

EMPIRE RANCH FOUNDATION



Empire Ranch Cowboy Festival Saturday, Nov 3, 2018

VENDOR INFORMATION

The 2018 Empire Ranch Cowboy Festival (formerly Roundup & Open House) is a wonderful Western Heritage Event held on the beautiful Empire Ranch!

The Festival features western demonstrations of all kinds, family activities, music, food and fun for everyone! It is a family-oriented event that is open to the public. We will have 2000+ people visiting us!

Dates/Times	November 3, 2018, 10am-4pm
Admission	\$10 parking donation requested
Location	Historic Empire Ranch, E Empire Ranch Rd, Las Cienegas Nat'l Conservation Area, Sonoita, AZ
Festival Details	The Festival introduces hundreds of people to the Cowboy way of life through horse and cattle demonstrations, blacksmithing, branding (wood not animals), music, Cowboy Conversations, exhibits, non-profit partners, great food, and more.
Application Dates	Vendor Applications and rental fee must be returned by October 5, 2018
Insurance	All vendors are required to carry individual liability insurance for \$1,000,000 covering the vendor. Proof of coverage may be requested prior to the Festival.
Space Details & Fees	\$75 Vendor fee includes a 10X10 single booth space. If you would like a 20x20 space the fee is \$125. If you wish to rent a tent or tables, please let us know on the following page. Fee due upon receipt of application. Tent Rental (10x10) \$300 (optional) Table Rental (8') \$10/each (optional)
Parking	Overnight parking is available. There are no hook-ups available onsite. Visit http://www.empireranchfoundation.org/visit/visiting-policies/ for more information. Vendors will be required to move their vehicles to the Vendor Parking area after they unload.
Tent and Space Requirements	All tents must be commercially made (no tarps allowed). All vendors are required to have their canopies sufficiently and safely anchored to the ground or with weights (40#per leg) the entire time the canopy is set up. All Vendors must maintain a sanitary and professionally managed space for the duration of the Festival. No vendor may "pack up and leave" until 4pm, November 3, 2018. Most spaces, unless otherwise requested, are 10x10.
Event setup	Vendors may check in and set up between the following hours: Friday, Nov. 2nd between 12pm and 4pm, or Saturday, Nov. 3rd before 8:00am. No parking will be allowed on Ranch grounds - all vendors must move cars to approved parking area.
Info. Packet	A welcome packet with event details will be mailed or emailed to each vendor with the acceptance notification upon receipt of application and payment.

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VENDOR APPLICATION: Please note, this form can be completed and payment submitted via our website: <https://www.empireranchfoundation.org/ranch-events/cowboy-festival/cowboy-festival-vendorexhibitor-information/roundup-vendor-application/>

Business Name _____

Contact Name _____

Cell Phone # _____ Business Phone # _____

Address _____

City _____ State _____ Zip _____

A single booth space is \$75, if you would like to purchase additional booth space, tent or tables, please place a check below and include that amount in your total.

Booth Space Selections

- ___ Single Booth Space \$75
- ___ Double Booth Space \$125
- ___ 10x10 Tent Rental \$300
- ___ 8' Table Rental \$10/each

What date will you be Checking in and setting up?

- ___ Friday, November 2nd between 12pm-4pm
- ___ Saturday, November 3rd **before 8:00am**

Space Requests: Do you have any special requests or needs?

- ___ Handicap Parking (Handicap parking is located off Festival Grounds, transportation to booth space can be provided)
- ___ Trailer type Booth Parking
- ___ Other _____

****Please note**** Space assignments will NOT be given over the phone, or prior to day of check in. Space assignments will be mailed with the Welcome Packet once registration is received. Requests are considered, but not guaranteed.

Payment Information: No cash refunds will be given for cancellations made less than 30 days from event.

Your application will not be considered without payment of the vendor fee. No refunds will be given for no-shows.

Payment enclosed:

___ Check (Make checks payable to **Empire Ranch Foundation**) ___ Credit Card: Visa / MC / Discover

Credit Card # _____ Exp Date ____/____

Security Code _____ Zip Code associated with the card _____

Total fees paid \$ _____

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RULES & REGULATIONS

Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Empire Ranch Cowboy Festival.

- **VENDOR WELCOME PACKET:** Vendor welcome packets will be emailed or mailed to you up receipt of application and payment.
- **BOOTH ASSIGNMENTS** will NOT be given to the vendor in advance. All Space Assignments will be with the Welcome Packet once application and payment have been received.
- **CANCELLATIONS & REFUNDS** No refund will be given for no shows. Cancellations will be refunded if notified 30 days in advance.
- **ARRIVAL:** Vendors should arrive on time to the Festival allowing for adequate time to unload and set up their materials. The Empire Ranch Foundation does NOT provide set up, unloading or loading assistance for exhibitors.
- **PROFESSIONAL BEHAVIOR:** No liquor, smoking or drugs should be in evidence at ANYTIME. Intoxication is intolerable. Inappropriate and/or foul language will not be tolerated. If your behavior is deemed unruly at any time during the Festival, we reserve the right to expel you from the Festival and refuse your participation in any future festival. A refund will not be given in the event of disqualification due to unruly behavior.
- **PARKING:** Vendors must park their vehicle during Festival hours in the designated VENDOR PARKING area. Parking within festival grounds is available only during loading/unloading.
- **BOOTH SPACE:** Display areas should be kept neat and attractive to visitors at all times. Vendors are liable for their own trash within their allotted space prior to, during and following the Festival.
- **SPECIAL REQUESTS** (e.g. location, proximity to other exhibitors, etc.) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type.
- **SECURITY:** The Ranch grounds will not be monitored by security services overnight. The Empire Ranch Foundation and the BLM are not liable for damage, theft or other destruction of vendor display, product or bodily harm.

Printed Name: _____

Signature: _____ Date: _____

EMPIRE RANCH FOUNDATION



RELEASE & HOLD HARMLESS

The Empire Ranch Foundation (ERF) partners with the Bureau of Land Management (BLM) to host the annual Empire Ranch Cowboy Festival event. Vendors are invited to participate in the Festival event at their own risk.

The Vendor shall assume all risk, liability and responsibility for the following, **including but not limited to:**

- Vendor's vehicles, trailers, equipment, structures, food and merchandise.
- The delivery of, dismantling of and removing of any and all of the Vendor's personal property.
- The location of the Vendor booth/space.

Vendor understand that any deviance from this Vendor Application package will result in termination of their participation in the Festival.

Vendor understands that if weather, other acts of nature, or other reasons beyond the control of the Vendor, ERF or BLM causes the event's cancellation, Vendor will be entitled to a refund of their entry fee(s), but ERF/BLM is under no obligation to re-schedule the event and the Vendor hereby holds ERF/BLM harmless for failure of this event to take place.

By signing below, Vendor understands and agrees to:

- Comply with all Pima County Department of Environmental Health requirements.
- Maintain a sanitary, clean, professionally managed booth throughout the duration of the Festival.
- To allow images included in this application as well as any pictures of me, my booth and/or merchandise taken at the Festival to be used in promotional materials or published advertising as the discretion of the ERF.

By signing below, Vendor agrees to hold the Empire Ranch Foundation and the Bureau of Land Management, their agents, employees, volunteers and servants harmless from any and all responsibility and/or liability in connection with the above, including but not limited to costs and attorney's fees resulting from any and all actions or claims by the Vendor or damages to persons or property from any source as a result of Vendor's participation in the Empire Ranch Cowboy Festival event.

This Release and Hold Harmless shall remain in full force and affect for the entire time the Vendor is on the ERF/BLM property and shall terminate only when Vendor, together with all of their personal property and possessions has completely vacated the ERF/BLM property.

Accepted and Agreed:

Printed Name _____

Signature _____ **Date** _____

Please send pages 2, 3 & 4 with your total booth fee to:

The Empire Ranch Foundation
PO Box 842
Sonoita, AZ 85637