



EXHIBITOR CONTRACT & RESERVATION FORM

The Exhibitor, by agreeing to this contract, accepts total responsibility for its exhibits, its contents and its safety in relation to any destructive cause, and to injury to the public or other Exhibitor which might occur within the confines of the exhibit and exhibit grounds, as well as injury to the Exhibitor or its employees and/or agents while in or at the Exhibit Hall and peripheral areas. The Exhibitor acknowledges and agrees that the Management is not responsible for any loss or damage due to natural or any other causes beyond the Management’s control. Exhibitor agrees to indemnify and hold harmless the Management from any and all claims of any type against the Management arising out of the show.

The Management will furnish basic security for the show; however, it does not accept any responsibility for loss, theft, or damage to any property of the Exhibitor by any cause, nor is the Management, its officers and/or agents to be held accountable or liable for any damage, loss, harm and/or injury to the person or property of the Exhibitor resulting from any cause, including but not limited to fire, theft, water or accident. The Exhibitor agrees to abide by all pertinent city, state, county and federal laws. The Exhibitor will be responsible for collecting and paying applicable sales tax and fees. If you do not have a city of Reno business license we will get you an in-lieu of license at a cost of \$15.00. We will provide a Nevada State sales tax form to be filled out at the end of the show. (A Nevada resale number is NOT required) Booths are assigned on a first come basis.

Accepted and Agreed to: _____
Exhibitor Signature Date

(Print Name) (Print Business Name)

Address _____

City _____ State _____ Zip _____

Phone _____ Website _____

NV. Resale No. _____ E-mail _____

Reno Business License No. (if you have one) _____

Merchandise you will be displaying _____

Two Badges Furnished: Please Print Names

1. _____ 2. _____

(Additional Badges will be charged at \$10 – Please list names on reverse side of contract.)

Qty___ 10’x 10’ Display Booth (1 table per booth incl.) \$ 275.00 \$_____

Qty___ 10’x 20’ Display Booth (2 tables included) \$ 550.00 \$_____

Qty___ 5’x 10’ Display Booth (1 table included) \$ 125.00 (limited number) \$_____

Qty___ 8’ Tables for Display Booths \$15.00 each (1 table/booth included) \$_____

Qty___ Chairs @ \$3.00 each \$_____

_____ Electrical Hook Ups \$25.00 each (limited availability please ask) \$_____

_____ Additional Badges \$10.00 each (Not for Early Buy Access) \$_____

_____ City of Reno temporary license (\$15.00) \$_____

Display booths will have pipe and drape

Payment refundable up to July 1st Balance Due with Application \$_____

This is a Juried show and promoter reserves the right to require removal of inappropriate items.

DEALER SETUP: Thursday August 3rd from 12:00 p.m. to 9:00 p.m. and Friday morning before the show 8:00 to 9:00. Show hours are Friday and Saturday 9:00 to 5:00 and Sunday 10:00 to 3:00.

It is required that all vendors remain set up for business until 3:00 p.m. Sunday!

No breakdown may commence before 3:00 p.m.

Video will be shot during the event. Contact Terry Robinson to be excluded otherwise permission to be recorded for promotional purposes is assumed.

Commercial Exhibitors Payments to be made to Terry Robinson

Make Check Payable to: Trinity Heart Media or via phone 775-354-7331

136 Vesta St. Reno NV 89502

Antique Show Vendor Payments to be made to Tanner's Marketplace

Make Check Payable to: Tanners Marketplace P.O. Box 618 Fernley NV 89408

For CC payments or more info call Dan Clements at 775-741-9524

Tables must be fully covered

Vendor is responsible for setting up his or her space in an orderly fashion considering the safety of those who will be shopping.

MERCHANDISE: Anything reflective of the western lifestyle from collecting the west both vintage and contemporary to western fashion and home & ranch decor--If it's western it's welcome.

In consideration of the commitment of the Operator to a family-friendly atmosphere, no hate group or sexually graphic materials may be sold. **Promoter reserves the right to reject any item for any reason.**

ELECTRICITY: Electricity will be available in certain areas along the North and East walls. Some special accommodations can be made. Contact your show liaison.

NONCOMPLIANCE TAXES: Operator reserves the right to decline rental any Vendor based upon any actual or anticipatory breach of the terms of this agreement or to assess reasonable costs attributable to cleanup or other noncompliance.

COOPERATION: Vendors are responsible and are to ensure that neither their conduct nor that of their assistants will infringe on the rights of other vendors or visitors. Vendors agree to conduct their business in compliance with all Federal, State, and local laws, and to coordinate their activities with the Operator to minimize any inconvenience, disruption of business, or impairment of access that may be suffered by fellow vendors.

CLEAN UP: Vendor is required to keep their rented areas clean. Vendor must remove all boxes and other refuse in or around their rental spaces before departing from the Show so that the property is left in the same condition that prevailed prior to rental.

CONVENTION CENTER RULES AND REGULATIONS

ANIMALS

With the exception of assistance animals and animals participating in contracted events such as dog, cat or cattle shows, animals are not allowed in the Center without prior written approval from the assigned Event Coordinator to the specific event.

EMERGENCY & PUBLIC SAFETY REQUIREMENTS

No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles or driveways shall be impeded by Licensee or its agents or used for any purpose other than ingress or egress from the RSCC. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time by Licensee or its agents. Exit doors must have a minimum 10' clearance on both sides (ingress and egress) with no physical obstruction.

FIRE DEPARTMENT REGULATIONS

All show managers, service contractors and exhibitors must comply with the Federal, State of Nevada, City of Reno, Washoe County, International Fire Code and National Fire Prevention Association Fire Codes which apply to places of public assembly.

All curtains, drapes and decorations must be constructed of flame retardant material or treated with a Fire Department approved flame retardant solution.

All 110 volt extension cords shall be a minimum three (3) wire, #14 gauge wire when used in booths. Extension cords must be terminated with a fused end or power strip. All electrical wiring shall be installed in a manner approved by RSCC management and Reno Fire Department. **All power to exhibits shall be turned off during non-show hours** to ensure against potential fire hazards. Exhibitors requiring 24 hour power must be arranged through your service contractor and RSCC management.

No person shall cause or permit any open flame to be used in or for any exhibit, except when used in conjunction with a Fire Department approved heating or cooking appliance. For deviations from this policy, exhibitor must have a special permit issued by the City of Reno Fire Department.

FOOD & BEVERAGE

Exhibitors wishing to distribute or dispense, without charge, samples of food, beverage and sundries related to the show or their exhibit, must obtain written permission from **Levy Restaurants™** prior to the event. RSCC management and **Levy Restaurants™** have the right to regulate the size of samples that are offered. For complete sampling guidelines and other food and beverage information, please contact **Levy Restaurants™** at (775) 827-7795.

FREIGHT/SHIPMENT OF MATERIALS

The RSCC will not accept advance shipment of freight and materials. All shipments should be to the attention and are the responsibility of the Licensee and/or its designated show service contractor.

PARKING

- A. The RSCC operates and controls all parking facilities on site. The RSCC has approximately 1,800 parking spaces. A paid parking system is operated at the prevailing rate for all events. Exhibitor parking permits (allowing unlimited in/out privileges) are available at the prevailing rate through RSCC Security. Parking is allowed only in designated parking spaces. ADA parking is available at no charge.
- B. Recreational vehicles may use RSCC for event parking purposes only. **Overnight parking on RSCC property is prohibited.** There is a daily charge for each parking space. Oversize vehicles will be charged according to the number of spaces they require.
- C. The Event Coordinator may provide show management with a limited number of parking permits for vehicles parked on RSCC property. These permits are approved for the licensed event only. The permits are transferable during the event, but are not transferable to other events. Vehicles without approved parking permits or those who have not paid a daily parking fee that are parked on RSCC property are subject to towing at owner's expense.
- D. Parking is prohibited in the following areas, but not limited to, fire lanes, service throughways; vacant exhibit halls, meeting rooms and other areas posted "No Parking." Unauthorized vehicles will be removed at owner's expense.
- E. RSCC employee parking areas are for the exclusive use of RSCVA employees. All unauthorized vehicles are subject to removal at the owner's expense.
- F. Exhibitors/vendors shall park in Lot C or D unless otherwise designated by the Event Coordinator.
- G. Loading/unloading or parking is prohibited on the Center's plazas, sidewalks or public entrances of the building.

SIGNAGE / DECORATIONS

At no time will any item be attached to walls, fabric surfaces, ceiling grid, ceiling tile or a false ceiling of the Facility.

1. Absolutely no helium balloons shall be permitted!
2. Glitter, gum, confetti adhesive-backed decals and stickers may not be used or distributed or affixed inside or outside the center.

SMOKING

The RSCC is a public facility and by Nevada State Law smoking is NOT permitted inside the Facility.

WEAPONS & CONCEALED HANDGUNS

In accordance with provisions of the Nevada Revised Statutes and Washoe County Codes, it is the policy of the RSCVA that handguns and other weapons are strictly prohibited in the RSCC. Individuals who fail to comply with this prohibition, or otherwise violate penal laws with respect to carrying a handgun or other weapon, are subject to immediate arrest and prosecution under NRS Chapter 202.3673. This prohibition applies to all persons including concealed handgun Licensees, but does not apply to licensed law enforcement officers. **The only exception is that guns related to the show must be ZIP Tied and comply with applicable rules and regulations. They will be checked at security checkpoints.**