



# 2022 HUMBLE RODEO & BBQ COOK-OFF

## VENDOR RULES & CODE OF CONDUCT

### BBQ Cook-Off Weekend:

January 28 & 29, 2022

Humble BBQ Cook-off Grounds

Set Up: Friday 10am-3pm

Booths Open: Friday 4pm-11pm

Booths Open: Saturday: 8am-11pm

### Rodeo Weekend:

February 4 & 5, 2022

Humble Civic Center Arena

Set Up Friday: 12-3pm

Booths Open: 5pm-11pm

*Both Nights*

### REGISTRATION RULES/GUIDELINES:

- Booth spaces will not be reserved until online registration has been completed and signed Vendor Rules & Code of Conduct and insurance have been received and approved. Payments must be made at time of registration and will be done online.
- Vendors are requested to obtain insurance related to their participation in the show. A certificate of insurance indicating proof of insurance and naming the Humble Rodeo & BBQ Cook-Off as an additional insured can be submitted to the Humble Rodeo & BBQ Cook-Off Vendor Captain, Lindsey Pitts, no later than January 7, 2022.
- Booth spaces will be assigned on a first-come, first serve basis. If all booths have been assigned, a vendor may request to be added to the wait list.
- Subletting of space by the exhibitor is prohibited. Sharing or other use of the space not specifically authorized prior to the event is prohibited. Exhibitor agrees to promote only the items provided on the application.
- Exhibitors wishing to cancel their booth must do so in writing no later than December 15, 2021. A \$50.00 administration fee will be charged for all cancellations made on or before December 15, 2021. There will be no refunds for cancellations made after Midnight on December 15, 2021. Vendors that are "no-shows" will not be reimbursed for booth fees.
- If due to circumstances beyond the control of the Humble Rodeo & BBQ Cook-off, the show should be cancelled; the vendor shall waive any claims for damages or compensation. If these circumstances arise, registration fees will be reimbursed in full or vendor will be able to apply paid fees to the 2023 event and reserve spot in advance.

### VENDOR SPACE RULES:

- Vendor spaces may not have any open flames nor any hay bales used in their 10x10 space or around it.
- BBQ WEEKEND – Tenting with sides will be provided along with 1 extension cord plug in – No Trailers allowed this weekend. RODEO WEEKEND - One 120 outlet per 10' x 10' booth will be provided. Tents are not provided but you may bring your own. Your tent/trailer must fit within your booth space. Vendors found using more space than paid for will be charged for another space. No sales allowed outside of vendor space.
- Upon arrival, you will be provided two unloading/loading passes and a vendor map. Passes will list your business name, contact name and phone number. Please keep these passes on your dash of your vehicle. Please respect other vendors next to you when unloading and loading items into and out of your booth.
- All vehicles must be out of vendor area by times specified above for set-up.
- No food vendors are permitted during Rodeo weekend.
- Vendors are prohibited from selling any alcoholic beverages and illegal items of any kind.
- Vendors are responsible for securing their booths Friday night and reopening Saturday morning.
- Vendor assumes complete responsibility of all occurrences within their booth space.
- Vendor is responsible for cleanup of their booth area.
- Booth hours are mandatory, unless otherwise stated, and must be staffed at all times.
- Any vendor vacating the premises prior to close of event will not be permitted to participate at future events.
- Aisle space may not be used for exhibit purposes or for solicitation of business.
- Distribution of materials outside the booth is expressly forbidden.

### GENERAL RULES:

- The Humble Rodeo & BBQ Cook-Off Committee reserves the right to alter or change the space assigned to a vendor, to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights or sound if, in Committee's opinion, their conduct or presentation unreasonably interferes with the exhibits of other vendors, is deemed inappropriate for the event or is found to be harmful.
- Any vendor causing problems with other vendors or visitors at the Cook-Off or Rodeo may be asked to leave and may put their



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participation in jeopardy for the following year. If asked to leave there will be no refund.

- Each vendor will receive 3 wristbands for booth workers, any additional wristbands will need to be purchased at the front entrance gate.
- In the event a vendor has failed to occupy the space contracted for by Friday January 28<sup>th</sup> (for BBQ Weekend) or February 4<sup>th</sup> (for Rodeo Weekend) by 6:00 PM, Humble Rodeo & BBQ Cook-Off Committee shall have the right to utilize such space in any manner they choose. This will in no way release the vendor nor shall a refund be in order.
- To promote the event, vendors are aware that photography and filming is ongoing throughout the course of the event and release rights to their face, name or vendor booth for use by the Humble Rodeo & BBQ Cook-Off Committee.
- Exhibitors and their company representatives must wear their official exhibitor identification wristbands, if provided by the Humble Rodeo & BBQ Cook-Off Committee, at all times during the show weekend. These wristbands are issued for exhibitor identification and must not be loaned or given to other persons.
- Vendors are not permitted to dismantle their exhibits or do any packing before the closing time of the event.

### CODE OF CONDUCT:

- As a courtesy to attendees and fellow exhibitors, all exhibits must be open on time and remain staffed at all times during exhibition hours.
- Every year we have guests and exhibitors arriving at the same time. PLEASE arrive at the Show 15-30 minutes prior to Show opening.
- Under no circumstances should you enter any other exhibitor's display area uninvited.
- Interference with, or disruption of, another exhibitor's personnel or activities is prohibited.
- Exhibitor personnel are expected to behave in a professional manner at all times.

### RELEASE OF LIABILITY:

I, and all my vendor booth workers, have read, understand, and will abide by the *Humble Rodeo & BBQ Cook-Off Association* rules as defined herein. The information I have provided on the Vendor Application is true and correct. I (We) release and absolve *Humble Rodeo & BBQ Cook-Off Association, Humble Civic Center, City of Humble, Harris County*, and any sub-organizations, and/or any individual(s) associated with these entities from any responsibility, personal liability, loss, claims, and/or damages arising out of, or in connection with, *Humble Rodeo & BBQ Cook-off*. I will provide all necessary permits, insurance, and certificates to meet the terms and conditions of this event and the above Liability Release.

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Printed Name

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Date

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Signature

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Title

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Contact Phone Number

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Contact Email

Maps of the vendor area for each weekend will be available by January and will be emailed to the email address on the registration form.