



Welcome PRCA MSCF Vendors!

Thank you for participating in the PRCA Ram Mountain State Circuit Finals at The Ranch! We are looking forward to working with you. Enclosed in this letter is information in regards to your vendor space. Please take the time to review all important information listed below.

GENERAL INFO:

The PRCA Ram Mountain States Circuit Finals returns to Colorado at The Ranch in Loveland in what is one of the largest rodeo events in the region. The Mountain States Circuit Finals pits the top 12 contestants from Colorado and Wyoming in each PRCA event from this year against each other. **THIS EVENT TAKES PLACE AT THE RANCH-WAY FEEDS INDOOR ARENA.** All seating is General Admission.

WHAT: PRCA Ram Mountain States Circuit Finals

WHEN:

BOOTH TIMES

Thursday, October 27th, 2016: 6:00pm-10:00pm

Friday, October 28th, 2016: 6:00pm-10:00pm

Saturday, October 29th, 2016: 9:00am-10:00pm

Race at The Ranch: (Barrel Race)- 10am-2:00pm

PRCA Performance: 5:30pm-10:00pm

Sunday, October 30th: Mile Hi Barrel Race (Race for Cancer): 10:00am-6:00pm

EVENT TIMES

PRCA Performance: Thurs-Sat: 7:00pm

Race at The Ranch: (Barrel Race): October 29th, at 10am

19th Barrel Race for Breast Cancer: October 30th, at Noon

WHERE:

The Ranch Events Complex- Ranch Way Indoor Arena

5280 Arena Circle, Suite 100

Loveland, CO 80538

SET-UP:

All Booths must be set up by 5:00pm, Thursday, October 27th.

BOOTH PRICE:

\$250.00/10x10

\$350/10x20

DEADLINE:

All applications must be submitted by **October 10th, 2016**

Participants will be able to apply through email or you may mail in your application.

Submittal of application does not guarantee you a booth.

****Please Note:**

There are a very limited number 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.

CANCELLATION:

All cancellations must be in writing and subject to all of the terms and conditions of this Agreement.

No refunds will be issued after October 10th, 2016

CONTACT US:

If you have any questions, please contact Kaitlin Sorensen at 970.619.4004, ksorensen@larimer.org

IMPORTANT VENDOR INFORMATION:

WELCOME PACKETS

PRCA Ram Mountain States Circuit Finals will have Welcome Packets for all contestants. We encourage all vendors to add a coupon or giveaway to the packet. Please email Kaitlin Sorensen at ksorensen@larimer.org for additional questions.

MILE HI BARREL HORSE RACE

Mile Hi Barrel Race will host Race at The Ranch on Saturday, October 29th, 2016 at 10am. On Sunday, October 30th, 2016 at noon. Your booth space and commitment is through the end of the event Sunday, October 30th.

SPONSORSHIP

There will be preference of space given to Sponsors. If you are interested in being a sponsor, please contact Dana Drake at 970.619.4102 or Casandra Bossingham at 970.619.4104.

COWBOY TRICK OR TREAT

Please join us in our 1st annual Trick or Treat for kids on Saturday, October 29th, at 5:30pm. It is free to enter with a Saturday rodeo ticket. Bring your kids dressed in costumes and enjoy trick or treating with Mountain States Circuit Final Contestants.

PARKING

Vehicle and trailer parking for vendors is located in lot G (See Map). Please hang the enclosed parking permit on your rearview mirror for the duration of the show. You will be given (2) vendor passes that will allow you into the Ranch-Way Feeds indoor arena during paid performances. All other guests will be required to purchase tickets.

SALES TAX

ALL VENDORS selling retail items 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 BTDHS. 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.

If you have any questions, please contact me at, 970-619-4004 (desk), or email me at ksorensen@larimer.org

I look forward to working with you!

Kaitlin Sorensen

Event Coordinator-The Ranch Events Complex



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: _____ - _____ - _____ Home: _____ - _____ - _____ Fax: _____ - _____ - _____

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 Monday, October 10th, 2016

All Insurance certificates must be received no later than Monday, October 17th, 2016

Please remit checks to:

MSCF Rodeo

The Ranch

5280 Arena Circle, Suite 100, Loveland, CO 80538

Further information contact: Kaitlin Sorensen 970.619.4004



2016 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' Tables

Additional Items

Tables @ \$3 (Quantity)

Chairs @ \$2 (Quantity)

1 110v electrical service @ \$10.00

- 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 _____)

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

Total Items

of 10x10 Spaces: _____ x \$250.00 = _____

of 10x 20 spaces: _____ x \$350.00= _____

Camping Nights: _____ x \$20/\$15/\$10 = _____

Additional Items: _____

Total Amount Due \$ _____



2016 Commercial Booth Information

PRCA Ram Mountain States Circuit Finals is scheduled for October 27-29, 2016. 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 *2016 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.10th, 2016. 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, Kaitlin Sorensen (970-619-4004) for further information.

SET-UP & TAKE DOWN: Booths are to be set-up no later than 3:00 p.m. Thursday, October 27th, 2016. Take down will not be permitted until 5:00 p.m. October 30th, 2016. 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.

Booth Hours of Operation

October 27	6:00pm – 10:00 pm.
October 28.6:00pm – 10:00 pm.
October 29.....	.9:00am – 10:00 pm
October 30...Mile Hi Barrel Race (Race for Breast Cancer).....	9:00am-5:00pm

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 Phil Hossler at 970.619.4050

CANCELLATION: A signed application contract and Payment in FULL must be made by October 10th, 2016 to guarantee your reserved space. “NO SHOWS” will not be refunded. No refunds will be made after October 10th, 2016.

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.