



**Friday & Saturday
October 25-26, 2019**

Office use only	
Date Rec.	_____
Amount	_____
Check _____	Cash _____
Credit Card	_____

2019 Commercial Booth Information

PRCA Ram Mountain States Circuit Finals is scheduled for October 25-26, 2019. Enclosed is a vendor application and a release from liability form which should be filled out and returned along with your payment. The completed application form, along with your signature, will confirm that you have read and understand all rules and regulations concerning commercial vendors at the *2019 PRCA Ram Mountain States Circuit Finals*. This should help eliminate questions concerning parking, electrical needs, etc. Once we receive and approve your application, a packet will be sent by mail to include parking information, vendor passes, and details.

****Please Note:**

There are a very limited # of booths available and management will be limiting the number of booths in the same category. An application does not guarantee a space & applications must be received and accepted.

INSURANCE: Those firms or businesses covered by liability insurance will be required to supply a certificate of insurance naming Larimer County as additional insured for the length of the *PRCA Ram Mountain States Circuit Finals*. All booths providing a public service (i.e. machine demonstrations, etc.) must provide a certificate of insurance. Certificates of insurance must be sent The Ranch office no later than Oct.16th, 2019. There will be no exceptions. Those businesses not covered by insurance may purchase coverage through the *PRCA Ram Mountain States Circuit Finals*, call the Ranch office, Louise Romero (970-619-4003) or email romerolo@larimer.org for further information.

SET-UP & TAKE DOWN: Booths are to be set-up no later than 3:00 p.m. Friday, October 25th, 2019. Take down will not be permitted until 10:00 p.m. October 26th, 2019. Violators to this rule will not be permitted to return the following year. It is recommended that those exhibitors operating from trailers or other modes that require intricate set-up arrive early. Accessibility to indoor booths will take place one hour prior to opening to the public each day the show runs. Performances are at 7pm Friday, 1pm Saturday, and 7pm Saturday.

Booth Hours of Operation	
October 25.....	6:00pm – 10:00 pm.
October 26.....	9:00am – 10:00 pm.

SECURITY: The building will be locked down each night and every effort will be made to keep the grounds secure and your equipment safe. *PRCA Ram Mountain States Circuit Finals* and its management are not responsible for any theft, damage, etc. that may occur during the *PRCA Ram Mountain States Circuit Finals*. Vendors are required to have at least one attendant working at their designated booth space at all times during hours of operation.

PARKING: All vehicles are to be parked in the designated vendor parking area. Those vendors with campers, who wish to stay on the grounds, please note that we have limited designated camping areas. This info will be sent with confirmation packet.

RESTRICTED MERCHANDISE: Vendors may NOT sell fireworks or other potentially dangerous or offensive merchandise. This includes “cap snappers.” No space, either indoor or outdoor will be rented to serve food other than packaged nuts, candies, etc., without completing a Food Booth Application. To obtain a Food Booth Application, please contact Chuck Wade at 970.619.4057

CANCELLATION: A signed application contract and Payment in FULL must be made by October 16th, 2019 to guarantee your reserved space. “NO SHOWS” will not be refunded. No refunds will be made after October 16th, 2019.

ALL VENDORS selling retail items at the *PRCA MSCF* are required to have a Colorado State Sales Tax License or a Special Event Sales Tax number as assigned by the Colorado Department of Revenue. The amount of tax to be collected by retail

booths is 6.55%. You can, and may, be contacted by local sales tax representatives during the *PRCA MSCF*. Contact your nearest Colorado Department of Revenue office for further information. Please contact the City of Loveland at (970) 962-2708 or (970) 962-2315 if you have any questions or need assistance with city sales tax policies.

SPECIAL RULES & REGULATIONS: ALL booths shall be considerate of other booths concerning sound levels and may be asked to reduce noise level. Also, each booth is required to keep its immediate area clean and its trash receptacles empty.

Exhibit space will be assigned after applications are received, subject to availability, special needs, and compatibility of exhibitors. All measurements and booth layouts are as accurate as possible, but management reserves the right to make such modifications and change booth assignments as may be necessary to meet the needs of management.

Management reserves the right to determine the eligibility of any company or product for inclusion in the event. Exhibitor agrees not to assign or sublet any space allotted to them without written consent of Management, and not to display or advertise goods other than those manufactured or carried by their company in the regular course of business.

Exhibitors may provide explanatory, technical or informational material concerning the products or issues; such material, however, may not be displayed outside of an exhibitor's assigned area. Exhibitors shall restrict campaigning or distribution of product or information to within the confines of their booth without impeding traffic flow or interfering with other exhibits or exhibitors.

Exhibitors or agents must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged. The exhibitor agrees to be responsible for the cleanliness of the assigned space. Storage of excess materials and fixtures is the responsibility of the exhibitor and any excess materials and/or fixtures brought onto exhibit/conference property must be confined to the interior of exhibitor's booth.

EXHIBIT SPACE CONTRACT

Produced By The Ranch Events Complex

INDOOR ARENA DISPLAY SPACE

- 10' x 10' Ft. Space—\$250.00
- 10 x 20' Ft. Space- \$350.00

*Company Name _____

*Contact Name _____

*Street Address _____

*City, State, Zip _____

*Phone: Work: _____ - _____ - _____ Cell: _____ - _____ - _____

*Email _____

*Colorado state sales tax # _____

(Please include a copy of Special Event License – if applicable)

*Please list a description of all items to be sold:

*This agreement made effective this _____ day of _____, 20____, by and between the Board of Commissioners of Larimer County, Colorado, by and through the PRCA Ram Mountain States Circuit Finals ("County") and _____ ("Contractor")

WITNESS THAT: The contractor shall fully defend, indemnify and release the County, its officers and agents from any and all liability or loss that may arise, in any manner, as a result of this agreement or from the hereunder of the Contractor(s), its employees, agents, subcontractors, or invitees.

By: _____
Signature of Authorized Agent

***Fee and Completed application must be returned no later than Friday, October 11th, 2019
All Insurance certificates must be received no later than Wednesday, October 16th, 2019***

2019 Indoor Arena Booth Set Up Checklist

Please check the items you will need for your booth space and return with the contract.

Please note: If you do not check any items or return the checklist, it will be assumed you don't need any of these items for your booth space.

Company Name: _____

Included Items:

- Two Chairs
- 8' Table
- Will you need RV Electrical Hookup?
 - ▶ Electrical Only - No water or sewer ◀

Electrical: \$20/night/ 20amp \$25/night/30 amp \$30/night/50amp (Number of nights _____)

Dry Camping: \$10/night (Number of nights _____)

Additional Items:

- Tables @ \$3 (Quantity _____)
- Chairs @ \$2 (Quantity _____)
- (1) 110v electrical service @ \$10

Note: Please note both camping reservations and booth electricity are limited and are a first come first serve basis.

Please mail to:

Louise Romero Senior Event Manager

5280 Arena Circle, Suite 100

Loveland CO 80538

Or email it to romerolo@larimer.org