

# Western Trade Show- Exhibitor Application

## 63<sup>rd</sup> Annual Klamath Bull Sale

421 Crater Lake Pkwy, Klamath Falls, OR 97601/541.281.3443

smkellom@gmail.com - [www.klamathbullsale.com](http://www.klamathbullsale.com)

Feb 2<sup>nd</sup> - Feb 5<sup>th</sup>, 2023

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Description: \_\_\_\_\_

Booth Size (please circle one):    10'x10' (\$250)    10'x20' (\$450)    10'x30' or larger (ask for rates)

Preferred Location (i.e. Mezzanine, etc): \_\_\_\_\_

*Please note all preferences will be considered but are not guaranteed.*

Vendors must be checked in and set up no later than end of day, Wednesday, February 1, 2023.

Exceptions for set up are available based on situation and must be approved by Trade Show Chairman, Sarah Kellom, prior to event. All booths must remain open until closing on Sunday, February 5, 2023 (approximately 3:00 pm). **Failure to do so may result in rejection of future application.**

No vehicles will be allowed in the building after 7:00 pm on Wednesday, February 1, 2023 (including RVs and stock vehicles). Roll up doors will not be open after this time.

Vendors are required to report to Trade Show Chairman to verify space assignment prior to set-up.

Vendor Move In: Vendors may begin set-up as early as Tuesday, January 31, 2023, with prior approval from Trade Show Chairman.

Vendors are expected to be open during hours of operation as follows:

Thursday, Friday & Saturday: 9:00 am – 8:00 pm

Sunday: 10:00 am – 3:00 pm

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Western Trade Show- Exhibitor Expectations

Show Dates & Hours: Vendors are expected to be open during hours of operation as follows: Thursday, Friday & Saturday: 9:00 am – 8:00 pm and Sunday: 10:00 am – 3:00 pm. All booths must remain open until closing on Sunday, February 5, 2023 (approximately 3:00 pm). **Failure to do so may result in the rejection of future applications.**

Application/payment: Space will be assigned upon approval of application, after January 15, 2023. Payment for space is required with application. No vendor will be allowed to set up booth space without full payment. No personal checks will be accepted after January 15, 2023. Fees must be paid in cash, credit card, money order or cashier's check after this date. \*Credit card transactions will be charged a nominal bank fee of 3%.

Vendor Move In: Vendors should verify space assignment prior to set up. Vendors must be checked in and set up no later than end of day, Wednesday, February 1, 2023. Vendors may begin as early as Tuesday, January 31, 2023, with prior approval from Trade Show Chairman.

Booth Furnishings: Vendors must provide their own booth materials and supplies, such as decorations, backdrops, display cases, etc. One table per 10'x10' space will be provided at no additional charge. Additional tables are available upon request. Tables must be returned to designated stacks at the end of the show.

Ranch Rodeo Passes: Each vendor will receive (2) admission passes per 10'x10' booth space. More may be given at the discretion of the Trade Show Chairman, Sarah Kellom. Passes will be required for admission during Saturday Night Ranch Rodeo performance.

Event Security: The Klamath Bull Sale will retain the services of security personnel for the purpose of grounds security. Security will be provided Wednesday evening through Sunday.

Vendor Take Down: During dismantling, vendor will be expected to remove all trash and debris from their exhibit area and place it in the trash containers provided by the Bull Sale. Any articles or materials not removed from the ground by 5:00 pm on Monday, February 6, 2023, will become the sole property of the show. The Bull Sale reserves the right to dispose of such property in any manner it may deem in the best interests of the show.

## General Expectations:

- A. No water guns, bubbles or non-filled balloons shall be given away in vendor space due to safety with the concrete floor.
- B. Sound devices including, but not limited to, loudspeakers, organs, pianos, radios, are subject to approval by Trade Show Chairman. If allowed, sound must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time.
- C. The show is open to the public. Vendors must care for their space and keep in order by taking every precaution against possible injury to visitors, guests, and employees.
- D. The Trade Show Chairman reserves the right to refuse vendors which would in any way detract from the dignity of the show and the Klamath Bull Sale.
- E. Placing advertising material on or in automobiles is specifically prohibited and no permission for such distribution will be granted under any circumstances.

Any unruly conduct, refusal to follow rules, or use of foul language to event patrons or committee members will be considered grounds for expulsion. NO REFUNDS.