



# Lexington Rodeo 2018

## 201 EXHIBITORS RULES AND REGULATIONS FOR TRADE SHOW

Rules and regulations governing the show have been briefly written to advise exhibitors of their privileges, restrictions and requirements. Any changes to the rules and regulations must be made prior to the opening of the show.

- 1. RIGHT TO REFUSE** - Management reserves the right to determine the eligibility of any exhibition not in keeping with charter and purpose of the show. The Promotional Coordinator reserves the right to reject any applicant for space at any time, and reserves the right to regain possession of any space by refunding to the applicant or exhibitor the amount paid for the space.
- 2. REGULATION COMPLIANCE** - The decision of the Promotional Coordinator must be accepted as final in any disagreement between exhibitors or in the decision to remove from the show any exhibitor or his representative performing any act or practice which, in the opinion of the management, is objectionable. All matters not covered in these conditions are subject to the decision of the Promotional Coordinator.
- 3. BOOTH ASSIGNMENT** - Booth space will be assigned and given priority at the discretion of the Lexington Rodeo Promotional Coordinator. Exhibitor agrees to accept the booth space assigned and in extenuating circumstances, the booth can be reassigned without approval of exhibitor. Two or more firms may not exhibit in a single space unless approved by Promotional Coordinator. Exhibitor shall not sublet or apportion the whole or any part of the space assigned.
- 4. EXHIBIT INSTALLATION** - Exhibitors are to have trade show booths set up and ready by the designated time unless prior approval is given by Lexington Rodeo. All labor necessary in setting-up or removing exhibits must be supplied by exhibitor.
- 5. BOOTH REMOVAL** - All exhibits must remain intact until the close of the last show.
- 6. VIDEO EQUIPMENT** - No video equipment is allowed on the premises. No exceptions.
- 7. BOOTH DETAIL** - Any specialty electricity, carpentry, wiring connections shall be installed at exhibitor's expense and must be pre-approved. Electrical extension cords must be 3-wire with ground. ~~1RWDOOERRWKDUBVKDYBFFMWRBFWALISWS~~ must be kept free of equipment, displays, etc.
- 8. LIABILITY** - Lexington Rodeo assumes no liability including but not limited to the following: Lexington Rodeo is not responsible for anything that may be lost, destroyed, damaged or stolen and will be held harmless for any injury, death, or damage that may occur to an exhibitor, his or her employees, agents or property, or for loss as a result of theft, fire, accident or any other cause. Note: If requested by show management, exhibitors/participants must sign a release of liability form. Exhibitor agrees to protect, save and hold Lexington Rodeo and/or any person, organization or corporation for whom Lexington Rodeo contracts to serve as show management and/or facility forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or others, as well as to strictly comply within applicable terms and conditions in the contract agreement between the facility and Lexington Rodeo regarding the exhibition premises; and, further, exhibitor shall at all times protect, indemnify and hold Lexington Rodeo and facility forever harmless against and from any losses, costs (including attorney's fees), damage, liability, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor's use of the exhibition premises or a part thereof.
- 9. TERMINATION** - If exhibitors fail to make payment required by the contract in a timely manner, Lexington Rodeo may terminate that contract and exhibitor's participation in the event without further notice and without obligation to refund monies previously paid. Lexington Rodeo is expressly authorized, but has no obligation, to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such a manner, as it may deem best, and without releasing exhibitor from any liability there under. Lexington Rodeo may also terminate the contract without any obligation on Lexington Rodeo's part to refund any payments previously made and without releasing exhibitor from any liability arising as result of or in connection with such breach. If Lexington Rodeo removes or restricts an exhibit which Lexington Rodeo considers to be objectionable or inappropriate, no refund will be due to Exhibitor. Notwithstanding the foregoing, if Lexington Rodeo cancels the event due to circumstances beyond the reasonable control of Lexington Rodeo (such as acts of God, acts of war, governmental emergency, labor strike, or unavailability of the Exhibit Facility), Lexington Rodeo shall refund to each exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities of organizer to exhibitor.
- 10. CANCELLATION** - A WRITTEN notice of cancellation is required, by certified mail, and a cancellation fee of **50%** of reserved booth space will be charged. Exhibitor is responsible for full payment of booth space contract if not canceled in writing by April 1, 201. **NO REFUNDS OR CREDITS.**
- 11. NON-GUARANTEES** - Lexington Rodeo makes no representations or warranties regarding the number of persons who will attend the show. Exhibitor understands that neither Lexington Rodeo nor its agents or representatives guarantees attendance at Lexington Rodeo nor any financial gain to any exhibitor participating in the show. Each exhibitor also understands that tickets to the show will be sold exclusively by Lexington Rodeo and the exhibitor is not entitled to any proceeds from ticket or concession sales.
- 12. INSURANCE** - Exhibitor is required to obtain and maintain in full force and effect throughout the show the following CURRENT insurance: for Trade Show Booth: Commercial General Liability written with limits of at least the following: Each occurrence - \$1,000,000; Personal & Advertising injury - \$1,000,000; General Aggregate - \$1,000,000; Products/Completed Operations Aggregate - \$1,000,000; Fire Damage (any one fire) - \$50,000; Medical Expense (any one person) - \$5,000. Coverage shall include: premises/operations, contingent liability for subcontractors, products/completed operations, personal injury, and contractual liability to insure the indemnification (hold-harmless) clauses contained in this Contract. **A Certificate of Insurance for the exhibitor showing policy numbers, limits of liability and coverage, and expiration dates must be received by show management prior to Show or stall/booth space and fees are subject to forfeiture. Insurance shall be made out to Lexington Rodeo at Kentucky Horse Park 4089 Iron Works Parkway, Lexington, KY 40511.**
- 13. COMPLIANCE WITH LAWS AND REGULATIONS** - Exhibitor shall abide by and observe all federal, state, and local laws, codes, ordinances, rules and regulations and all rules and regulations of the Exhibit Facility (including any union labor work rules). All decorative materials used in displays must meet the flame proofing regulations of the Fire Department.
- 14. FOOD** - Exhibitor sales of food and beverage for consumption in the building is prohibited. Exception will be with approved food service vendors
- 15. LIVE ANIMALS** - No pets or live animals will be permitted at any time. If any live animal is found you will be asked to leave the event.
- 16. COLLECTION** - If suit is instituted to collect past due amounts, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum prevailing rate. If credit card payment is denied or a check bounces there will be a \$50 fee imposed and payment must be made with a cashier's check or money order.
- 17. REPRESENTATION** - No representations are/have been made unless in writing, in this contract.

# 2018 Lexington Rodeo



## CONTRACT FOR TRADE SHOW SPACE

### Check In:

Check in at the office upon arrival. Your vendor packets will be picked up at that time. Each vendor will receive 2 Wrist Bands per 10 x 10 booth space (If additional wrist bands are needed contact director.). Wrist Bands will be provided and must be worn for the entire show and for re-entry into the building.

**If you need more than 2 people to work a 10x10 booth space, if additional wrist bands are needed contact the director.**

### Insurance:

Each vendor must provide proof of insurance as stated in Section 12 of the 2018 Exhibitors Rules and Regulations with the DEPOSIT CHECK. **Non-profit Organizations must carry the same insurance as stated in Section 12. NO EXCEPTIONS!**

### Tables:

There are several local to Lexington, Rental facilities where you can rent tables, chairs and other items.  
**No tables or chairs are provided by the Lexington Rodeo.**

**Show Hours:** 5:00pm doors open with performance starting at 7:30pm. Event Hours are considered 5:00pm through the last event and the audience exits arena.

### Set-Up Hours

Thursday 3:00pm – 7:00pm & Friday 10am – 4:00pm

**IMPORTANT - ANY BOOTH NOT CHECKED IN BY 3:00 PM FRIDAY MAY HAVE THEIR SPACE REASSIGNED TO ANOTHER VENDOR WITH NO REFUND**

**Booths MUST be set up by 4:00pm Day of First Performance. No exceptions!**

**Restocking - Restocking of Booths will NOT occur during show hours.**

### Break Down Hours

After completion of the last event of the last performance and after the audience exits arena.

No security in the building after the conclusion of the event. Lexington Rodeo is not liable for lost or damaged items.

### Shipping -- Shipment must NOT be delivered before June 15, 2018.

Any Shipment for Lexington Rodeo sent to facility before June 15<sup>th</sup> will be refused. Lexington Rodeo or Kentucky Horse Park will NOT be responsible for lost or stolen merchandise. Shipping address for the event facility:

**Kentucky Horse Park  
ATTN: Lexington Rodeo - **Your company name**  
4089 Iron Works Parkway  
Lexington, KY 40511**

# Lexington Rodeo

Alltech Arena - Kentucky Horse Park, Lexington,  
KY June, 15 &16, 2018

## Alltech Arena Wifi Access

Wifi access will be available for vendors through the Kentucky Horse Park for a fee for the duration of the Lexington Rodeo event. The Kentucky Horse Park will handle all aspects of Wifi access and any fees. Contact the Kentucky Horse Park for more information.

## Alltech Arena Move-In Notes

**Door Access Size** – Due to limitations in the design of the Alltech Arena there is a limitation of size in accessing the vendor areas. Please note that the only access doors are **68" wide and 92" tall** into the vendor hall, and then on to the arena concourse the door way is **68" wide and 83" tall**. If you have products or displays larger than this the possibility of getting them into the building are not good.

**RV Camping** – If you would like to utilize the RV Camping at the Kentucky Horse Park contact the Kentucky Horse Park Campground store at (859) 259-4257 for reservations. Act soon as spots are filling fast!