

## Vendor Information and Application

**Event Dates:** Friday, September 22, 7:30 PM. Gates open approx. 5:30PM  
**Saturday Day, September 23, 1:00 PM. Gates open approx. 11:30AM**  
 Saturday, September 23, 7:30 PM. Gates open approx. 5:30PM

**Event Location:** Poway Valley Riders Arena (PVRA), 14336 Tierra Bonita Rd., Poway CA 92064

**Avg. Attendance:** 12,000 over the 3 day event.

**Set-up Times:** Set-up of your booth must be complete between 9:00AM and 1:00PM on Friday, September 22nd

<b>Costs:</b>	<b>Commercial</b>	<b>Food / Truck</b>	<b>Package Food</b>	<b>Hand Crafted</b>	<b>Non-Profit/Donated</b>
10X10 Space	\$300	\$550	\$125	\$125	\$50
10X20 Space	\$600	\$950	\$250	\$250	\$100 if available

## Terms and Conditions

- **Beverages:** No Vendor will be permitted to sell **bottled water** . This is reserved for the Rodeo Committee only.
- NO GLASS of any kind is allowed on the property or to be sold. This is for the safety of the animals.
- **Retail Privileges:** Vendors are only allowed to conduct business within the confines of their rented space. No outside sales available.
- **Sound restrictions:** The use of any sound devices must receive **prior written approval** of the Rodeo Committee and must be maintained at a conversational level to avoid interference with neighboring exhibitors, and if found objectionable, will be prohibited.
- **Vendor Spaces:** Space location will be determined by the Vendor Committee. All property must be contained in your booth. (You must fit everything in the space size you purchase) A Vendor who violates the boundaries of their rental space will be asked to leave. No refund of fees will be granted.
- **Security:** Vendor booths must be manned at ALL times while the gates are open for the entire 2-day, 3-performance event. There will be 24 hr. security on the grounds starting on Friday, when gates open, and ending on Sunday. It is the Vendors responsibility to keep valuables locked at all times. Security is **NOT** provided for individual booths/spaces. There will be security overnight but the grounds itself is not secured. The Poway Rodeo, Poway Valley Riders Association and their officers, agents and employees, will not be responsible for losses of any kind, whether by fire, theft, vandalism, or acts of God. Please plan to wrap your booth at night.
- **Power:** Each space will be provided with one 110v service. All vendors must supply a **PIGTAIL (to be able to get power)**, industrial extension cords and all lighting materials . Please call **10 days in advance** of the event for additional power needs. **Additional** 110v service will be charged \$50 each. Power over 110v will be \$100 each. (Please call to arrange ahead or it will not be available) The grounds do not have “permanent” power available for this type of event. Power available for Vendor use is “temporary”; therefore, Vendors assume all risk to equipment by using supplied “temporary” power. Note that generators are turned off at night.

- **Ice:** Poway Rodeo can sell ice if needed. Please call in **ADVANCE** to order.
- **Change:** There are no accommodations available to make changes. Please be prepared.
- **Set-up:**
  - Preferred check-in is on Thursday (once the ground is released). You will get an email as soon as the ground open for install.
  - Check-in located at main ticket gate.
  - All Vendors will be issued **2 badges** and vendor representatives are required to wear them at all times.
  - ***VENDOR PASSES DO NOT INCLUDE FREE ADMITTANCE TO RODEO PERFORMANCES OR ADMITTANCE TO THE COWBOY HOSPITALITY AREA.***
  - Ground is firmly packed soil, a carpet or tarp is allowed, but shavings or straw are not permitted.
  - Stakes are not allowed to secure your canopy; you must use an above-ground anchoring device or sand bags.
- **During Rodeo:** After the Friday performance, all vendors must leave the grounds by 11:30PM. Grounds will reopen at 7:00AM Saturday morning.
- **Breakdown:** **NO** breakdown will be permitted before the completion of the last event on Saturday 09/23/23 at approximately 11:00PM . You will be given a specific time to bring in your car. You will not be allowed to leave until this time.
- **Clean-up:**
  - You must leave your booth space in the same condition as when you arrived.
  - You are required to pick up all trash and any items in your booth space and place it in the proper receptacle.
  - If it is not clean when you leave, your card on file will be charged a \$50 cleaning fee. If you have any questions or concerns, be sure to ask the vendor manager.
- Please leave your booth/space in the same condition as it was when you arrived. Clean up all trash and remove to a trash receptacle.
- **Insurance:** Before set-up, **ALL** Vendors must present the Poway Rodeo Committee with proof of liability insurance naming "Pro Rodeo Productions of Poway, Inc." as an additional insured.
- **Health Certificate:** **All food vendors are required to submit a copy of current Health Certificate to Rodeo Committee by 08/01/23.**
- **Fire Extinguisher:** All vendors are required to have a fire extinguisher in the booth at all times. All canopies, shades and table coverings must be fire retardant.
- **Parking:** Vendor parking will be provided at no charge. Each vendor will receive 2 parking passes only.

Vendor Committee Chair: **Tammi Johnson**  
(760) 315-7162 cell

e-mail: [vendors.powayrodeo@gmail.com](mailto:vendors.powayrodeo@gmail.com)

**Note:** Vendors may bring food and **non-alcoholic** beverages for their own consumption. Please keep coolers out of sight.

**Please save this for your records.**