

CLARK COUNTY FAIR & RODEO

VENDOR HANDBOOK

INTRODUCTION: Each spring, approximately 100,000 people visit the small town of Logandale for the annual Clark County Fair & Rodeo (“Fair”). Logandale is about 50 miles northeast of Las Vegas, just off I-15. The following handbook shall serve as a guide to the rules and regulations pertaining to all Vendors, Exhibitors and Concessioners (“Vendors”) that participate in the annual event.

VENDOR RULES AND REGULATIONS

APPLICATION: All Vendors are required to submit a new application each year. This process must be completed online! Returning Food Vendors who apply prior to December 1st will be given priority processing status. Returning Non-Food Vendors who apply prior to January 1st will be given priority processing status. Applications from new Vendors will be considered on a first come, first service basis. The Fair reserves the right to refuse any application in accordance with its rules and regulations, without any obligation to provide justification.

BOOTH SPACE RATES: Outlined below are the booth space rental rates for the annual Clark County Fair & Rodeo.

FOOD VENDOR

Large Food	800 sq ft 40’ Frontage	\$2800.00
Midsized Food	600 sq ft 30’ Frontage	\$2200.00
Medium Food	400 sq ft 20’ Frontage	\$1800.00
Small Food	200 sq ft 10’ Frontage	\$1300.00
Kiosk Food	100 sq ft 10’ Frontage	\$1100.00

OUTDOOR NON FOOD MERCHANT

Outdoor Space	10’ x 20’ (10’ frontage)	\$500.00
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INDOOR MARKETPLACE

Indoor Space – Premium	10’ x 10’ (10’ frontage)	\$550.00
Indoor Space – Standard	10’ x 10’ (10’ frontage)	\$500.00.

ATTRACTIONS & GAMES

Large Space	2000 sq ft	\$1500.00
Medium Space	900 sq ft	\$900.00
Small Space	400 sq ft	\$600.00

APPLICATION TRANSPARENCY: It is imperative that Vendors provide a detailed application with a complete list of all items to be sold or distributed in the application process. The approved list will be contractually binding between the Fair and the Vendor. Any item or items found to be displayed for sale or distributed that is not contractually

agreed upon may be removed from sale or may cause the expulsion of the Vendor from the grounds for breach of contract.

APPLICATION MODIFICATION: Vendors may request approval to modify or change the list of articles, products and/or services to be provided up to one week before the opening of the Fair. This request must be received in writing and approved by the Fair.

RESTRICTIONS: It is the Fair's policy to reasonably limit exposure based on items offered for sale. The intent is to prevent overselling a single product. The Fair does not provide any exclusive sales agreements to our Vendors. All Vendors must be an authorized distributor, manufacturer or licensee of all articles, products and/or services that are distributed, displayed and/or sold at the Fair.

INSURANCE: A Certificate of Insurance for general limited liability (minimum \$1,000,000.00), naming Clark County Fair & Rodeo as additional insured, is mandatory for all Vendors. Insurance may be purchased through the Fair for a fee of \$150.00 per booth. Insurance may not be purchased for food Vendors, interactive games of chance or rides. Vendors who are solely distributing information and not selling products or services are exempt from the Fair's insurance requirements.

DISCOUNTS: Non-profit organizations, as well as local, state, or federal government services or agencies, are eligible to receive a 25% discount on all booth space fees. To receive this discount, proper credentials must be submitted as proof of the organization's eligibility. If the Fair has unsold inventory seven (7) days prior to opening day of the event, it may at the Fair's discretion assign space to non-profits or government services at no cost. This will be done on a first come, first serve basis, and does not guarantee that space or spaces will be available nor does this option apply to anyone selling food products.

CONTRACTS: Upon application approval, a booth space will be assigned, and a contract will be issued. Booth spaces are not secured until a fully executed contract has been received and payment has been received. All Vendors will be required to provide a booth space security deposit of 20% at the time the contract is issued. The Fair retains the right to revoke any contract that the terms have not been reasonably met.

PAYMENT: All booth space fees must be paid in full on or before February 20th. New contracts issued after February 20th will require full payment within five (5) working days. Payments not made in full by the due date will be subject to a late charge of \$10.00 per day or may result in the cancellation of the contract. There will be a \$50.00 fee charged on all returned checks.

DEFAULT: In the event, the Vendor fails to comply with the terms of the contract, all payments received for the booth space shall be deemed non-refundable by the Fair. The Fair shall have the right to occupy the booth space in any manner, which is in the best interest of the Fair without further notice to the Vendor.

REFUND AND CANCELLATION POLICY: Vendors who cancel a contracted space with payments already received by the Fair are entitled to a 50% refund if the cancellation occurs at least forty-five (45) days before the Fair's opening day. Cancellations made within forty-five days of the opening day will result in forfeiture of all funds, which cannot be applied to the following year's Fair.

CHECK IN DEPOSIT: All Vendors are required to provide a security deposit (cash only) at Vendor check in. Deposit fees are \$200 for all Food Vendors and \$100 for all other vendors. This security deposit is to ensure that all rules are followed, booths space remains clean and the established check out process is completed. Deposits must be redeemed in person after the close of the Fair. No deposits will be returned until after Vendor completes the checkout process. All deposits not redeemed in person will be considered forfeited.

VENDORS MOVE-IN: All Vendors must check in prior to set up. No Vendor will be allowed to move into their booth without proper documentation and full payment of booth space. Should a Vendor set-up in the wrong location, they agree to move to the proper location at their own expense and without protest. All booths must be installed and ready for business no later than 10:00 a.m. on opening day of the Fair. The following times have been established for Vendor set up:

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| • Food Vendors Only - Sunday, April 5th | 2:00 pm – 5:00 p.m. |
| • Food Vendors Only - Monday, April 6 th | 7:00 a.m. - 1:00 p.m. |
| • Outdoor / Games – Monday, April 6 th | 1:00 p.m. – 5:00 p.m. |
| • All Indoor / Outdoor - Tuesday, April 7 th | 7:00 a.m. - 5:00 p.m. |
| • All Indoor / Outdoor - Wednesday, April 8 th | 7:00 a.m. - 9:00 a.m. |

INSPECTIONS: Fair Management retains the right to perform daily inspections on all vendor spaces. An initial inspection will be completed prior to the Fair opening. Vendors are not required to be present for inspections. It is the responsibility of the Vendor to remediate all unsafe, uncleaned or setup violations prior to the opening of the fair.

BOOTH FURNISHINGS: Pipe and drape will be provided for all indoor spaces only. All other booth material or furnishings must be supplied by the Vendor and meet all applicable rules. All tables used on the booth frontage must have skirting.

TENTS/CANOPIES: No staking of tents or canopies will be allowed. All Vendor utilizing tents or canopies must provide sufficient removable weights for anchoring or securing. The Fair does not provide individual tents, canopies, or weights.

ELECTRICAL: Electrical hookup requirements shall be identified and approved in the application process. Electrical service outlets will be specifically assigned to each space. It is the responsibility of the Vendor to provide adequately rated power cords that will reach a minimum of 75'. For those requesting a 50-amp service, only Nema 14-50P plugs must be used. No hardwiring for electrical service will be allowed. Should it be

determined that a Vendor is using more power than originally agreed, they will be disconnected without argument. The use of personal generators may only be used upon a thorough equipment inspection and approval from Fair Management.

POTABLE WATER: Potable water is available through a standard outdoor hose bib connection. The Fair does not provide hoses or fittings.

CREDENTIALS: All Non-Food Vendors will receive 2 badges for each space rented. Food Vendors will be provided 4 badges for each kiosk or small space, 6 badges per medium or midsize space and 8 badges per large space. Vendor badges are good for all five days. Additional Vendor badges may be purchased for \$40.00 each. No credentials will be given out unless the contract is paid in full. Credentials may only be picked up at the time of check-in

DELIVERIES TO THE FAIRGROUNDS: Freight may be shipped pre-paid to the Fair Office if arrangements are made in advance.

PARKING/STORAGE: A designated area for oversized trucks and trailers will be provided. All passenger vehicles are to park in the public parking areas. All RV's must park in the designated parking area only. Overnight sleeping is not allowed inside any booth space.

VEHICLES: Vehicles will be permitted on the grounds during set-up of booths for unloading purposes only. No Vendor vehicles including golf carts or ATV/UTV's will be allowed on the grounds during normal operating hours of the Fair.

LABOR: Fair Management is not responsible, nor will it arrange to provide any labor for the installation, removal, or servicing of any booth. Vendors must comply with all local, State and Federal employment laws.

FAIR DATES	FAIR HOURS	VENDOR HOURS
Wednesday, April 8 th	10:00 a.m. - 11:00 p.m.	10:00 a.m. - 10:00 p.m.
Thursday, April 9 th	10:00 a.m. - 11:00 p.m.	10:00 a.m. - 10:00 p.m.
Friday, April 10 th	10:00 a.m. - 11:00 p.m.	10:00 a.m. - 10:00 p.m.
Saturday, April 11 th	10:00 a.m. - 11:00 p.m.	10:00 a.m. - 10:00 p.m.
Sunday, April 12 th	10:00 a.m. - 9:00 p.m.	10:00 a.m. - 8:00 p.m.

RULES OF CONDUCT: All Vendors are expected to conduct themselves in a professional manner. Any unruly conduct, refusal to follow rules, or use of foul language to Fair patrons or Fair Personnel will be considered grounds for expulsion from the Fair. Such Vendors will not be invited to return to subsequent Fairs.

All Vendors will be required to keep their booths open all five days of the Fair during the hours specified. Vendors may remain open until the close of the fair each day. Fair Management reserves the right to waive this requirement, but only with prior approval.

Indoor Vendors will be admitted into the exhibit hall one-hour earlier than the public each day. Lights will be turned out and the buildings secured one-half hour past closing each evening. Vendors should be prepared to close booths and leave exhibit area at that time.

Scalping of credentials by Vendors, their agents, family members, or any other person will result in immediate expulsion with no refund and the Vendor will not be allowed to return to subsequent Fairs.

The Fair provides a service to both Vendors and Fairgoers. It is our policy to maintain clean facilities, neat grounds, and respect for our Fairgoers. We must insist that our Vendors provide the same respect for our Fairgoers as well as fellow Vendors. The Fair retains the right to remove any Vendor and his/her exhibit from the Fairgrounds if the Management feels that said Vendor violates our code of ethics or does not comply with the signed Vendor contract.

SECURITY: Fair security personnel will be on duty beginning the evening before the opening day of the Fair. The Fair will exercise all reasonable diligence in protecting the Vendors property but will not be responsible for loss or damage that may occur.

FAIR ATTENDANCE: Management is not responsible for decreases in normal Fair attendance due to acts of God, labor strikes, etc.

RAIN POLICY: In the event that it should rain, management will do everything possible to prevent the water from pooling. There will be no refunds and all booths will be expected to remain open. We ask for your cooperation, and you can expect the same from the Fair.

BEVERAGE CONTAINERS: No glass containers are allowed on the grounds. All beverages must be served in paper cups, plastic cups or other suitable containers.

PRICE SIGNS: All Food Vendors shall post the price of all items for the public to plainly see. It is highly recommended that photos of your products and pricing be displayed.

SUB LEASING: Vendors are prohibited from sub-leasing, assigning, or apportioning the whole or any portion of the space.

REMOVAL OF ITEMS OR EXHIBITS DURING SHOW: No concession, exhibit, stand, or portions thereof, may be removed from Vendors space during the period of the normal Fair hours, except in cases where the Fair Management has given authorization to make alterations to his existing booth in accordance with Fair Policy.

CLEANLINESS: Booths must always be kept neat and clean. All boxes, crates and supplies must be kept from public view. A privacy screen fence is recommended to hide

the service/storage areas from public view. The Fair Staff will assist with the removal of waste as much as reasonably possible however the responsibility for cleanliness of your space is yours.

GREY WATER: No grey water is allowed at any time to be discarded onto the grounds. Grey water containments will be provided upon request. The rental fee for the container and the cost of disposal for the grey water shall be at the sole expense of the Vendor. The Fair will only assist with the arrangements for wastewater disposal services.

WASTE OIL: There will be waste oil/grease containers placed at various locations on the grounds to dispose of your used oil/grease. Do not discard used oil/grease in any other location other than the containers provided.

SKIRTING ON PORTABLES: All portable concession trailers will be required to have the proper skirting around the perimeter to hide the undercarriage, wheels or chassis, and trailer hitch. If the backyard of the booth space is utilized for storage a solid privacy containment fence must be installed.

STICK BOOTHS: All stick-built booths must have rainproof cover or tent covering the entire food preparation and serving area of the booth. Stick built booths must also have floor covering that will prevent the disturbance of dust.

LAWS AND ORDINANCES: Vendors must comply with all applicable Federal, State and Local statutes and ordinances.

NEVADA STATE TAX REQUIREMENTS: In accordance with State of Nevada regulations, all vendors are required to submit a one-time tax return and pay any taxes due immediately after the Fair's closing.

- **Tax Reporting:** Vendors must report gross sales to the Fair before checking out. Failure to declare gross sales will result in being barred from future Fair participation.
- **Tax Payment:** Vendors with a Nevada State Tax ID number must complete a tax return, including their Tax ID number. Taxes may be paid with their regular monthly or quarterly return.
- **Exemption:** Vendors who are exempt from sales and use tax must provide a Department of Taxation letter of exemption with their application.

TEMPORARY BUSINESS LICENSE: All vendors selling products must obtain a temporary business license. The Fair will handle the arrangements for this license, and the associated fees are included in your booth fees. If there are any unforeseen increases in these fees, they will be passed on to the vendor.

COUNTY HEALTH PERMITS: All vendors must comply with public health laws, ordinances, and regulations applicable in the State of Nevada and Clark County. Self-contained food trucks or trailers must have current operating permits. Vendors selling prepared food products are required to obtain a temporary health permit. This permit,

necessary for each kitchen facility, is included in the base fee for your booth space. Any unforeseen increases in these fees will be passed on to the vendor.

FAIR CLOSING AND BOOTH REMOVAL PROCEDURES: To ensure a smooth closing of the Fair, please adhere to the following guidelines:

- **Booth Operation:** All booths and games must remain open until at least 8:00 p.m. on Sunday.
- **Vehicle Access:** No vehicles will be allowed on the grounds until after 10:00 p.m. or until security has cleared the area and Fair Management has given approval.
- **Cleanup:** Vendors are responsible for removing all trash and debris from their booth area before checkout.
- **Checkout:** All vendors must check out, regardless of booth type. Check-out will take place at the Administrative Fair Office.
- **Booth Removal:** All booths and exhibits must be dismantled and removed by 2:00 p.m. on Monday.

GENERAL RULES

- A. **Age Restrictions:** Items requiring a minimum age for purchase may not be sold.
- B. **Sound Devices:** Use of sound devices such as loudspeakers, organs, pianos, and radios requires Management approval. If permitted, sound levels must be controlled to avoid disturbing others. Management may revoke this privilege at any time.
- C. **Open Flames and Running Water:** Open flames and running water are not allowed in the exhibit halls.
- D. **Smoking Policy:** Smoking is prohibited inside booths and buildings. The Fair is a smoke-free event, with designated smoking areas provided.
- E. **Distribution of Merchandise:** Merchandise sold by other vendors cannot be given away on the Fairgrounds, as this conflicts with concession rights. Vendors wishing to distribute samples or gifts must obtain prior permission before the Fair opens.
- F. **Advertising Material:** Placing advertising material on or in vehicles on the Fairgrounds is strictly prohibited, and no permission will be granted for such distribution.
- G. **Demonstrations:** All demonstrations must be confined to the vendor's assigned space and may not extend to other areas. Advertising for public office candidates is permitted only in booths rented for that purpose.

- H. **Exhibit Approval:** Fair Management reserves the right to refuse exhibits that may detract from the Fair's dignity and to deny space deemed unsuitable.
- I. **Raffles and Drawings:** All raffles and drawings must be pre-approved by Fair Management and registered with the Fair, including a complete set of rules. Raffles and drawings must conclude at the event, and winners' names and addresses must be submitted to the Clark County Fair & Rodeo office on the last day of the Fair.
- J. **Final Decisions:** The decisions of Fair Management are final and must be accepted as such.