



COWBOYS & GYPSIES VENDOR SHOW GUIDELINES

APPLICATION INFORMATION

The ABC Pro Rodeo Cowboys & Gypsies Vendor Show is an “Invitational Show”. Applicants are welcome to apply for available space and are juried based on quality, booth display and product diversity.

The ABC Pro Rodeo Cowboys & Gypsies Vendor Show reserves the sole right to select vendors they deem appropriate for the vendor mix on an annual basis. An application does not guarantee the applicant booth space.

All applicants must submit photos of their retail booth display and the products to be sold.

Applications will not be considered complete without (a) all information completed on the form, (b) submission of photos (**size limit**) or brochure of products that might be sold, (c) a written description of products with percentage of product within booth, (d) pictures of booth display, (e) copy of Texas Sales and Use Tax Permit and (f) certificate of insurance. The Insurance required is Vendor must carry \$1,000,000 per occurrence and \$2,000,000 aggregate insurance. Upon acceptance, space will be assigned by availability and category. Incomplete applications will not be considered.

PRODUCT GUIDELINES

The ABC Pro Rodeo Cowboys & Gypsies Vendor Show reserves the right to reject certain products and displays. Items and displays that are unacceptable may include, but are not limited to the following: Any item that includes offensive language, the sale or display of laser lights, tobacco products, tattoos, body piercing, live animals, reptiles and fish, non-prepackaged food items, amusement/mechanical type rides, selfie-sticks, drones, displays used for political messaging and raffles. Any weapons (including but not limited to guns and ammunition, knives, swords, spears, arrows, etc. whether real, toy, or replica) must be enclosed in a case for security purposes. The ABC Pro Rodeo Cowboys & Gypsies Vendor Show reserves the right to deem products unacceptable at any time during the application process or while vendor is on facility grounds. Unacceptable items must be removed from the booth space on demand and vendor may be expelled from the property for non-compliance with vendor rules or request to remove an unacceptable item.

NOTIFICATION

Space at the ABC Pro Rodeo Cowboys & Gypsies Vendor Show is limited and all decisions to license booth space shall be at the sole discretion of the ABC Pro Rodeo Cowboys & Gypsies Committee. Applicants who are selected for the 2020 event will be notified. All products and

services included on the application will be reviewed. Applicants will be notified of any products or services that have not been granted approval for display or sale.

WAITLIST

If you are not selected for retail booth space, you will be notified by mail or e-mail and placed on a waitlist in the event of a cancellation. We encourage all vendors who are not selected to consider other shows and events during this time as there are no guarantees that space will become available. The waitlist will be cleared at the conclusion of the 2020 Show. Vendors interested in participating in the 2021 event must re-apply as a new vendor.

TENTATIVE HOURS OF OPERATION

BOOTH HOURS: APRIL 1-4, 2020 - EARLY MOVE-OUT WILL NOT BE ALLOWED.

Wednesday	9:00 AM – 4:00 PM	Vendor Move-In
	5:00 PM – 8:00 PM	SIP-n- SHOP
Thursday	6:00 PM – 10:00 PM	
Friday	10:00 AM – 5:00 PM	
	6:00 PM – 10:00 PM	
Saturday	12:00 PM – 4:00 PM	
	6:00 PM – 10:00 PM	

GUIDELINES FOR 2020 RETAIL BOOTHS

These requirements must be adhered to:

1. All vendors must supply their own hard backdrop and sides for their booth, as needed. Pipe and drape will not be available. The booth must be free standing and may not rely on building structure for support. Vendors may not rely on neighboring back drop or side walls as their own.
2. Vendor must supply their own signage for booth name. This must be hung within the 8'-10' height of the booth.
3. "Easy Ups" or tent frames will be allowed inside buildings.
4. All merchandise, displays, fixtures, signs, chairs, and property of retail vendor must fit into the designated booth space and may not extend into the aisle in any way.
5. Side walls and merchandise displays may not exceed 4' in height for the first 4' of booth depth. This design specification is intended to ensure that one booth does not visually block another booth's display.
6. All signage must be of professional quality.

CANCELLATION POLICY

A cancellation fee of \$100.00 will be deducted from all refunds requested in writing prior to February 1, 2020. Refunds will not be issued for any reason after February 1, 2020.