



Horse Sale & Tradeshow

Trade Show Contract

2025 Cowboy Country Horse Sale

March 14th-15th, 2025

CAM-PLEX; Central Pavilion – Gillette, Wyoming

For more information, contact Lexi Bauder (307)299-3771

Booth Rental:

Standard 10 x 10 Booth (Draped; 8' Back, 3' sides) - \$110

Includes 1 8' table and two chairs

Additional tables & chairs - \$5/each

30 AMP plug in - \$25/each

50 AMP plug in - \$50/each

Terms:

- *Balance due no later than February 28th, 2025. Contracts not paid in full risk forfeiture of reserved space.
- *All exhibits must be setup and operational by the end of the setup time Friday, March 14th.
- *All exhibits must remain intact until 9PM Saturday, March 15th.
- *Absolutely no vendors allowed in the building before 9AM Thursday, March 13th.
- *You MUST let Lexi know when you plan to set up.
- *NO parking on the north or east side of Central Pavilion. Vendors may park in the FAR west parking lot ONLY.

Booth Set Up Hours:

- *Thursday, March 13th - 9AM – 12PM (This time is ONLY if you plan on selling out of a trailer)
- *Thursday, March 13th – 12PM – 8PM (Vendors may drive in this day ONLY)
- *Friday, March 14th – 9AM – 1PM (Absolutely no driving in)

Booth Tear Down Hours:

- *Sunday, March 16th – 8AM – 5PM (Vendor may drive in to tear down)

Trade Show Hours:

- *Friday, March 14th – 1PM – 9PM
- *Saturday, March 15th – 8AM – 9PM

Cowboy Country Horse Sale & Trade Show Rules & Regulations

Arrival: Prior to setting up your booth, please report to Trade Show Coordinator table; located on the southwest end of Central Pavilion. All booths must be paid in full- NO EXCEPTIONS.

Set-Up & Driving in the Building: Please let Lexi know when you plan on setting up. If you're planning on selling out of a trailer we ask that you arrive in the time allotted Thursday morning, this will help out our skidsteer driver that will be backing your trailer in. Vendors will be allowed to drive inside Central Pavilion to unload on Thursday ONLY. No vehicles will be allowed in Central Pavilion for set up at any other time. Vendors will be allowed to drive inside Central Pavilion at the end of the show for tear down. ****Weather Dependent****

Parking: There will be NO PARKING on the North or East side of Central Pavilion during Trade Show hours. All Vendors MUST park in the West parking lot. No one will be allowed behind Central Pavilion to start loading until 8 AM on Sunday.

Liability & Indemnification: Vendor warrants by authorized signature on the Trade Show Contract that Campbell County, CAM-PLEX, and the Cowboy Country Horse Sale, its board members, staff and sponsors are not responsible for injury, loss, theft or damage which may occur to the Vendor, his employees or his property from any cause, whatsoever, nor for mail sent to CAM-PLEX. The Vendor expressly releases Campbell County, CAM-PLEX, and the Cowboy Country Horse Sale, its board members, staff and sponsors from all claims for loss, theft, damage, or injury.

Exhibit Space: All personnel, merchandise and equipment must remain inside the assigned space. Soliciting in areas other than leased space is strictly prohibited. No PA system, loudspeaker, amplifier, broadcasting device, music or other objectionable method shall be used by the Vendor if it interferes with other Vendor, management or patrons. Exhibits must be removed by 10:00 pm on Sunday, March 16th, 2025.

Security: Security will be provided Friday & Saturday nights and the doors will be locked each night. However, the safety of vendor's property is not guaranteed by Cowboy Country Horse Sale. Vendors are encouraged to use their own discretion when leaving valuables.

Refunds: No refunds of payments will be made on cancelled contracts after March 1st. Payments on the space cancelled prior to March 1st will be refunded only if the space is resold.

Internet Service: Free Wi-Fi service is provided inside Central Pavilion.

No Exclusivity of Product/Service: The Cowboy Country Horse Sale does not guarantee Vendor exclusivity of product or service. Acceptance of this Agreement and/or the presence of a product or service at the Cowboy Country Horse Sale Trade Show, does not imply its approval to the exclusion of other products, equipment, or services.

Rights of Management if Show is Not Held: The Cowboy Country Horse Sale is not liable for any costs, damages or expenses incurred by Vendor should the show be delayed, interrupted, cancelled, or not held as scheduled.

Display Vehicles: Liquid or gas fueled vehicles, RVs, tractors, boats, or other motor craft must have fuel tanks with factory designed gas caps and contain only a minimum amount of fuel while on display in any CAM- PLEX facility per fire code regulations. No fueling or defueling of any fuel tank is allowed while the vehicle is inside a CAM PLEX facility.

UPS/Fed Ex/ Package Delivery: The Cowboy Country Horse Sale will not be responsible for any shipments shipped to CAM-PLEX grounds.

Food: All vendors selling or giving away food **MUST** be approved by Trade Show Coordinator. Vendor selling or giving away food are required to obtain and display a food permit.

Contracts: All Vendors must have a fully negotiated contract. The Cowboy Country Horse Sale reserves the right to determine the final location of any exhibit. Vendors are prohibited from assigning, subletting, or transferring space allotted to them.

Other: Literature may only be distributed from the Vendor's booth location. No walking around, handing out literature, or selling items outside the booth is permitted. Vendor and their employees or volunteers are required to portray an image of professionalism. This includes clean clothing, good hygiene, and professional mannerisms. We appreciate your cooperation, as we do not want to restrict your services due to an inappropriate situation, presentation or a complaint. Persons found to be in violation of any of the Trade Show Rules & Regulations may be ordered off the grounds.

Campground: Camping is available in the Windmill Campground, which is right across the street to the North of Central Pavilion. Camper spaces are \$45/Night. Please contact Lexi Bauder (307)299-3771 to rent a space.

Insurance: – It is mandatory that all Vendor participating in the Cowboy Country Horse Sale Trade Show provide the CCHS with evidence of General Liability insurance certificate, at least thirty (30) days prior to the event, evidencing a minimum of \$1,000,000.00 combined single limit bodily injury and property damage, including products liability, which names Campbell County and Cowboy Country Horse Sale as additional insured with the terms of coverage to include move-in and move-out dates. The certificate must provide for a 30-day written notice of cancellation or reduction in limits to the CCHS. The certificate must be exactly as specified above or the contract will be cancelled. All Vendors must provide proof of coverage or they will not be allowed to participate. Vendor is not covered under Campbell County or Cowboy Country Horse Sale’s insurance program. VENDOR(S) will absolve Campbell County or Cowboy Country Horse Sale from any act or omission in facilitating such insurance. Campbell County and/or Cowboy Country Horse Sale does not undertake to act as insurance agent or broker in any way, but only offers this provision, as a service to the VENDOR(S).

Trade Show Information

You will receive an email from CCHS Trade Show Coordinator to confirm your booth(s) space.

The CCHS has no exclusivity rules, so if you are selling a product that has exclusivity standards, it is the vendor’s responsibility. If your product must follow exclusivity standards; clearly state as such on the Trade Show Application Form. When contacted with your confirmation you will be informed if you are the first or second vendor with that product.

Applications with payment enclosed will be accepted into the trade show on a first come first served basis.

No parking trailers or vehicles along or on any street. Vendor vehicles are to be parked in the back parking spots on the west end of the Central Pavilion or in the Campground to the far west side.

MAKE A COPY OF THIS COMPLETED DOCUMENT TO KEEP FOR YOUR RECORDS

VENDOR APPLICATION

Vendor Name: _____

Company Name: _____

Telephone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

I will be arriving to set up my booth: _____

Will you be selling out of a trailer? _____

Number of 10 x 10 Booth Spaces _____ x \$110/each= _____ Total

Number of 30 AMP Outlets _____ x \$25/each= _____ Total

Number of 50 AMP Outlets _____ x \$50/each= _____ Total

Additional if needed: Tables _____ x \$10/each Chairs _____ x \$5/each

One 8' table and 2 chairs are provided with booth rental, will you need these? Y N _____

Total Booth Rental: \$ _____

Please name and describe in detail all items or services to be sold or exhibited:

By signing, I acknowledge that I have read, understand and will follow the Cowboy Country Horse Sale Rules & Regulations. Contract must be signed and paid for in order to be accepted by trade show coordinator.

Exhibitor Signature: _____

Payment: Credit cards will be accepted with a 5% fee. Make checks payable to Cowboy Country Horse Sale.

Mail this page of the Vendor Application and payment to:

Cowboy Country Horse Sale
1686 Adon Rd
Rozet, WY 82727

Credit Card Number: _____ EXP: _____

CVV Code: _____ Billing Zip Code: _____

A 5% fee will be added to all credit card transactions.