound systems, musical instruments, noise makers, loudspeakers, microphones, or other sound amplification or broadcast devices of any kind may be used at sole discretion of the Reno Rodeo Association. Booth sound must be kept at a level that does not interfere with neighboring exhibitors. This includes the hours outside of the designated posted shopping hours to the public. If allowed, the music shall be controlled so as not to interfere with others. **The privilege for use of such sound devices may be revoked at any time.**
28. Vendors may request the approval of management to change the list of articles, products, and/or services up to May 1, 2024. **Change requests shall be in writing only!**
29. No copyrighted merchandise shall be displayed or offered for sale without proper authorization. Management reserves the right to request a vendor to remove a product for suspicion of copyright infringement.
30. Management reserves the right to prohibit any merchandise that, in management's sole judgment, is highly controversial or that may detract from the general character of The Reno Rodeo. Management reserves the right to remove any of such exhibits.
31. **All merchandise MUST be displayed and stored within the marked boundaries of the assigned exhibit space.**
32. No vendor shall move any other vendor's displays or product without the direct consent of said vendor.

Exhibitors shall restrict their sales, solicitation, sampling, demonstration, and promotional activities to the area within the contracted Exhibit Space as specified by The Reno Rodeo Association. Under no conditions may Exhibitors or their personnel exhibit, distribute, sell, solicit, sample, or demonstrate anything outside of the contracted Exhibit Space.

33. Demonstrations must be held within booth space and must not restrict traffic flow in the aisle. Each booth should be able to accommodate patrons inside the booth space without blocking the aisle or crowding other exhibitors.

DOUBLE R MARKETPLACE

34. Solicitation of funds for any political, educational, or charitable corporation, or association, or any other corporation, association, or group is prohibited.
35. **Maintenance and clean-up of the Exhibit during the rodeo is the responsibility of the Exhibitor**, this includes removing all packing materials, bulk trash and other refuse from the Space to the nearest trash dumpster. Please do not ask The Reno Rodeo Association cleaning staff to clean your Exhibit or remove your trash before, during, or after the Rodeo.



A \$100 fee will be assessed per box requiring removal by rodeo personnel.

36. Carpets must be secured using double sided tape. No visible tape will be permitted.
37. If a US flag is present in an exhibit booth, it must be displayed according to the “Flag Code” as outlined by Federal law.
38. No blinking lights or strobe lights will be permitted within the booth space. This includes booth signage. Any use of LED signage must be within the booth space.

SECURITY

39. The Reno Rodeo Association shall exercise care to ensure that your exhibit and products are safe while at The Reno Rodeo and provide limited security 24 hours a day. Security will begin at 8:00 a.m. the Tuesday before the first performance, and end at Noon on the Sunday after the last performance. Even though security will be provided around the clock, you – the vendors – are responsible for your booths at all times. **The Reno Rodeo Association shall not assume responsibility for stolen products, displays, etc. Make sure your booth is secure or monitored during all hours. It is your responsibility to take proper measures to secure your booth and product at night.**

DRAYAGE

40. ***The Reno Rodeo Association office WILL NOT accept delivery of your exhibit.*** If merchandise must be shipped in advance The Reno Rodeo Association **Will NOT** accept delivery of your exhibit **any earlier than Tuesday June 18, 2024.** Please make the appropriate arrangements with your shipper or a local warehouse for storage, with a delivery date set after your representatives are available to receive shipments.
41. Deliveries made during The Reno Rodeo shall use the following physical address and you must include the following:

Name of Vendor, Booth Name and Booth Number
The Reno Rodeo Association
1350 North Wells Avenue
Reno, Nevada 89512

DOUBLE R MARKETPLACE

DO NOT SHIP ANY ITEMS / MATERIALS FOR DELIVERY PRIOR TO THE TUESDAY BEFORE THE FIRST RODEO PERFORMANCE! WE DO NOT ACCEPT C.O.D. DELIVERIES NOR DO WE HOLD CHECKS/CASH TO PAY FOR SUCH.

- A small storage unit will be made available to accept limited deliveries between 9 am and 4 pm
- The Reno Rodeo Exhibitor committee may be able to deliver packages to your booth during these stated hours.
 - These deliveries must be signed for by vendor.

42. The Reno Rodeo is not responsible for freight delivered to the vendor office, the grounds, or freight delivered to your assigned space. The Reno Rodeo is not responsible for notifying you that merchandise has been delivered, lost, or damaged.

TELEPHONE SERVICE

43. The Reno Rodeo does not provide you with phone service, Contact Reno Livestock Event Center for such services (775) 688-5752).
The Reno Rodeo provides Internet service (where available) at this time, charges may apply.

PARKING

44. There will be **TWO (2)** parking passes issued to each vendor/organization for the duration of The Reno Rodeo **and MUST be immediately displayed in your front windshield, or you may be towed.** These parking passes are for vehicles only, not travel trailers/RVs. Due to the limited amount of vendor parking, **additional parking permits will be available at a cost of \$50 each.**



Vehicle and trailer license plate numbers are required at registration.

45. Please do not contact The Reno Rodeo Association office for additional parking passes.
46. Vendor parking passes are good for the north parking lot for vehicles without trailers only. **No trailer parking will be allowed on the rodeo grounds.** Trailer parking will be available offsite. You will receive additional parking information upon moving into your booth.
47. **Overnight accommodations are not allowed anywhere on the grounds.**
48. The Reno Rodeo reserves the right to close parking lots if they become full. Parking is limited, and permits **DO NOT** guarantee access to The Reno Rodeo grounds.
49. If you need information on RV parking, please contact on the following campgrounds:


Grand Sierra Resort	Reno RV Park	Reno Livestock Event Center Onsite	Rivers Edge RV Park
Camper Reservations 2400 East Second Street 775 789-2147	735 Mill Street 775-323-3381	1350 N Wells Ave Reno NV 89512 (775) 688-5758	1401 S. Rock Boulevard 800-621-4792 775-358-8533




ELECTRICITY

- 50. Electrical power is provided to the booths. 110 volts is normal, and 220 volts is possible. If 220 volts or other special electrical requirements are needed, **please indicate this on your application**, and contact the Exhibit Hall Committee. **You are responsible for providing trip mats or cord cover boxes for any cord extending on or over an established walkway.** Tape is NOT acceptable as a safety measure!

STATE SALES TAX

- 51. You either must have a Reno Nevada Business Tax ID Number or pay the sales tax at the end of The Reno Rodeo.
- 52. Nevada Sales Tax shall be charged on all retail sales. You will be provided a Tax Packet containing a Nevada State Sales Tax form, payment instructions and payment envelope. Management will collect the completed forms, along with your tax payment, on the last Saturday at approximately 6:00 PM.
 **Checks shall be made to the The Reno Rodeo Association.**

 **Per the Nevada Department of Taxation, you shall not turn in or mail your sales tax and/or the packet on your own.**
- 53. If you do not complete your sales tax packet and/or submit your payment to The Reno Rodeo on the last Saturday before the end of the Rodeo you will not be invited back to The Reno Rodeo.
- 54. A completed tax packet for the Nevada Department of Taxation is required even when you are a nonprofit organization or do not sell product. **Vendors who are sales and use tax exempt must attach a Nevada Department of Taxation letter of exemption with the application.**
- 55. Anyone holding a valid Nevada Sales Tax Permit **must** fill in their permit number on the gross taxable sales line on the “One-Time Return” and submit the tax collected on their regular monthly or quarterly return.
- 56. **Reno Business License: All vendors will be assessed a \$100 one-time Reno Business License Fee upon booth reservation and will appear on your billing statement. If you have an active Reno Business License you will need to provide a copy of the certificate and number. Once proof is received your account will be credited.**

VENDOR BADGES / PASSES

- 57. At the time of check-in, you will receive your vendor badges/passes based on booth size:
 - 10 x 102
 - 10 x 204
 - 10 30/405

DOUBLE R MARKETPLACE

- The Vendor badge/pass provides you access to the Vendor hospitality room for refreshments as available. The Vendor Hospitality room is located in the Western Indoor Arena on the East side, and open from 8 am to 5 pm.
- A limited number of additional badges will be available from the Exhibit Hall committee at check-in. If necessary for your additional employees, you may purchase **additional badges at \$35.00 per badge. *The badges are for those who will be working in your booth. They are not for friends and family that simply want free access to the Rodeo.*** You shall be penalized for abuse of the badge system. ***Badges must be worn at all times while on the grounds.***

58. Please do not contact The Reno Rodeo Association office for additional vendor badges they **DO NOT HAVE these items.**

MOVE-IN AND MOVE-OUT SCHEDULES

59. General Check in will be on **Monday June 17, 2024**, through **Wednesday, June 19, 2024**, from **8:00 AM to 5:00 PM** each day. The Vendor Committee will be available during those days and times to assist you with your move-in needs and providing other valuable information services. Please Note:



All fees must be paid



Proof of Insurance must be submitted



Vehicle and trailer license plate numbers must be submitted

- ✓ Without these items completed, **YOU WILL NOT BE ALLOWED TO UNPACK AND SET UP YOUR BOOTH>**

60. All vendors **must** check in before you will be allowed to move in and set up your booth. Check in will be in the office located at the East end of the Indoor Arena. **Do not check in at the The Reno Rodeo Association office. Vehicles will not be allowed in the exhibit halls after Wednesday so plan to arrive early enough to allow time to unload Monday through and Wednesday.**

61. Should a vendor set up in the wrong booth space, they agree to move to the proper location at their own expense and without protest. This also includes transfer of any installed decorations.

62. All booths **shall** be ready for business no later than 5:00 PM on Wednesday, June 19, 2024. Vehicles shall be permitted on the grounds and in buildings during set up for unloading only. Management reserves the right to demand the removal of vehicles from any area. If towing is required, the Vendor is responsible for all applicable charges. The Reno Rodeo is not responsible for any damage.




No vehicles or trailers shall be allowed on the grounds after 3:00 PM on Wednesday, June 19 - 29, 2024 or while the rodeo grounds are open to the public.

63. You are required to staff your exhibit until one hour after the end of the rodeo performance on **Saturday, June 29, 2024. YOU MAY NOT BEGIN PACKING OR REMOVING YOUR BOOTH UNTIL ONE HOUR AFTER THE END OF THE RODEO PERFORMANCE.** You will have until



noon on the following Monday to remove your exhibit. At the end of the Rodeo, each vendor is responsible for the cleanup of his/her exhibit area. Any articles or materials not removed from the grounds by noon on Monday will become the sole property of the Reno Rodeo. The Reno Rodeo reserves the right to dispose of such property in any manner it may deem in the best interest of the Rodeo.

The Exhibit Space is to be restored to the same condition and returned to Reno Rodeo Association as when Exhibitor moved in. Any type of floor covering which involves the use of mastic is not permitted in any of the Fair Park buildings without special written permission from Reno Rodeo Association Exhibit/vendor Department.

 In addition, Exhibitors may not paint any floors or walls within their Exhibit Space. The cost of labor and material to restore the Exhibit Space is the responsibility of Exhibitor.

HOURS OF OPERATION FOR BOOTHS

64. Even though there will be 24-hour security vendors must be present (in their assigned booth area) during all venue specific published business hours to ensure absolute security.

65. The hours of operation for the outside exhibits, exhibit hall and indoor arena will be different, due to the traffic flow of customers.

66. **Outside Vendors – Minimum Hours of Operation**

Outside vendors should note that the carnival stays open until midnight

- Weekend Hours 12:00 PM - 10:00 PM
- Weekday Hours 4:00 PM - 10:00 PM

67. **Indoor Arena Vendors – Hours of Operation**

The Western Hall / Indoor Arena holds daily events. We will provide a “Day Events” schedule with the times the hall doors are open per day / event, usually by 8 am.

- **First Thursday and Friday of Week 1** 11:00 AM – 10:30 PM
- **Weekends** 11:00 AM – 10:30 PM
- **Monday – Wednesday of Week 2** 11:00 AM – 10:30 PM
- **Thursday and Friday – Week 2** 11:00 AM – 10:30 PM

Please Note:

The Western Hall / Indoor Arena doors will be closed and locked at 11:00 PM every day, unless specifically posted otherwise. Existing shoppers will be allowed to continue their purchases, and then leave the hall. This procedure is in place to ensure security and respect for all vendor booths and merchandise.

68. **South Exhibit Hall Vendors – Hours of Operation**

- First Thursday and Friday 4:00 PM – 11:00 PM
- Saturday and Sunday 12:00 PM – 11:00 PM
- Monday and Tuesday 4:00 PM – 11:00 PM
- Wednesday, Thursday, Friday 4:00 PM – 11:00 PM



- Saturday finals

12:00 PM – 11:00 PM

Please Note:

- The South Exhibit Hall will be unlocked one (1) hour before published public opening times each day for any vendor that wishes to set up or stock their booth. In the evening, vendors are welcome to stay later if their sales are active. The doors to the South Exhibit Hall will not be locked until approximately one hour after the end of the Rodeo Performance.

69. All commercial vendors must operate during the stated hours. **FAILURE TO DO SO MAY RESULT IN FORFEITURE OF FUTURE INVITATIONS TO EXHIBIT AT THE RENO RODEO.** You are responsible for the security of your booth at all times. There is additional security to help, but it is your ultimate responsibility to prevent theft and damage of your booth.

REFUND AND CANCELLATION POLICY

70. Vendors canceling a space once payment has been made shall be entitled to partial refunds of money (the \$200.00 Deposit is non-refundable) as follows:
- **A cancelation before March 31 = a 50% refund**
 - **A cancelation between April 1 & April 30= a 25% refund**
 - **A cancelation between May 1 & May 31 = a 10% refund**
 - **Any cancelation's on or after June 1 = 0% refund**