



BACK COUNTRY HORSEMEN OF WASHINGTON

VENDOR / EXHIBITOR APPLICATION
Back Country Horsemen of Washington
Rendezvous 2018
March 16 - 18, 2018

Please Print or Type and fill out completely

Commercial Vendor/Exhibitor (Company), or Non-Profit Organization Name: _____

Government Agency or Non-Profit Organization registration number: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Please include the following and indicate the best way to reach you:

Home Phone: () _____ Work/Cell Phone: () _____

UBI# _____ E-mail: _____ Website: _____

The Event Fee is due at time of registration. Registration deadline is **February 28, 2018.**

SIZE OF BOOTH	COST
10x10	\$100
10x20	\$200
10x30	\$300
20x20	\$400

Vendors who do not hold a current City of Ellensburg business license will be subject to a \$5/day City License fee. (If you hold a current City of Ellensburg business license please include a copy with this application.)

City of Ellensburg Business License number _____

Booths will be located in the Umtanum, Manastash, and Heritage Halls. The Vendor Committee will assign requested booth locations based on registration and full payment received by posted dates. Please indicate your 1st and 2nd location request: _____

First Choice

Second Choice

Note: If you need electrical power for your exhibit space, please indicate here _____. We will work with you and the KVEC to get power to your display. **Exhibitors must supply own cords.**

Booth Size Cost: _____
City License fee (\$15): _____

Grand Total enclosed with your application \$ _____

Also, please sign the waiver on the next page and include it with your application. We would also appreciate a business card that we will use for your ad in the Rendezvous program. Thanks.

I/We (the undersigned) understand and agree to hold harmless and free of liability the Back Country Horsemen of Washington and its event planning committee, directors, management, employees, workers, paid or volunteer, who together will not be held responsible for any loss or injury that may occur to any equipment, property, livestock, or Personnel of the Vendor/Exhibitor, or persons attending the Event, or for loss of any kind or through any cause including, but not limited to: fire, theft, vandalism, extreme weather.

Please fill out this form completely, sign and date your acceptance below. By your signature you agree to all Terms and Conditions herein and those noted in Additional Terms and Conditions (Attachment)

Signature _____ Date _____

I wish to donate to the 2018 BCHW Auction: _____
(We sincerely thank you and will have the Auction Committee contact you prior to the event)

Please return this form along with the fees to:

Teri Starke
P.O. Box 1132
Ellensburg, WA 98926

Questions: Please call Teri Starke
Cell: (253) 709-5052
Email: treasurer@bchw.org

The following is a list of Terms and Conditions for the 2018 BCHW Rendezvous. It is the Vendor/Exhibitor's responsibility to be familiar with the terms and to comply fully.

Exhibitor(s) in violation of any term or condition may be asked to leave the KVEC and may be excluded from any future BCHW events.

1. We will try to fill your choice of booth venue; however we reserve the right to assign all display space. The BCHW Vendor Coordinator/Committee will make all booth assignments.
2. Free Exhibitor parking is provided on the west side of the Teanaway Hall adjacent to Umtanum Hall.
3. Any raffle held in/at an Exhibitors' booth must be approved in advance by the BCHW Vendor Coordinator/Committee.
4. All Exhibitors are required to confine displays within their designated space.
5. All Dogs must be on leash at all times. You must clean up after your dog.
6. Returned Checks: exhibitors checks returned for insufficient funds will be assessed a \$75.00 Handling Fee.
7. Exhibitors will refrain from excessive noise from sound systems and will not interfere with the activities of any other exhibitor
8. Local fire codes must be followed: no propane heaters, burners or open flame devices are allowed inside the building.
9. It is the responsibility of the exhibitor to clean their Booth after the event. A \$25.00 cleanup charge may be assessed for failure to observe this rule.
10. There will be no refund of fees for Cancellations after February 15, 2018.
11. Exhibitor(s) must follow all applicable state and local regulations and are responsible for such.
12. Any deviation from the stated policies must be approved in writing by the BCHW Vendor Coordinator/Committee two weeks prior to the 2018 BCHW Rendezvous.

VENDOR SET-UP HOURS

Thursday Noon to 9:00 PM
Friday 7:00 AM to 9:00 AM

EVENT DISPLAY HOURS

Friday 9:00 AM to 5:00 PM
Saturday 9:00 AM to 5:00 PM
Sunday 9:00 AM to 12:00 Noon

VENDOR TEAR DOWN HOURS

Sunday Noon to 3:00 PM

For more information regarding: hotel or camping reservations, directions or information regarding our Saturday night dinner, auction, and entertainment please check our website at www.bchw.org.