

# ABC PRO RODEO

## COWBOYS & GYPSIES VENDOR SHOW GUIDELINES 2023

### 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 that 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 minimum amount Vendor is required to carry is \$1,000,000 per occurrence and \$2,000,000 aggregate insurance. Upon acceptance, space will be assigned by availability and category. Incomplete applications may 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 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 2023 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.

# ABC PRO RODEO

## 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 2023 show. Vendors interested in participating in the 2024 event must re-apply as a new vendor.

## TENTATIVE HOURS OF OPERATION

**BOOTH HOURS: MARCH 30<sup>TH</sup> – APRIL 1<sup>ST</sup> 2023- EARLY MOVE IN OR OUT WILL NOT BE ALLOWED.**

March 29<sup>th</sup> Wednesday -Vendor Move-In \*Trailers ONLY 10:00am-12:00pm

All others 12:00pm-6:00pm\*Booths may not drive in and drop must carry in items per Mallet\*

Thursday 6:00pm-10:00pm

Friday 6:00pm – 10:00pm

Saturday 12:00am – 4:00pm (shut doors)

\*Early dinner served at bar area for vendors please have vendor badges 4:30pm-5:30pm

(Re-open doors) 6:00pm – 10:00pm

10:00pm-12:00am – Vender Move-Out (no exceptions)

## GUIDELINES FOR 2023 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 backdrop 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 the buildings.

# ABC PRO RODEO

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 endure that one booth does not visually block another booth's display.
6. All signage must be of professional quality.

**We will have daily door prize drawings throughout the show for vendors as a THANK YOU!**

## CANCELLATION POLICY

A cancellation fee of \$100.00 will be deducted from all refunds requested in writing prior to March 3<sup>rd</sup> 2023. Refunds will not be issued for any reason after March 3<sup>rd</sup> , 2023.



COWBOYS & GYPSIES VEDNOR SHOW  
VENDOR APPLICATION

Legal Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone & Email \_\_\_\_\_

Website/Facebook: \_\_\_\_\_

Texas Sales Tax Permit ID# \_\_\_\_\_

**You MUST include with application and bring a copy of your Texas Sales Tax Permit form to display in your booth.**

How did you hear of us? \_\_\_\_\_

Description of Product/Services to be Displayed: \* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

\*The sale of ITEMS that LIGHT UP are prohibited due to an Exclusive contract already in place.

# ABC PRO RODEO

Applications will be reviewed in the order they are received, and you will be notified via email or phone call of acceptance as soon as possible. The review process is generally quick, however it may take up to two weeks, so please be patient. The ABC Pro Rodeo Cowboys & Gypsies Show reserves the right to refuse any vendors. The vendor is responsible for the security of his or her own merchandise during the show and after hours. All entrances will be locked at night and will not be opened until we return the next morning. The applicant agrees that the ABC Pro Rodeo Cowboys & Gypsies Show is NOT responsible for any dispute, controversy, or lawsuit concerning any items sold, displayed, traded or in any manner exchanged during because of the show. The vendor also agrees that the ABC Pro Rodeo Cowboys & Gypsies Show is NOT responsible for any accidents causing harm to either person or property while attending the show. You MUST have your certificate of insurance with you in your booth.

# ABC PRO RODEO

## BOOTH SIZE & FEES:

Please check your request below:

Single Booth \$225.00 (10' X 10')

Double Booth \$375.00 (10' X 20')

Triple Booth \$500.00 (10' X 30')

Quad Booth \$700.00 (10' X 40')

A limited number of Trailer Set ups are welcomed. Fees are based on size of trailer.

Electricity Hook Up \$25.00

WI-FI \$10.00

Space will not be reserved or assigned without an application and full payment of space fees.

PLEASE INDICATE EXHIBIT NEEDS FOR:

# Of Tables

# of Chairs

Application needs to be submitted by March 3<sup>rd</sup> to reserve your space(s).

We may accept applications later, but booth assignments will be made only if spaces are available at that time. No refunds will be made for payments after stated time frame and payments are not carried over from show to show. Any additional questions please contact Rachel Elbert: [relbert@lubbockbgc.org](mailto:relbert@lubbockbgc.org) or 806-500-2370.

PLEASE CHECK BOX

I have read the 2023 Guidelines. I understand that this application does not guarantee a booth space and that the ABC Pro Rodeo Cowboys & Gypsies Vendor Show reserves the right to select vendors that they deem appropriate for the vendor mix on an annual basis.

The Mallet Event Center and Arena has RV full hook-ups (electricity, water, and sewer) for 30 amp and 50-amp campers. If interested, please contact the Mallet at [infor@malleteventcenter.com](mailto:infor@malleteventcenter.com)