



**Friday, Saturday & Sunday  
January 13-15, 2017**

Office use only		
Date Rec.	_____	
Amount	_____	
Check	Cash	Credit Card

## **EXHIBIT SPACE CONTRACT**

*Produced By The Larimer County Fairgrounds and Events Complex*

### **INDOOR ARENA DISPLAY SPACE**

10' x 10' Ft. Space—\$150.00      10 x 20' Ft. Space- \$200

Company Name \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone: Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Colorado state sales tax # \_\_\_\_\_

*(Please include a copy of Special Event License – if applicable)*

Please list a description of all items to be sold:

\_\_\_\_\_  
\_\_\_\_\_

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This agreement made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Board of Commissioners of Larimer County, Colorado, by and through the Big Thunder Draft Horse Show ("County") and \_\_\_\_\_ ("Contractor")

WITNESS THAT: The contractor shall fully defend, indemnify and release the County, its officers and agents from any and all liability or loss that may arise, in any manner, as a result of this agreement or from the hereunder of the Contractor(s), its employees, agents, subcontractors, or invitees.

By: \_\_\_\_\_

Signature of Authorized Agent

***Fee and Completed application must be returned no later than Monday, January 3, 2017***

***All Insurance certificates must be received no later than Monday, January 11, 2017***

<p><b>Please remit to:</b> <b>Big Thunder Draft Horse Show</b> <b>The Ranch</b> <b>5280 Arena Circle, Suite 100, Loveland, CO 80538</b> <b>Further information contact: Erin Rome 970-619-4114</b></p>
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## 2017 Indoor Arena Booth Set Up Checklist

Please check the items you will need for your booth space and return with the contract.

**Please note:** If you do not check any items or return the checklist, it will be assumed you don't need any of these items for your booth space.

Company Name: \_\_\_\_\_

### Included Items:

Two Chairs

8' Table

Will you need RV Electrical Hookup?

▶ Electrical Only - No water or sewer ◀

Electrical: \$15/night/ 20amp    \$20/night/30 & 50 amp (Number of nights \_\_\_\_\_)

Dry Camping: \$10/night (Number of nights \_\_\_\_\_)

### Additional Items:

Tables @ \$3 (Quantity \_\_\_\_\_)

Chairs @ \$2 (Quantity \_\_\_\_\_)

(1) 110v electrical service @ \$10

**Note:** Please note both camping reservations and booth electricity are limited and are a first come first serve basis.

### Total Items

# of 10x10 Spaces: \_\_\_\_\_ x \$150 = \_\_\_\_\_

# of 10x 20 spaces: \_\_\_\_\_ x \$200 = \_\_\_\_\_

Camping Nights: \_\_\_\_\_ x \$20/\$15/\$10 = \_\_\_\_\_

Additional Items: \_\_\_\_\_

**Total Amount Due \$** \_\_\_\_\_

Please make checks payable to:

**The Ranch**

**5280 Arena Circle, Suite 100**

**Loveland, CO 80538**

## 2017 Commercial Booth Information

**Big Thunder Draft Horse Show** is scheduled for January 13-15, 2017. Enclosed is a vendor application and a release from liability form which should be filled out and returned along with your payment. The completed application form, along with your signature, will confirm that you have read and understand all rules and regulations concerning commercial vendors at the 2016 Big Thunder Draft Horse Show. This should help eliminate questions concerning parking, electrical needs, etc. Once we receive and approve your application, a packet will be sent by mail to include parking information, vendor passes, and details.

**Insurance** Those firms or businesses covered by liability insurance will be required to supply a certificate of insurance naming Larimer County as additional insured for the length of the Big Thunder Draft Horse Show. All booths providing a public service (i.e. machine demonstrations, etc.) must provide a certificate of insurance. Certificates of insurance must be sent The Ranch office no later than January 11, 2017. There will be no exceptions. Those businesses not covered by insurance may purchase coverage through the Big Thunder Draft Horse Show. Call The Ranch office, Erin Rome (970-619-4114) for further information.

**Set-up and Take down** Booths are to be set-up no later than **3:00 p.m. Friday, January 13, 2017.** Take down will not be permitted until 5:00 p.m. January 15, 2017. Violators to this rule will not be permitted to return the following year. It is recommended that those exhibitors operating from trailers or other modes that require intricate set-up arrive early. Accessibility to indoor booths will take place one hour prior to opening to the public each day the show runs.

### Booth Hours of Operation

January 13 .....	5:00p.m. – 9:00 p.m.
January 14 .....	12:00 p.m. – 5:00 p.m.
January 15.....	12:00 p.m. – 5:00 p.m.

**Security** The building will be locked down each night and every effort will be made to keep the grounds secure and your equipment safe. Big Thunder Draft Horse Show and its management are not responsible for any theft, damage, etc. that may occur during the Big Thunder Draft Horse Show. Vendors are required to have at least one attendant working at their designated booth space at all times during hours of operation.

**Parking** All vehicles are to be parked in the designated vendor parking area. Those vendors with campers, who wish to stay on the grounds, please note that we have limited designated camping areas. This info will be sent with confirmation packet.

**Restricted Merchandise** Vendors may NOT sell fireworks or other potentially dangerous or offensive merchandise. This includes “cap snappers.” No space, either indoor or outdoor will be rented to serve food other than packaged nuts, candies, etc., without completing a Food Booth Application. To obtain a Food Booth Application, please contact Phil Hossler at 970-619-4050.

**Cancellation** A signed application contract and Payment in FULL must be made by January 3, 2017 to guarantee your reserved space. “NO SHOWS” will not be refunded. No refunds will be made after **January 3, 2017.**

ALL VENDORS selling retail items at the BTDHS are required to have a Colorado State Sales Tax License or a Special Event Sales Tax number as assigned by the Colorado Department of Revenue. The amount of tax to be collected by retail booths is 6.65% You can, and may, be contacted by local sales tax representatives during the BTDHS. Contact your nearest Colorado Department of Revenue office for further information. Please contact the City of Loveland at (970) 962-2708 or (970) 962-2315 if you have any questions or need assistance with city sales tax policies.

**Special Rules and Regulations** ALL booths shall be considerate of other booths concerning sound levels and may be asked to reduce noise level. Also, each booth is required to keep its immediate area clean and it’s trash receptacles empty.

Exhibit space will be assigned after applications are received, subject to availability, special needs, and compatibility of exhibitors. All measurements and booth layouts are as accurate as possible, but management reserves the right to make such modifications and change booth assignments as may be necessary to meet the needs of management.

Management reserves the right to determine the eligibility of any company or product for inclusion in the event. Exhibitor agrees not to assign or sublet any space allotted to them without written consent of Management, and not to display or advertise goods other than those manufactured or carried by their company in the regular course of business.

Exhibitors may provide explanatory, technical or informational material concerning the products or issues; such material, however, may not be displayed outside of an exhibitor's assigned area. Exhibitors shall restrict campaigning or distribution of product or information to within the confines of their booth without impeding traffic flow or interfering with other exhibits or exhibitors.

Exhibitors or agents must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged. The exhibitor agrees to be responsible for the cleanliness of the assigned space. Storage of excess materials and fixtures is the responsibility of the exhibitor and any excess materials and/or fixtures brought onto exhibit/conference property must be confined to the interior of exhibitor's booth.