

National High School Finals Rodeo

Exhibitor Guide

**Trade Show
July 15 – 22, 2023**

**CAM-PLEX
Wyoming Center
Gillette, WY**



CAM-PLEX

The logo features the word "CAM-PLEX" in a bold, black, sans-serif font. The letter "M" is stylized with a blue checkmark shape above it. The hyphen "-" is a solid blue horizontal bar. The letter "X" is stylized with a blue chevron shape to its right.

EXHIBITOR RULES AND REGULATIONS

Thank you for participating in the 2023 National High School Finals Tradeshow.

TRADE SHOW CONTACT

CAM-PLEX Multi-Event Facilities
www.cam-plex.com
Trade Show Coordinator, Mikenzie Ochs, tradeshow@cam-plex.com
1635 Reata Drive, Gillette, WY 82718
Phone: 307-682-0552 Fax: 307-682-8418

EXHIBIT SPACE RATES

Indoor booths are in the Wyoming Center at CAM-PLEX. Outdoor booth spaces, including horse trailer exhibitors, will be in the Central Pavilion parking lot North of the Wyoming Center.

Floor Booth Spaces:

10' x 10' standard inline booth \$900.00 per booth space
10' x 10' standard corner booth \$1,050.00 per booth space

Mezzanine Booth Spaces:

15' x 15' standard inline booth \$850.00 per booth space
15' x 15' standard corner booth \$1,000.00 per booth space

Outdoor Booth Spaces:

20' x 20' standard inline and corner spaces are \$900 per booth space

CONTRACTS

A completed Exhibitor Application will be required for all exhibitors, including NHSFR National Sponsors, to reserve booth space(s). All balances are due upon completion of the Exhibitor's Application. Application is subject to cancellation if payments are not made upon completion. There is a \$100 cancellation fee on applications canceled prior to June 23, 2023, and balance will be refunded only if space is resold. No refunds of payments will be made on canceled contracts on or after June 23, 2023. All exhibitors must have a zero balance before setting up booth space. CAM-PLEX staff reserves the right to determine the final location of all exhibitors.

All exhibitors must be approved by the NHSRA and CAM-PLEX Management. NHSFR Sponsors and Licensees will be given priority in the purchase and selection of exhibition space in the Commercial Trade Show. No signage, advertising or other display of a National Sponsor's competitor's name, products or services will appear outside the exhibition booth space provided. No signage, advertising or exhibit space will be allowed for an automotive company.

The official and exclusive embroiderer selected by the NHSRA will be the only embroiderer allowed to offer embroidery services in the Trade Show and on the grounds during the NHSFR.

LOGOS

Any use of the wording "National High School Rodeo Association" or "National High School Finals Rodeo", initials NHSRA, NHSFR, NHSFR logo and the NHSRA "Boot Logo" or any combination of or similar reference to any of the above logos or service marks which may be deceptively similar is granted through the National High School Rodeo Association only. Any exhibitor wishing to utilize the logo must contact the NHSRA office at 12011 Tejon Street, Suite 900, Denver, CO, 80234, and telephone (303) 452-0820. **NO EXHIBITOR IS PERMITTED TO UTILIZE THIS LOGO OR WRITTEN VERBIAGE WITHOUT SPECIFIC NHSRA APPROVAL.**

ARRIVAL

Upon arrival at CAM-PLEX for set-up, please report to the Exhibitor Check-In located in West Load Out, marked as "Exhibitor Check-In/Freight Room," of the Wyoming Center. You can verify your space location and receive your credentials and other exhibitor information at this location.

EXHIBITOR SCHEDULE

SET-UP TIMES (prior to opening)

Monday July 10 – Friday, July 14 8:00 a.m. to 5:00 p.m.
Vehicles are **not** allowed to drive inside the building or loading dock area at any time.

When unloaded, and once the show begins, exhibitor trailers and vehicles must be parked in the designated parking areas (map will be provided at Exhibitor Check-In). Any exhibitor trailers or display trailers parked in unauthorized areas during show hours will be towed at the owner's expense.

All exhibits must be fully operational by 9:00 a.m., Saturday, July 15.

HOURS OF OPERATION

Saturday, July 15 through Friday, July 21, 9:00 a.m. to 6:00 p.m.
Saturday, July 22, 9:00 a.m. - 2:00 p.m.

EARLY ENTRANCE INTO WYOMING CENTER

Exhibitors may enter the Wyoming Center at 7:00 a.m. (at the designated doors only) - two hours prior to opening each day and may stay in the building until 7:00 p.m. - one hour after closing. **Exhibitor badges must be worn to gain early access.** Exhibitors will be issued badges for themselves and their employees only. It is the exhibitor's responsibility to make sure all employees have badges. Exhibitor identification badges are not recognized as admission to rodeo performances or any other paid event(s).

TEAR DOWN

Saturday, July 22 from 2:00 p.m. to midnight.
Sunday, July 23 from 8:00 a.m. to 5:00 p.m.

All exhibit booths must remain totally intact and operational until 2:00 p.m., July 22, 2023, unless written approval has been granted and authorized by CAM-PLEX Trade Show Coordinator. Any exhibitor that does not keep their booth intact until 2:00 p.m., July 22, may lose the opportunity to be welcomed back. Trailers will not be allowed to move up to the building before 2:00 p.m. on Saturday, July 22.

All exhibitor booth(s) are required to remove all items, including all garbage, merchandise, displays, signage, cardboard, totes, boxes, etc. from their space(s) within the allowed teardown times. Dumpsters, trashcans, and a cardboard compact will be onsite during the duration of setup, event, and teardown. If additional time is required for teardown, written approval will be required from the CAM-PLEX Trade Show Coordinator. If booth space(s) are not clear and clean within the allocated time and/or exhibitor leaves without removing all items, there will be a \$150.00 cleanup fee billed to the exhibitor.

EXHIBIT DISPLAY SIZE

All booths will have 8' high black back drapes and 3' high black side drapes. All space requested must include total footage needed by applicant for awnings, tanks, trailer tongues, overhangs, etc. Displays must fit in the assigned booth space. No signs will be hung from the ceiling or outside the assigned booth unless permission is granted by the NHSRA Marketing Manager and CAM-PLEX Trade Show Coordinator. National Sponsors are the only exhibitors who may request to have their signage or other features exceed the 8ft height restriction in their booth space. National Sponsors who wish to have signage or other features exceed the 8ft height restriction are required to provide the NHSRA Marketing Manager and CAM-PLEX Trade Show Coordinator will propose layout and measurements of said signage or features to be on display within their booth space(s). All requests MUST be approved by NHSRA and CAM-PLEX before the setup of the booth is to begin.

OPERATION

Exhibitors must confine all transactions to the space leased and shall not sublet space or display signs, placards, brochures, advertisements, or solicit prospective customers in any location on the grounds except within the contracted space. Any exhibitors soliciting or demonstrating their product outside their paid space will be subject to a \$100 fine per day until rectified. Exhibitors with demonstrations must plan their display so that those watching do not block aisles or interfere with neighboring exhibit areas. Do not block outside exits, electrical panels, AEDs, or light switches.

CLEAN-UP

Each exhibitor is responsible for cleaning their own exhibit area throughout each day. Custodial personnel will not enter booth areas. If there is a need to dispose of cardboard, CAM-PLEX will have volunteers collecting cardboard to be put through the cardboard collector daily. The cardboard collector is only to be used by CAM-PLEX authorized personnel. CAM-PLEX will ask for each booth(s) that need to dispose of cardboard, help breakdown their boxes before pick up occurs. Please help keep your area neat and attractive.

SET-UP ITEMS

All setup requests: electric, table(s), chair(s), etc. are required to be submitted on the exhibit application. Any change(s) from the application will be required to be submitted by email to the Trade Show Coordinator. Deadline for any changes is required on or before July 1, 2023.

SECURITY

CAM-PLEX will make every effort to provide adequate building and ground security during the NHSFR. In addition to roving grounds personnel, night security will be provided in the Wyoming Center on July 12 through July 22. However, CAM-PLEX cannot be held responsible for any loss or damage or for injury for any cause. Exhibitors must make provisions for the safeguarding of their displays and are urged to insure themselves against property loss or damage and against liability for personal injury. Exhibitors are not allowed to remain overnight with their exhibits within the building.

SOUND DEVICES

All sound devices such as radios, stereos, speakers, organs, and any attention-getting devices are subject to the approval of CAM-PLEX management and must be controlled so as not to interfere with other exhibitors. Flashing lights and sirens are prohibited in all areas.

ADVERTISING NOVELTIES, GIVE AWAYS

Distribution of advertising novelties or other giveaways, discounts, promotions of any kind must be approved by CAM-PLEX and NHSRA staff. The names and addresses of winners as well as prizes awarded must be submitted to CAM-PLEX staff prior to leaving the grounds. CAM-PLEX staff and the NHSRA staff prohibit free distribution by trade show vendors of promotional gifts, giveaways, discounts, or gift-with-purchase promotions bearing the name, logo, or other reference to a competing company of any NHSRA National Sponsors.

SALES TAX

All product sales at the National High School Finals Rodeo are subject to State and local sales tax of 5%.

All unlicensed and licensed, resident and non-resident vendors must apply for a state sales tax license at least one month before the event. Forms available online at <http://revenue.wyo.gov/Excise-Tax-Division/forms>

Click on, Sales and Use Tax License Application Forms

Click on; Application for Temporary Business Operations (ETS Form 001.1)

For questions, call (307) 682-6061 or (307) 777-5200

STATE COMPLIANCE

Exhibitors must comply with all state and local laws and regulations, including but not limited to laws and regulations concerning taxation, health, safety, labor, employment, and licensing.

INSURANCE REQUIREMENTS

Each Exhibitor shall furnish a Certificate of Insurance in which waives all rights of subrogation against Campbell County Public Land Board (CCPLB), AND names CCPLB as an additional insured in the following amounts of Combined Single Liability (CSL): Non-Performance Events: \$1,000,000. The CSL Certificate shall be submitted to CAM-PLEX by June 23, 2023. The insurance coverage must be valid from July 15-22, 2023. CAM-PLEX reserves the right to cancel an exhibitor if the CSL Certificate is not received as required. If you wish to go through the same insurance company as CAM-PLEX, contact HUB International Mountain States Limited, Heidi Smith, Heidi.smith@hubinternational.com, 307-682-9397.

An insurance certificate evidencing the above coverage should be sent to: CAM-PLEX, Attn: Tradeshow Coordinator, 1635 Reata Drive, Gillette, WY 82718. Fax to 307-682-8418 or email to tradeshow@cam-plex.com.

FREIGHT STORAGE

CAM-PLEX will accept exhibitor shipments on grounds beginning July 5, 2023. ALL SHIPMENTS MUST BE PREPAID. All shipments must be made on straight bills-of-lading. Include correct weights, number of pieces, classification of shipments, and detailed information and instructions for handling of machinery or heavy materials. CAM-PLEX is not liable for shipped freight. Please insure your freight against damage or loss.

Email Tradeshow Coordinator to schedule a forklift and operator for any freight that will require off-loading and on-loading by our staff. We appreciate advanced scheduling as CAM-PLEX only provides one forklift for all exhibitors.

Ship To:

Exhibitor, Company Name, Booth No.
NHSFR Trade Show
Wyoming Center at CAM-PLEX
4101 Maverick Drive
Gillette, WY 82718

All shipments arriving on CAM-PLEX grounds, will be delivered to the Wyoming Center West Load-Out designated as the Freight Room for the 2023 NHSFR Tradeshow. All shipments will be held in the freight room until the exhibitor arrives on grounds to sign out and pick up the package(s) or unless other arrangements have been made with CAM-PLEX Trade Show Coordinator. This area is secure and safe for all freight.

Thank you for your interest in the NHSFR Trade Show
Please contact the trade show coordinator, Mikenzie Ochs, with any questions
(307) 682-0552 or tradeshow@cam-plex.com