

# Western Trade Show- Exhibitor Application

## 65<sup>th</sup> Annual Klamath Bull & Heifer Sale

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

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

January 30-February 2, 2025

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

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

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

Phone Number: \_\_\_\_\_

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

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

Business Description/Items sold: \_\_\_\_\_

Booth Size (please circle one): 10'x10' (\$250) 10'x20' (\$450) 10'x30' or larger (ask for rates)  
*Please make checks payable to the Klamath Bull & Heifer Sale and mail to the address above.*

Preferred Location (i.e. Mezzanine, concrete, North vs South, etc): \_\_\_\_\_  
*Please note all preferences will be considered but are not guaranteed.*

Vendor Move In: Vendors may begin set-up as early as Tuesday, January 28, 2025, with prior approval from Trade Show Chairman, Sarah Kellom. All vendors are required to report to Trade Show Chairman to verify space assignment prior to set-up. Vendors must be checked in and set up no later than 7:00 pm, Wednesday, January 29, 2025. No vehicles will be allowed in the building after 7:00 pm on Wednesday, January 29, 2025 (including RVs and stock vehicles). Roll up doors will not be open after this time.

Exceptions for set up are available based on situation and must be approved by Trade Show Chairman prior to event.

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

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

Sunday: 10:00 am – 3:00 pm

All booths must remain open until closing on Sunday, February 2, 2025 (approximately 3:00 pm).

**Failure to meet vendor expectations may result in rejection of future application.**

**\*Please note an application to participate does not guarantee a spot in the show\***

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

# Western Trade Show- Exhibitor Expectations

Failure to meet vendor expectations may result in rejection of future applications.

Show Dates & Hours: Vendors are expected to be open during hours of operation- tentative schedule 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 2, 2025 (approximately 3:00 pm).

Application/payment: Space will be assigned upon approval of application, after November 22, 2024. Trade Show Chairman will reach out with decision and tentative placement in December. Payment for space is required with application. No personal checks will be accepted after November 22, 2024 \*exceptions available based on situation- reach out to Trade Show Chairman. After this date, fees must be paid by credit card, cash, money order or cashier's check. \*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 7:00 pm, Wednesday, January 29, 2025. Vendors may begin as early as Tuesday, January 28, 2025, 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. **Please identify on application if power access is needed for the show.**

Ranch Rodeo Passes: Each vendor will receive (2) admission passes for ticketed events. More may be given at the discretion of the Trade Show Chairman. Passes will be required for admission during Saturday Night Ranch Rodeo performance.

Event Security: The Klamath Bull & Heifer Sale will retain the services of security personnel for the purpose of grounds security. Security will be provided Wednesday evening through Sunday. While security will be available throughout the event, loss prevention is the responsibility of the vendor/business owner.

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 Fairgrounds. Any articles or materials not removed from the ground by 5:00 pm on Monday, February 3, 2025, will become the sole property of the show. Klamath Bull & Heifer Sale reserves the right to dispose of such property in any manner it may deem in the best interests of the Western Trade 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 & Heifer 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 with NO REFUNDS.

**Initial:** \_\_\_\_\_