

CLARK COUNTY FAIR & RODEO

VENDOR HANDBOOK

INTRODUCTION: Each spring, approximately 100,000 visitors travel to the town of Logandale, Nevada, located approximately 50 miles northeast of Las Vegas, just off Interstate 15, to attend the annual Clark County Fair & Rodeo (“Fair”). This handbook is intended to serve as an official guide outlining the rules, regulations, policies, and requirements applicable to all vendors, exhibitors, and concessioners (collectively referred to as “Vendors”) participating in the Fair.

VENDOR RULES AND REGULATIONS

APPLICATION: All Vendors are required to submit a new application annually. All applications must be completed online; no paper applications will be accepted. Returning Food Vendors who submit completed applications by December 1st will receive priority processing. Returning Non-Food Vendors who submit completed applications by January 1st will receive priority processing.

Applications from new Vendors will be reviewed on a first-come, first-served basis, subject to availability and Fair requirements. Submission of an application does not guarantee acceptance. The Fair reserves the sole and absolute right to approve or reject any application in accordance with its rules and regulations and is under no obligation to provide justification for any decision.

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

FOOD VENDOR		
Booth Type	Space / Frontage	Rate
Large Food	800 sq. ft. / 40’ frontage	\$2,800.00
Midsized Food	600 sq. ft. / 30’ frontage	\$2,200.00
Medium Food	400 sq. ft. / 20’ frontage	\$1,800.00
Small Food	200 sq. ft. / 10’ frontage	\$1,300.00
Kiosk Food	100 sq. ft. / 10’ frontage	\$1,100.00

OUTDOOR NON-FOOD MERCHANT		
Booth Type	Space / Frontage	Rate
Outdoor Space	10’ x 20’ / 10’ frontage	\$550.00

INDOOR MARKETPLACE		
Booth Type	Space / Frontage	Rate
Indoor Space – Premium	10’ x 10’ / 10’ frontage	\$600.00
Indoor Space – Standard	10’ x 10’ / 10’ frontage	\$550.00

ATTRACTIONS & GAMES		
Space Type	Space Size	Rate
Large Space	2,000 sq. ft.	\$1,600.00
Medium Space	900 sq. ft.	\$1,000.00
Small Space	400 sq. ft.	\$700.00

APPLICATION TRANSPARENCY: Vendors must provide a complete, accurate, and detailed application, including a complete list of all items to be sold, displayed, or distributed. The list of items approved by the Fair shall be contractually binding between the Vendor and the Fair. No substitutions, additions, or changes are permitted without the Fair's prior written approval.

Any item found to be sold, displayed, or distributed that is not expressly approved may be immediately removed, and such action constitutes a material breach of contract. Violations may result in immediate expulsion from the Fairgrounds without refund and may affect eligibility for participation in future Fairs.

APPLICATION MODIFICATION: Vendors may request approval to modify or amend the list of articles, products, and/or services approved for sale or distribution no later than seven (7) days prior to the opening of the Fair. All requests must be submitted in writing and are subject to Fair review and approval at its sole discretion. No modifications shall be permitted without the Fair's prior written approval, and any unapproved changes may be treated as a breach of contract.

RESTRICTIONS: It is the Fair's policy to reasonably limit product exposure based on the items offered for sale in order to maintain balance and prevent market saturation of a single product or category. The Fair does not grant exclusive sales rights or exclusivity agreements to any Vendor. All Vendors must be authorized distributors, manufacturers, or licensees of all articles, products, and/or services that are displayed, distributed, or sold at the Fair. Upon request, Vendors must be able to provide documentation demonstrating such authorization.

INSURANCE: All Vendors are required to maintain a Certificate of Insurance for general liability coverage with a minimum limit of \$1,000,000.00, naming Clark County Fair & Rodeo as an additional insured. Proof of insurance must be submitted prior to participation in the Fair.

Insurance coverage may be purchased through the Fair for a fee of \$150.00 per booth, subject to eligibility. Fair-provided insurance is not available for Food Vendors, interactive games of chance, or rides. Vendors engaged solely in the distribution of informational materials, with no sale of products or services, are exempt from the Fair's insurance requirement.

Failure to provide required insurance coverage will result in denial of participation without refund.

DISCOUNTS: Qualified non-profit organizations and local, state, or federal government agencies are eligible to receive a twenty-five percent (25%) discount on all booth space fees. To qualify, verifiable documentation demonstrating eligibility must be submitted and approved by the Fair.

If booth space remains unsold seven (7) days prior to the opening day of the Fair, the Fair reserves the sole and absolute discretion to assign booth space to qualifying non-profit organizations or government agencies at no cost. Complimentary space assignments, if offered, will be made on a first-come, first-served basis, are subject to availability, and are not guaranteed.

This provision does not apply to Vendors selling or distributing food products, and the Fair assumes no obligation to provide discounted or complimentary space.

CONTRACTS: Upon application approval, booth space will be assigned and a contract will be issued. Booth spaces are not secured until a fully executed contract and all required payments have been received. All Vendors are required to provide a booth space security deposit of twenty percent (20%) at the time the contract is issued. The Fair may revoke any contract if the Vendor fails to meet the contract terms.

PAYMENT: All booth space fees must be paid in full on or before February 20. Any new contract issued after February 20 requires full payment within five (5) business days of issuance.

Payments not received in full by the applicable due date may be assessed as a late fee of ten dollars (\$10.00) per day and/or may result in cancellation of the contract at the Fair's sole discretion, without obligation to provide space.

A returned check fee of fifty dollars (\$50.00) will be assessed for any check returned by the issuing financial institution. Repeated payment issues may result in revocation of vendor privileges and denial of participation in future Fairs.

DEFAULT: If a 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 use or reassign the booth space in any manner deemed to be 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 must provide a cash security deposit at check-in. Deposit fees are \$200 for Food Vendors and \$100 for all other Vendors. The deposit may be forfeited, in whole or in part, for rule violations, unclean booth spaces, or failure to

complete checkout. Deposits will be returned only after checkout is complete and must be redeemed in person after the Fair closes. Deposits not redeemed in person will be forfeited.

VENDOR MOVE-IN: All Vendors must check in before setup and may not move into their assigned space until all required documentation, booth fees, and permit fees have been received. Vendors who set up in the wrong location must move to their assigned space at their own expense. All booths must be fully installed and ready for inspection no later than 10:00 a.m. on opening day of the Fair. Vendor setup times are listed below:

Vendor Type	Date	Move-In Time	Notes
Food Vendors Only	Sunday, April 4th	2:00 p.m. – 5:00 p.m.	Food trucks and trailers only
Food Vendors Only	Monday, April 5th	7:00 a.m. – 1:00 p.m.	Stick-built booths only
Outdoor / Games	Monday, April 5th	1:00 p.m. – 5:00 p.m.	
All Indoor / Outdoor	Tuesday, April 6th	7:00 a.m. – 5:00 p.m.	
All Indoor / Outdoor	Wednesday, April 7th	7:00 a.m. – 9:00 a.m.	

INSPECTIONS: Fair Management retains the right to perform daily inspections of all Vendor spaces. An initial inspection will be completed prior to the Fair opening. Vendors are not required to be present for inspections. Vendors are responsible for correcting all unsafe, unclean, or improper setup conditions before the Fair opens.

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 is allowed. All Vendors using tents or canopies must provide sufficient removable weights for anchoring or securing them. The Fair does not provide individual tents, canopies, or weights.

ELECTRICAL: Electrical requirements must be approved during the application process, and outlets will be assigned to each space. Vendors must supply properly rated power cords measuring at least 75 feet. Only NEMA 14-50P plugs are permitted for 50-amp service. Hardwiring is not allowed. Vendors exceeding approved power usage will be disconnected. Personal generators are prohibited unless they have been inspected and expressly approved in advance by Fair Management. Unauthorized generators will not be permitted on Fair grounds.

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

CREDENTIALS: Non-Food Vendors shall be issued two (2) vendor badges per space rented. Food Vendors shall be issued vendor badges based on space size as follows: four (4) badges per kiosk or small space, six (6) badges per medium or midsize space, and eight (8) badges per large space. All vendor badges are valid for all five (5) days of the Fair and are non-transferable and non-refundable.

Additional vendor badges may be purchased for \$50.00 per badge, subject to availability and Fair approval. Vendor credentials will not be issued under any circumstances unless the vendor contract is paid in full. Credentials will only be distributed in person at the time of official vendor check-in and will not be released early or to any unauthorized individuals.

Failure to comply with badge and credential requirements may result in denial of access, revocation of credentials, or exclusion from the Fair, without refund.

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 RVs 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 setup of booths for unloading purposes only. No Vendor vehicles, including golf carts or ATVs/UTVs, will be allowed on the grounds during normal operating hours of the Fair.

LABOR: Fair Management is not responsible for, and will not arrange to provide, labor for the installation, removal, or servicing of any booth. Vendors must comply with all local, state, and federal employment laws.

VENDOR HOURS: All Vendors must be open and operational during the listed Vendor Hours each day, regardless of location or customer traffic levels. Because attendance may vary by area of the Fairgrounds, Vendors may not close early based on reduced traffic without prior approval from Fair Management. Vendors may remain open until the Fair closes. For security reasons, indoor spaces will remain locked until one hour before public opening each day and will be locked again one-half hour after closing each evening. Indoor Vendors must leave before the building is secured.

Fair Date	Fair Hours	Vendor Hours
Wednesday, April 7 th	10:00 a.m. – 11:00 p.m.	10:00 a.m. – 10:00 p.m.
Thursday, April 8 th	10:00 a.m. – 11:00 p.m.	10:00 a.m. – 10:00 p.m.
Friday, April 9 th	10:00 a.m. – 11:00 p.m.	10:00 a.m. – 10:00 p.m.
Saturday, April 10 th	10:00 a.m. – 11:00 p.m.	10:00 a.m. – 10:00 p.m.
Sunday, April 11 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, respectful, and courteous manner at all times. Any unruly behavior, refusal to comply with Fair rules or staff directions, or use of abusive, profane, or inappropriate language toward Fair patrons, Fair personnel, or fellow Vendors will be grounds for immediate expulsion from the Fair. Vendors removed for such conduct will not be invited to participate in future Fairs.

Any scalping, resale, transfer, or unauthorized use of credentials by a Vendor, or by the Vendor's agents, employees, family members, or any other associated individual, will result in immediate expulsion from the Fair without refund. Vendors found in violation of this policy will not be permitted to participate in future Fairs.

The Fair provides a service to both Vendors and Fairgoers and is committed to maintaining clean facilities, orderly grounds, and a safe, respectful environment. Vendors are expected to uphold these standards and to treat Fairgoers, Fair Staff, and fellow Vendors with courtesy and professionalism at all times.

The Fair reserves the right to remove any Vendor and/or exhibit from the Fairgrounds if, in the judgment of Fair Management, the Vendor violates the Fair's code of ethics, fails to meet behavioral or operational standards, or does not comply with the terms of the signed Vendor contract.

SECURITY: Fair security personnel will be on duty beginning the morning of opening day of the Fair. The Fair will exercise reasonable diligence in providing security for the Fairgrounds; however, the Fair assumes no responsibility for the loss, theft, or damage of any Vendor property, equipment, merchandise, or personal belongings. Vendors are solely responsible for securing their property at all times.

FAIR ATTENDANCE: Fair Management is not responsible for any reduction in normal Fair attendance resulting from acts of God, labor strikes, weather conditions, governmental actions, or other circumstances beyond the Fair's reasonable control.

RAIN POLICY: In the event of rain or inclement weather, Fair Management will make reasonable efforts to prevent water accumulation and maintain safe conditions. No refunds will be issued due to weather conditions, and all Vendors are expected to remain open and operational as scheduled. Vendor cooperation is appreciated, and Fair Management will make reasonable efforts to address weather-related conditions.

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 approved items for the public to plainly see. It is highly recommended that photos of your products and pricing be prominently 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, booth, stand, or any portion thereof may be dismantled, removed, or relocated from a Vendor's assigned space during normal Fair operating hours. Exceptions may be made only when prior authorization has been granted by Fair Management, and any modifications are made in accordance with Fair policies and procedures.

CLEANLINESS: All booths must be kept neat, orderly, and clean at all times. Boxes, crates, containers, and excess supplies must be kept out of public view. The use of a privacy screen or fencing is strongly recommended to conceal service and storage areas from public areas.

Fair Staff will assist with waste removal as reasonably possible; however, Vendors are solely responsible for maintaining the cleanliness and appearance of their assigned space, including regular trash removal and proper disposal.

GREY WATER: Disposal of grey water onto the Fairgrounds is strictly prohibited at all times. The Fair provides approved grey water disposal containers in designated locations for Vendor use.

Grey water containment units may also be provided upon request at a cost of \$400 per containment unit, which includes both the containment tank and disposal service. Containment units obtained through the Fair are assigned exclusively to the requesting Vendor's booth and may not be shared, relocated, or used by other Vendors without prior approval from Fair Management.

All fees and compliance with grey water handling requirements are the sole responsibility of the Vendor. The Fair will assist only with coordinating access to approved wastewater disposal services and assumes no responsibility for the handling, transport, or generation of grey water by Vendors.

WASTE OIL: Approved waste oil and grease disposal containers will be placed in designated locations throughout the Fairgrounds for Vendor use. Vendors must dispose of all used oil and grease only in the containers provided.

Disposal of waste oil or grease in any other location is strictly prohibited. Vendors are responsible for ensuring proper handling and disposal of used oil and grease in accordance with Fair policies and applicable regulations.

SKIRTING ON PORTABLES: All portable concession trailers are required to have perimeter skirting that fully conceals the undercarriage, wheels, chassis, and trailer hitch from public view. Any rear or side storage areas must be fully enclosed with a solid privacy fence or barrier.

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

LAWS AND ORDINANCES: Vendors must comply with all applicable federal, state, and local statutes and ordinances.

NEVADA STATE TAX REQUIREMENTS: All Vendors shall comply with all applicable State of Nevada tax laws and regulations by submitting a mandatory one-time tax declaration to Fair Management and remitting all taxes due immediately upon the close of the Fair. The required tax declaration form will be made available online, and all electronic submissions must be paid by credit card. Vendors electing to pay in cash must complete an in-person checkout at the conclusion of the Fair. Business checks, personal checks, and all other forms of payment are strictly prohibited and will not be accepted.

- **Tax Reporting:** Vendors are required to report total gross sales to the Fair prior to checkout. Failure to report gross sales will result in a minimum one-year suspension from participation in future Fairs.
- **Tax Payment:** Vendors holding a Nevada State Sales and Use Tax ID are still required to submit the mandatory tax declaration form to Fair Management. Applicable taxes may be remitted through the Vendor's regular monthly or quarterly filing with the State.
- **Tax Exemptions:** Vendors claiming exemption from sales and use tax must submit a valid Nevada Department of Taxation exemption letter with their application.
- **Seller Registration:** Pursuant to NRS 372.055, any Vendor making sales more than twice within a twelve (12) month period is required to register as a seller with the State of Nevada.

TEMPORARY BUSINESS LICENSE: All Vendors selling products shall obtain a temporary business license. The Fair shall coordinate the licensing arrangements, and the associated fees are included in the booth fees. Any unforeseen increases in such fees shall be the responsibility of the Vendor.

COUNTY HEALTH PERMITS: All Vendors must comply with all applicable public health laws, ordinances, and regulations of the State of Nevada, Clark County, and Southern Nevada Health District.

All self-contained food trucks or concession trailers must maintain current and valid operating permits. Vendors selling prepared or potentially hazardous food products are required to obtain a temporary health permit for each kitchen or food preparation facility they operate.

The Fair will coordinate the application process for required health permits as a courtesy to Vendors. All permitting fees and associated costs are the sole responsibility of the Vendor. The Fair will invoice each Vendor for the applicable permit fees.

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

- Age Restrictions:** Items requiring a minimum age for purchase may not be sold.
- 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.
- Open Flames and Running Water:** Open flames and running water are not allowed in the exhibit halls.
- Smoking Policy:** Smoking is prohibited inside booths and buildings. The Fair is a smoke-free event, with designated smoking areas provided.
- 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.