



# TEXAS RANCH ROUNDUP

## Bit, Spur and Western

## Collectible Tradeshaw

### 2020

### *NEW VENDOR APPLICATION*

The Texas Ranch Roundup is pleased to invite you to participate in the 2020 Bit, Spur and Western Collectible Tradeshaw. Forty years ago, a group associated with Falls Distributing (now Standard Sales) and the North Texas Rehab Center met to put together the first ranch rodeo in the country to honor the working cowboy.

Today, the Texas Ranch Roundup continues that tradition and has raised more than \$3.5 million for the North Texas Rehab Center, West Texas Rehab Center and West Texas Boys Ranch.

The Bit, Spur and Western Collectible Tradeshaw has more than 125 vendors showcasing unique western finds. The tradeshaw alone brings in more than 5,000 people each year. We hope you will join us for another exciting show!

**July 17th & 18th**  
**Multi Purpose Event Center**  
**1000 5th Street • Wichita Falls, Texas**  
**[www.TexasRanchRoundup.com](http://www.TexasRanchRoundup.com)**

**All proceeds benefit:**





# Please join us!



*Please take this opportunity to read the contract carefully.*

To participate, please sign and return this application as soon as possible **without** the deposit. All previous vendors have first right of refusal. Once we have heard back from previous vendors, we will begin placing new vendors. New vendors will be contacted starting May 1st. If you are selected as a new vendor, you will be asked to submit a 50% deposit at that time. If final payment for booth space is not received by Friday, **June 12, 2020**, booth space may be forfeited without refund at the discretion of the North Texas Rehab Center.

**Please know that submitting a contract and deposit does NOT guarantee space at the tradeshow.**

**Only contracts signed by a North Texas Rehab Center representative will guarantee space.**

**Rates: 1-2 booths - \$250 ea.    3-5 booths - \$240 ea.    6+ booths - \$225 ea.**

- All booths are 10' X 10', include pipe and drape, one 8 foot table and two chairs, upon request.
- **Tables provided will not be allowed on risers. We apologize for any inconvenience, however, it is policy of the Multi-Purpose Event Center.**
- Electricity is available at all booths. Telephone/credit card line and internet is available at exhibitor's expense. *(If you will need a telephone/credit card line or internet, please refer to number 14 of the Exhibitor Rules.)*

We look forward to you joining us in Wichita Falls. **If you have any questions or need further assistance, please contact Haylee Spence at (940) 687-4932 or [hspence@ntrehab.org](mailto:hspence@ntrehab.org).** Thank you for your continued support of the Texas Ranch Roundup and your interest in our tradeshow.

**Show Dates and Location:**

July 17 and 18, 2020  
Multi-Purpose Events Center  
1000 5th Street  
Wichita Falls, TX 76301

**Move-In Times:**

Wednesday, July 15, 10:00 a.m. - 6:00 p.m.  
Thursday, July 16, 7:00 a.m. - 9:00 p.m.  
**All exhibitors must be moved out by  
12:00 p.m. on Sunday, July 19.**

**Exhibit Hours:**

Friday, July 17, 9:00 a.m. - 7:00 p.m.  
Saturday, July 18, 9:00 a.m. - 7:00 p.m.

**We are also offering you the opportunity to increase your business' visibility by purchasing program ads or sponsorships . If you are interested, please contact Ashley Sims at (940) 687-4914 or [asims@ntrehab.org](mailto:asims@ntrehab.org).**

# New Vendor Application

Please sign and return this application as soon as possible without the deposit. If you are selected as a new vendor, you will be asked to submit a 50% deposit at that time.

**All remaining balances are due on or before June 12, 2020.**

Please note that submitting a contract does NOT guarantee space at the show.

## Exhibitor Information

Booth Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website or Facebook page: \_\_\_\_\_

\*Any or all of the information provided may be used by the Texas Ranch Roundup in printed material.

Tax ID Number: \_\_\_\_\_

Products/Services to be exhibited: \_\_\_\_\_

Names of those working in the booth who should receive name badges (first name only): \_\_\_\_\_

Number of booth (s) requested: \_\_\_\_\_

**Mail application to: Texas Ranch Roundup  
1005 Midwestern Parkway  
Wichita Falls, TX 76302**

**SIGNATURE:** \_\_\_\_\_

**Application for exhibit space at the Texas Ranch Roundup Bit, Spur and Collectible Tradeshow indicates the applicant's willingness to abide by all accompanying terms and conditions set forth in the Exhibitor Rules. These terms and conditions are an integral part of this agreement which represents a binding commitment for you to exhibit at the tradeshow and for us to provide booth space. If you fail to abide by any provisions of this agreement, including the terms and conditions set forth in the Exhibitor Rules on the enclosed sheet, the Texas Ranch Roundup Tradeshow may suspend your rights to exhibit and seek damages for breach of this agreement.**

### FOR NTRC USE ONLY

Date Received: \_\_\_\_\_ Product/Service Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Cash/Check/CC: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Cash/Check/CC: \_\_\_\_\_ Date: \_\_\_\_\_

Paid in Full: \_\_\_\_\_

Booth Assignment: \_\_\_\_\_

# Exhibitor Rules

## 1. PURPOSE

The Texas Ranch Roundup Bit, Spur and Western Collectible Tradeshaw is held in coordination with the Texas Ranch Roundup benefiting the North Texas Rehab Center, West Texas Rehab Center and West Texas Boys Ranch. The tradeshow is sponsored by the North Texas Rehab Center (NTRC) and will be referred to in the following regulations as TRR Tradeshaw.

## 2. GENERAL

The TRR Tradeshaw shall have the exclusive authority to interpret these regulations. Matters not covered by the regulations shall be subject to a final decision by TRR Tradeshaw. These regulations may be amended at any time by TRR Tradeshaw upon their written notice to such exhibitors as may be affected. The application, when executed properly, shall be a binding agreement between the exhibitor therein named and TRR Tradeshaw. The exhibitor shall abide by Federal, State, County and City laws, ordinances and regulations. **Exhibitors may not use the Texas Ranch Roundup name and/or logo on any merchandise, printed materials, or in any manner which infringes on the unique and copyright status of the Texas Ranch Roundup.** No food can be sold or given away at the show unless it is approved by the concessionaire at the MPEC.

## 3. LIABILITY

The TRR Tradeshaw and North Texas Rehab Center assumes no liability for lost or stolen items or equipment before, during or after the show. TRR Tradeshaw will provide security throughout the show to help prevent theft, but the exhibitor alone is responsible for the safety and security of his property. The exhibitor hereby releases the sponsor, the North Texas Rehab Center and their respective officers, directors, employees, volunteers, and contractors from all claims and damages of every kind, and agrees to hold each and all of them harmless from all claims and damages of every kind attributable to, or arising out of exhibitor's actions in connections with the TRR Tradeshaw.

## 4. ELIGIBLE EXHIBITS

TRR Tradeshaw reserves the right to determine the eligibility of such company, its' product, promotion or part thereof. TRR Tradeshaw will make effort to diversify exhibits. No company or industry group will be permitted to exhibit or hold any sponsored activities in any of the hotels/motels in Wichita Falls without permission of NTRC. Displays must not be objectionable to TRR Tradeshaw, other exhibits, and/or visitors to the show. Such exhibits will be draped and removed by NTRC and cost thereof billed to the exhibitor. Exhibitors may not display or advertise services/products other than those sold by said exhibitor in the regular course of business. Exhibitors wishing to display vehicles must have those vehicles pre-approved by NTRC. TRR Tradeshaw shall determine questionable exhibits.

## 5. BOOTH SPACE AND ARRANGEMENT

Booth rental is for a two-day exhibit. Each booth is 10' x 10', includes pipe and drape, one 8' table and two chairs. **No display may extend beyond the 10' x 10' area.** All efforts will be made to keep repeated exhibitors in the same location. However, this cannot be guaranteed. Any signage or construction provided by exhibitor must be acceptable to TRR Tradeshaw with respect to fellow exhibitors.

**\*\*\*Do not put the tables provided by the MPEC on risers. Exhibitor will be responsible for any damage to the pipe and drape. Therefore, do not pin or attach anything to the drapes.**

## 6. PAYMENT

Vendors renting 1-2 booths will be charged \$250 per booth, vendors renting 3-5 booths will be charged \$240 per booth, and vendors renting 6 or more will be charged \$225 per booth. **Payment in full for all exhibit space must be received in the TRR Tradeshaw office on or before July 12, 2020.** Please note if your final payment for exhibit space is not received by July 12, 2020, your exhibit space may be forfeited without refund at the discretion of the TRR Tradeshaw. Exhibitors may not occupy assigned space until balance is paid in full.

## 7. REFUNDS

All prices are fixed charges and there will be no refunds for any reason, regardless of whether or not the exhibitor occupies all or part of the space for any portion of the exhibit term.

# Exhibitor Rules Continued

## 8. SUBLETTING OF SPACE

Exhibitors shall not assign or sublet any space allocated to them and may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. The space assigned to the exhibitor is for the exhibitor's exclusive use.

## 9. INSTALLATION OF EXHIBITS

Installation of exhibits at the MPEC will be from 10:00 a.m. to 6:00 p.m. on July 15th and 7:00 a.m. to 9:00 p.m. on July 16th. **All exhibits are required to be operational by 9:00 a.m. on August 16.** If booth space is not occupied by the exhibitor by 9:00 a.m. on July 17th, the TRR Tradeshow has the right to resell the exhibit space.

## 10. DISMANTLING AND REMOVAL OF EXHIBITS

**All exhibits must remain intact until 7:00 p.m. on July 18, 2020, and may NOT be dismantled or removed before that time.** All exhibits must be dismantled, packed and removed by 12:00 p.m. on Sunday, July 19th. Exhibitors will complete arrangements for prompt pickup. Any unattended exhibit or materials remaining after 12:00 p.m. on Sunday, July 19th shall be either discarded or removed and all charges will be billed to the exhibitor.

## 11. FIRE HAZARDS

All decorations made of papers, corrugated paper, crepe paper, drapes and cloth must be flameproof to meet the standards of the local Fire Department. **Under no circumstances will any booth block any fire extinguisher in the exhibit hall.**

## 12. CARE OF EXHIBIT SPACE

The exhibitor shall keep the space occupied in good order. Exhibitors may not place anything in the aisles during the show. **Any and all pets MUST be kept on a leash or in a kennel.**

## 13. DISTRIBUTION OF MATERIALS

Merchandise, circulars or advertising matter of the exhibitors may be distributed **only within the booth assigned to the exhibitor.**

## 14. ELECTRICAL AND PHONE USAGE

Electricity is provided (110v). Exhibitor must supply heavy duty, grounded extension cord (max 100 feet). If telephone/credit card line or internet is needed, exhibitor is solely responsible for making arrangements. If exhibitor does not have a vendor, the attached sheet has information from the vendor preferred by MPEC.

***TRR Tradeshow does not participate in this agreement.***

## 15. TAXES

All sales taxes, income taxes, FICA or other withholding taxes arising out of or in connection with Exhibitor's use of the exhibit space are the sole responsibility of the exhibitor. **This includes obtaining a current Texas Sales Tax permit.**

## 16. HOSPITALITY ROOM

A complimentary hospitality room located on the north hallway of the exhibit hall is provided for our exhibitors. Coffee, and donuts will be available July 17th and 18th from 8:30 a.m. to 10:30 a.m. In order to ensure the drinks and breakfast are given only to exhibitors, an exhibitor identification badge provided by TRR Tradeshow must be worn or presented.

## 17. TICKET VOUCHER/PARKING PASS

If any exhibitor would like to go to the Friday night rodeo, **two** ticket vouchers will be in each registration packet. Please note, a voucher does not guarantee access to the rodeo. Vouchers must be presented at the MPEC ticket booth to redeem for rodeo tickets. Tickets will be provided on a first come, first served basis. Each exhibitor will receive **two** parking passes to park their vehicle in the west parking lot. The parking passes will also be in the registration packet. The parking is first come, first served and a spot is not guaranteed.