

**From: J. B. Stacy, Red Bluff Round-Up Director**

1. Vendors ***must*** enter at the Mulberry Avenue gate (**Gate 4 – PLEASE DO NOT GO TO THE MAIN ROUND-UP OFFICE**) when you arrive. Check in at the Vendor Booth located at the Main Grandstand Gate and you will be directed to the proper location. **Setup will not be allowed until you have obtained proper credentials. All fees must be paid in full by March 31, 2023, a penalty may be assessed or you may be replaced if not paid on time. Wait for escort to your assigned location.**
2. **Insurance:** \$1,000,000 general liability certificate naming the 30<sup>th</sup> agricultural district as co-insured and a copy of resale certificate **MUST** accompany concession application.
3. Wrist bands for vendors and employees **will be issued when you check in at the Vendor Booth located at the Main Grandstand Gate.**
4. The fee for RV parking is ***\$280.00 and must be paid prior to vendor area setup.*** Any other vehicles or trailer will also be parked in the Trinity Parking Lot or North of the Racetrack at Gate #6. There is a limited amount of power and water sites available; you will be on a first come first serve basis. You will be directed to your site.
5. **Set-up:** Thursday, April 20<sup>th</sup> 9:00 am to 5:00 pm or Friday, April 21<sup>st</sup> 8:00 am to 12:00 noon.
6. Vendor space is limited. If you are working out of a mobile unit or trailer, you will be asked to setup in a certain order. Please wait to be escorted to your vendor location.
7. You may be allowed to drive in to stock your booths through gate #4 off Mulberry Avenue. All vehicles must be in and out of the vendor areas before 3:00 PM on Friday and 10:00 AM on Saturday and Sunday. There will be no exceptions. Vehicles must be parked in the appropriate areas. Vendor truck parking north arena along track, will be designated; entrance and exit through gate #6 off Mulberry Avenue.
8. All food concessionaires must have cash registers and will report with daily cash register receipts and monies due each morning; 10:00 AM Saturday, April 22nd and Sunday, April 23rd to VENDOR BOOTH located at Main Gate Entrance. (NO EXCEPTIONS) SUNDAY AFTERNOON IMMEDIATELY AFTER PERFORMANCE TAPE AND FEES MUST BE PRESENTED TO THE VENDOR BOOTH. TAPE AND FEES WILL NOT BE COLLECTED BY STAFF. FAIL TO REPORT ON TIME YOU WILL BE ASKED TO LEAVE.
9. Tear down of your booths will not be allowed on Sunday April 23rd, 2023 until the crowd is dispersed. You will be given directions when you can tear down, this is a safety measure.
10. **Booths are to be always staffed during all performances.**
11. **POWER AND WATER ARE NOT GUARANTEED – MAX IS 20 AMP.**

**Contact Number: Office – 530/527-1000**