



Winnemucca Wheels

50 W. Winnemucca Blvd.
Winnemucca, NV 89445
(775) 623-5071 (ext. 102)

Saturday, July 22, 2017

This form is due by June 30, 2017

— COMMERCIAL SPACE APPLICATION —

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Name of person in charge of exhibit _____

Former exhibitor? Yes _____ No _____ If Yes, when _____

PRODUCT: No application will be accepted unless a complete list of every product you want to sell with prices is included.

LIST OF PRODUCTS/MENU: _____

NON-FOOD LOCATION:

Outside _____ # of 10' X 10' @ \$40

FOOD LOCATION:

Size of stand _____ X _____ @ \$50

ELECTRICAL (We will provide one circuit at no charge): 110 _____ 220 _____

Federal Tax ID # (This is your SSN or EIN) _____

We must have this in order to process your City Business License and Sales Tax Information

CITY BUSINESS LICENSE: Do you have a Winnemucca Business License? Yes _____ No _____
_____ (If you check "No" we will provide one for you for \$10.00)

INSURANCE: All food and beverage vendors must provide a \$1,000,000 certificate

Completion of this form does NOT guarantee space will be assigned.

Signature

Date

PAYMENT:

No Exhibitor will be allowed to move into his booth without full payment of exhibit space fees and any additional fees, licenses or permits if required.

No personal checks will be accepted after June 30, 2017. Fees thereafter must be paid by cash, money order, or credit cards.

REFUND AND CANCELLATION POLICY:

Exhibitors canceling a space once a deposit has been made will be entitled to a refund of all money paid of the exhibit or concession space fee up to 5:00 p.m., on **June 30, 2017**. Exhibitors wishing to cancel a space must submit a written request for refund. All refunds are subject to approval by Winnemucca Wheels Management.

GENERAL RULES

A. Sound devices, including but not limited to, loud speakers, organs, pianos, radios, are subject to approval of Event Management, and if allowed, must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time.

B. Exhibitors must have at least one person in attendance at their exhibit at all times the Event is open to the public, and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests or employees.

C. Placing of advertising material on or in automobiles in any event area is specifically prohibited and no permission for such distribution will be granted under any circumstances.

D. No solicitation except by exhibiting firms is allowed. Demonstrations of products must be confined to the Exhibitor's assigned space and in no case may extend to other areas of the grounds.

E. Advertising materials, such as those of tobacco and soft drink manufacturers are prohibited anywhere in the Event area except by specific permission of the Event Management. Advertising of candidates for public office may be displayed only in a booth rented for that purpose.

F. The Event Management reserves the right to refuse exhibits which would in any way detract from the dignity of the Event.

G. The Event Management reserves the right to stop or remove from the Event or relocate any Exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of the Event Management, is objectionable, interferes with the performance of other Exhibitors, or creates a health, safety, or fire hazard. No refunds.

H. Exhibitors shall comply with those laws, rules and regulations and codes of the State of Nevada, Humboldt County, City of Winnemucca, and Winnemucca Wheels that may include, but not limited to, workers compensation insurance, health and safety, taxes, fire, construction, and utilities.

I. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto.

J. The decision of the Event Management, on all matters not covered in these conditions, must be accepted as final.

K. This agreement is not binding upon Winnemucca Wheels until it has been duly accepted and signed by authorized Event Management.

RULES OF CONDUCT:

All Exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. Any unruly conduct, refusal to follow rules, or use of foul language to Event patrons or personnel will be considered grounds for expulsion. No refunds.

All booths must be installed and ready for business no later than 9 a.m. Sunday, **July 22, 2017**. Vehicles will be permitted in the area during set-up of booths for unloading only. No vehicles will be allowed in the area while the Event is open to the public. (Including RV's) All Exhibitors must report to Event Management to verify space assignments prior to set-up.

PRODUCT INFORMATION:

It is expressly understood that the Exhibitor, his agents or employees, are prohibited from holding drawings, games of chance, or from distributing, selling or displaying products, except for those listed in the Exhibitor Agreement and approved by Event Management.

LITERATURE:

All literature that is to be distributed or displayed must be approved in advance by Event Management.

DRAWINGS:

Free drawings that have been approved by Event Management and which comply with all applicable Federal, State and Local statutes and ordinances will be permitted. All drawings must be registered with Event Management prior to confirming the Exhibitor Agreement. The names and addresses of winner's must be filed with Winnemucca Wheels within three (3) days of the Event's closing date.

EXHIBIT MOVE-IN:

Exhibitors may move in to set up their exhibits/shade top, during the following times:

Friday, **July 21, 2017** from 8:00 a.m. – 5:00 p.m.

Saturday, **July 22, 2017** from 7:00 a.m. - 9:00 a.m.

SHOW HOURS:

Saturday **July 22, 2017** 9:00 a.m. – 5:00 p.m.

BOOTH FURNISHINGS:

One (1) table and two (2) chairs will be provided with each indoor exhibit space. Outdoor exhibitors must supply their own booth materials and supplies, such as tables, chairs, decorations, shade top, display cases, etc. Additional tables and chairs if available, may be rented at the following rates:

\$10.00 per table \$ 3.00 per chair

Requests for additional furnishings must be made in advance.

ELECTRICAL:

We will provide one electrical outlet, free of charge. The price for each additional 110v / 20 watt outlet will be \$10. Any other outlets required by Exhibitor for lights, heating, or power may be subject to availability and additional fees.

EXHIBIT CLEAN-UP:

At the end of each day during the Event, each Exhibitor is responsible for the clean-up of his/her exhibit area.

EXHIBIT REMOVAL:

All booths must remain open Saturday until the Event has officially closed. Failure to do so may result in the rejection of future applications. Vendor's merchandise and contents of booth may be removed after 5 p.m. on Saturday, **July 22, 2017**.

During dismantling, Exhibitor will be expected to remove all trash and debris from their exhibit area and place it in trash containers provided by the Event. Any articles or materials not removed from the grounds by 8:00 p.m. on **July 22, 2017** will become the sole property of the Event. Event reserves the right to dispose of such property in any manner it may deem in the best interests of the Event.

INSURANCE, FOR FOOD AND ALCOHOL SALES ONLY:

Food Sales

A certificate of insurance for general liability including product liability (minimum of \$500,000) naming the City of Winnemucca, Humboldt County, Winnemucca Convention & Visitors Authority, Winnemucca Wheels and their board members, staff and employees as additional insured, is mandatory, and should be submitted directly by the exhibitor's insurance company to Winnemucca Wheels. **Only originals without corrections will be accepted.**

Alcohol Sales

A certificate of insurance for general liability to include alcohol sales (minimum \$1,000,000) naming the City of Winnemucca, Humboldt County, Winnemucca Convention & Visitors Authority, Winnemucca Wheels and their board members, staff and employees as additionally insured is mandatory and should be submitted directly by the exhibitor's insurance company to Winnemucca Wheels. **Only originals without corrections will be accepted.** Vendors must also possess a valid City of Winnemucca Liquor License.

PROHIBITED ITEMS:

Vendors are prohibited from selling items deemed hazardous or contrary to the spirit of the event. The following lists some prohibited items but shall not constitute all prohibited items. Please check with event management if you wish to sell any questionable items.

Silly string or any brand of canned projectile, any device designed to spray water, water balloons, any item which is designed to explode or smoke, any item described as a weapon and illegal to manufacture in NRS 202.350 or any scale facsimile thereof, any item described as drug paraphernalia in NRS 453.556 or any facsimile thereof.