

**2022 Cowboy Country Horse Sale  
Trade Show Application and Agreement**

March 18<sup>th</sup> – March 20<sup>th</sup>, 2022 \*\* CAM-PLEX, Central Pavilion – Gillette, Wyoming  
For more information, contact Trade Show Coordinator, Tomi Kissack 406.581.6992

This Trade Show Application and Agreement is made and entered into the date last affixed, by and between Campbell County on behalf of the Cowboy Country Horse Sale, hereinafter referred to as “CCHS”, 301 Gray Rd, Rozet WY (406) 581-6992 and

Name: \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Home) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_, hereinafter referred to as the “Vendor”.

The Vendor desires to lease exhibit space at the COWBOY COUNTRY HORSE SALE, subject to the conditions stated herein. It is expressly understood that the acceptance of the Agreement, physical space, and the location of said space is allocated at the sole and complete discretion of CCHS.

**Trade Show description and terms of leased exhibit space is as follows:**

**Booth Rental:**

**Inside:**

- \* Standard Booth - \$160 each.
- \* Space dimensions 10’ x 10’ draped (8’ back, 3’ sides).
- \* 1 – 8’ table and 2 chairs included in each 10’ x 10’ booth.
- \* Electricity, 20 amp, \$25 each

**Terms:**

- \* Balance of booth rental fee must be received no later than February 17<sup>th</sup>, 2022. Contracts not paid in full by February 17<sup>th</sup> risk forfeiture of reserved space.
- \* All exhibits must be setup and operational by the end of the setup time; 9:00 p.m., Thursday, March 17<sup>th</sup>, 2022.
- \* All exhibits must remain intact until 3:00 p.m. on Sunday, March 20<sup>th</sup>, 2022.
- \* There is no charge for educational booths; please call Trade Show Coordinator to confirm educational status. \* NO Parking on the North or East side of the Central Pavilion. Vendor may park in the FAR West Parking Lot ONLY.

**Booth Set-Up Hours:**

- \* Thursday, March 17<sup>th</sup>, 9:00 a.m. – 9:00 p.m.
- \* Absolutely no Vendor allowed in the building before Thursday at 9:00 a.m.
- \* Vendor is permitted to drive inside the building for booth set up on this day ONLY)

**Booth Tear Down:**

- \* Sunday, March 20<sup>th</sup>, 4:00 p.m. – 10:00 p.m.
- \* Vendor is permitted to drive inside the building for booth take down on this day ONLY

**Show Hours:**

- \* Friday, March 18<sup>th</sup>, 10:00 a.m. – 7:00 p.m.
- \* Saturday, March 19<sup>th</sup>, 10:00 a.m. – 7:00 p.m.
- \* Sunday, March 20<sup>th</sup>, 10:00 a.m. – 4:00 p.m.

**Cowboy Country Horse Sale ~ Trade Show Rules and Regulations**

**Arrival:** ~ Prior to setting up your booth, report to Trade Show Coordinator, Tomi Kissack at the Trade Show Table; located on the south side, in the Central Pavilion. Space verification will be available at that location. All booths must be paid in full prior to February 17<sup>th</sup>, 2022– NO EXCEPTIONS.

**Set-up and Driving in the Building** ~ Vendors may drive their vehicles/trailers inside the Central Pavilion to unload

on Thursday, **March 17<sup>th</sup>**, 2022 – 9 a.m. to 9 p.m. **ONLY ABSOLUTELY NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE CENTRAL PAVILION AT ANY OTHER TIME.** Vendors will be allowed to drive their vehicles/trailers inside the Central Pavilion at the end of the show for tear down on Sunday, **March 20<sup>th</sup>**, 2022 after 4:00 p.m. **ABSOLUTELY NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE CENTRAL PAVILION AT ANY OTHER TIME \*\*WEATHER DEPENDENT\*\*.**

Vendor is responsible for providing all necessary setup equipment and labor (i.e. blue painters tape, extension cords, etc.). CCHS will not be responsible to find laborers. Vendor agrees that signage may be taped to an appropriate space, as identified by the CCHS. Only blue painters' tape may be used to adhere signage to surfaces. Gaff tape may be used on concrete floors. Vendor is responsible for removal of all adhesive products.

**Parking** ~ There will be NO PARKING on the North or East side of the Central Pavilion during the Trade Show (March 18<sup>th</sup> - March 20<sup>th</sup>). **All Vendor must park in the West parking lot. No one will be allowed behind the Central Pavilion to start loading until 4:00 p.m. on Sunday, March 20<sup>th</sup>.**

**Liability and Indemnification** ~ Vendor warrants by authorized signature on Trade Show Contract that Campbell County, CAM-PLEX and the Cowboy Country Horse Sale, its board members, staff and sponsors are not responsible for any injury, loss, theft or damage which may occur to the Vendor, his employees or his property from any cause whatsoever, nor for mail sent to CAM-PLEX. The Vendor expressly release Campbell County, CAM-PLEX and the Cowboy Country Horse Sale, its board members, staff and sponsors from all claims for loss, theft, damage or injury.

**Insurance – Mandatory** ~ It is mandatory that all Vendor participating in the Cowboy Country Horse Sale Trade Show provide the CCHS with evidence of General Liability insurance certificate, at least thirty (30) days prior to the event, evidencing a **minimum of \$1,000,000** combined single limit bodily injury and property damage, including products liability, which names Campbell County and Cowboy Country Horse Sale as additional insured with the terms of coverage to include move-in and move-out dates. The certificate must provide for a 30-day written notice of cancellation or reduction in limits to the CCHS. The certificate must be exactly as specified above or the contract will be cancelled. **All Vendor must provide proof of coverage or they will not be allowed to participate.** Vendor is not covered under Campbell County or Cowboy Country Horse Sale's insurance program.

If a Vendor does not have their own insurance coverage; they may request assistance in obtaining a General Liability Policy. Vendor will absolve Campbell County and/or CCHS from any act or omission in facilitating such insurance. Campbell County and/or CCHS only offers this service as a courtesy to the Vendor. Neither Campbell County nor CCHS act as insurance agent or broker in any way. Campbell County and CCHS do not assume direct or third-party responsibility, liability, or costs for such courtesy.

**Exhibit Space** ~ All personnel, merchandise and equipment must remain inside the assigned space. Soliciting in areas other than leased space is strictly prohibited. No PA system, loudspeaker, amplifier, broadcasting device, music or other objectionable method shall be used by the Vendor if it interferes with other Vendor, management or patrons. Exhibits must be removed by 10:00 pm on Sunday, **March 20<sup>th</sup>**, 2022.

**Security** ~ Security **will not** be provided for the indoor booths in Central Pavilion. The building will be locked up each night, however, it is not guaranteed by Show Management. All property of Vendor is understood to remain in the Vendor's care, custody, and control in transit to and/or from and/or within the confines of show grounds. The safety of Vendor's property is not guaranteed by the Cowboy Country Horse Sale, Vendor are encouraged to use their own discretion when leaving valuables. Exhibits must be removed by 10:00 pm on Sunday, **March 20<sup>th</sup>**, 2022. **NO VENDORS WILL BE ALLOWED TO LEAVE OR PACK UP EARLIER THAN 4:00 pm Sunday March 20th, 2022.**

**Refunds**~ No refunds of payments will be made on cancelled contracts after **February 17<sup>th</sup>**, 2022. Payments on the space cancelled prior to **February 17<sup>th</sup>**, 2022 will be refunded only IF space is resold.

**Internet Service** ~ Free WIFI service is provided inside the Central Pavilion.

**No Exclusivity of Product/Service** ~ The Cowboy Country Horse Sale **does not** guarantee Vendor exclusivity of

product or service. Acceptance of this Agreement and/or the presence of a product or service at the Cowboy Country Horse Sale Trade Show, does not imply its approval to the exclusion of other products, equipment, or services.

**Rights of Management if Show is Not Held** ~ The Cowboy Country Horse Sale is not liable for any costs, damages or expenses incurred by Vendor should the show be delayed, interrupted, cancelled, or not held as scheduled.

**Display Vehicles** ~ Liquid or gas fueled vehicles, RVs, tractors, boats, or other motor craft must have fuel tanks with factory designed gas caps and contain only a minimum amount of fuel while on display in any CAM- PLEX facility per fire code regulations. No fueling or defueling of any fuel tank is allowed while the vehicle is inside a CAM- PLEX facility.

**UPS/Fed Ex/Package Delivery** ~ The Cowboy Country Horse Sale will not be responsible for any shipments shipped to the grounds.

**Food** ~ Vendor selling or giving away food items may not compete with concessionaires without receiving approval from the Trade Show Coordinator. Drinks of any type may only be sold by approved concessionaires. Vendor selling or giving away food and concessionaires are required to obtain and display a food permit. No walking concessions will be allowed.

**Contracts** ~ All Vendors must have a fully negotiated contract. The Cowboy Country Horse Sale reserves the right to determine the final location of any exhibit. Vendors are prohibited from assigning, subletting, or transferring space allotted to them.

**Other** ~ Literature may only be distributed from the Vendor's booth location. No walking around, handing out literature, or selling items outside the booth is permitted. Vendor and their employees or volunteers are required to portray an image of professionalism. This includes clean clothing, good hygiene, and professional mannerisms. We appreciate your cooperation, as we do not want to restrict your services due to an inappropriate situation, presentation or a complaint.

Persons found to be in violation of any of the Trade Show Rules & Regulations may be ordered off the grounds.

**Campground** ~ Camping is available in the Windmill Campground which is right across the street to the North of Central Pavilion. Camper Spaces are \$65/Night. Please contact Tomi Kissack (406) 581 6992 for more information about renting a camper space.

**Rights of Management if Show is Not Held** ~ Campbell County and the Cowboy Country Horse Sale are not liable for any damages or expense incurred by Vendors should the show be delayed, interrupted, cancelled, or not held as scheduled.

## **2022 Cowboy Country Horse Show Trade Show**

You will receive a call from the CCHS Trade Show Coordinator to confirm your booth(s) at the Trade Show.

The Cowboy Country Horse Sale has no exclusivity rules, so if you are selling a product that has exclusivity standards, it is the Exhibitor responsibility to follow their products exclusivity standards. If your product must follow exclusivity standards; clearly state as such on the Trade Show Application Form. When called with your confirmation you will be informed if you are the first or second Exhibitor with that product.

Applications with payment enclosed will be accepted into the Trade Show on a first come first serve basis.

Please remember parking is permitted on the West Side of Central Pavilion.

**No parking trailers or vehicles along or on any street.** Exhibitor vehicles are to be parked in the back-parking spots; to the north of the CAM-PLEX building or in the campground to the far west of the Central Pavilion parking lot. Exhibitor vehicles are parked in the back parking spots to facilitate customer parking closer to the Trade Show.

**MAKE A COPY OF THIS COMPLETED DOCUMENT TO KEEP FOR YOUR RECORDS**

**Insurance** – It is mandatory that all Vendor participating in the Cowboy Country Horse Sale Trade Show provide the CCHS with evidence of General Liability insurance certificate, at least thirty (30) days prior to the event, evidencing a **minimum of \$1,000,000.00** combined single limit bodily injury and property damage, including products liability, which names Campbell County and Cowboy Country Horse Sale as additional insured with the terms of coverage to include move-in and move-out dates. The certificate must provide for a 30-day written notice of cancellation or reduction in limits to the CCHS. The certificate must be exactly as specified above or the contract will be cancelled. **All Vendors must provide proof of coverage or they will not be allowed to participate.** Vendor is not covered under Campbell County or Cowboy Country Horse Sale's insurance program.

If a VENDOR(S) does not have their own insurance coverage; they may request assistance in obtaining a Liability Policy. VENDOR(S) will absolve Campbell County or Cowboy Country Horse Sale from any act or omission in facilitating such insurance. Campbell County and/or Cowboy Country Horse Sale does not undertake to act as insurance agent or broker in any way, but only offers this provision, as a service to the VENDOR(S).

*X - please indicate how insurance will be provided*

       **I WILL PROVIDE MY OWN INSURANCE**

       **I REQUEST INFORMATION/ASSISTANCE TO OBTAIN INSURANCE COVERAGE FOR THE COWBOY COUNTRY HORSE SALE TRADE SHOW. Contact Tomi at 406.581.6992 for information.**

The Vendor's signature below certifies that he/she has read, understood, and agrees to the terms and conditions of Cowboy Country Horse Sale ~ Trade Show Rules and Regulations. This Agreement and Application may not be Accepted nor Approved by CCHS Board absent the Vendor's certification by signature below:

\*Vendor Name (Print): \_\_\_\_\_ Vendor Signature: \_\_\_\_\_

\*Company Name: \_\_\_\_\_ \*Telephone \_\_\_\_\_

\*Cell: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vendor Type: \_\_\_\_\_ Political \_\_\_\_\_ Commercial \_\_\_\_\_ Educational \_\_\_\_\_

Number of Indoor Booths \_\_\_\_\_ x \$160/each = \_\_\_\_\_ = Total

Number of Electrical Outlets \_\_\_\_\_ x \$25/each = \_\_\_\_\_ = Total

Additional, if needed: Tables # \_\_\_\_\_ x\$10/each Chairs # \_\_\_\_\_ x\$5/each. \* Please name

and describe (in detail, brands, etc.) all items or services to be sold or exhibited:

**Payment for booth space is due at the time of submission of this Application and Agreement to the Cowboy Country Horse Sale. \* Make Checks payable to: Cowboy Country Horse Sale**

\* **Credit Cards are accepted.**

\* Mail this Application and Agreement and payment to: Cowboy Country Horse Sale  
301 Gray Rd, Rozet WY 82727

**MAKE A COPY OF SUBMITTED DOCUMENTS AND PAYMENT FOR YOUR OWN RECORDS**

\*Office Use Only \*

Indoor Booth Space Total \$ \_\_\_\_\_ Electrical Outlet Total \$ \_\_\_\_\_ Booth # Assigned \_\_\_\_\_

Date Paid \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_