

Tin Star Market

**Vendor Application &
Informational Booklet**

The International Finals Youth Rodeo is the World's Richest Youth Rodeo

Held annually in Shawnee Oklahoma, at The Heart of Oklahoma Exposition Center, and attracts more than 850 contestants from around the world. The five-day event interests not only contestants and their families, but thousands of spectators each year. Thank you for your interest in a commercial vendor space at the IFYR'S Tin Star Market. After reviewing the enclosed material, if you decide to make a formal application, please complete and return the application form with a \$100 deposit. Please note, your deposit does not guarantee a contract. Your deposit will be refunded if your application is not accepted.



We thank you
for supporting
the sport of
youth rodeo!
Feel free to
contact us with
any questions.
www.ifyr.com
405/275-7020

Applications will be reviewed during the April or May IFYR Meeting, then contracts will be sent out with an invoice for final booth settlement. Your contract must be returned with payment in full before booth spaces will be assigned. Booth spaces are assigned at the IFYR and Heart of Oklahoma Center's sole discretion.

We strive to keep our grounds clean and our facilities in repair. We respect our visitors and must insist that our exhibitors do the same. For our mutual benefit, we retain the right to remove any exhibitor and their exhibit from the grounds if the Heart of Oklahoma management feels the exhibitor is not in keeping with the overall purpose and policies of the International Finals Youth Rodeo.

IFYR PERFORMANCES

SUNDAY JULY 12TH 8PM


MONDAY JULY 13TH 9AM / 7:30PM

TUESDAY JULY 14TH 9AM/7:30PM

WEDNESDAY JULY 15TH 9AM/7:30PM

THURSDAY JULY 16TH 9AM/7:30PM

FRIDAY JULY 17TH 9AM
FINALS IS JULY 17TH @ 7:30PM



Any use of the wording “International Finals Youth Rodeo” or “IFYR” and the “IFYR Logo” is granted through sponsorship agreement by and with the IFYR. Any vendor wishing to utilize said wording and logo must contact the Expo Center Office at 405/275-7020 or email Stephanie Gideon smeiler@shawneeexpo.org No vendor is permitted to use IFYR wording or logo without specific IFYR approval.

1. Arrival

Upon arrival at the Expo Center for set-up, please report to the Expo Office in the south end of the Conference Center. You can verify your space location & receive your credentials / vendor information. Please do not attempt to locate your booth location first.

2. Contracts and Cost

All vendors must have a fully negotiated contract for space prior to setting booth up. Spaces are assigned upon arrival of signed contracts & full payment. The IFYR reserves the right to determine final booth location for any vendor. Balance of payment (cost of booth – deposit) must be made before June 29, 2020. Make checks payable to IFYR 2020. There are no refunds of payment on space cancellations. Payment of space cancelled prior to June 29, 2020 will be refunded only if space is resold. There is a \$50 service charge on ALL cancelled contracts.

Booth prices are as follows:

\$200 Booth Security Deposit: Deposit is refunded back to you at 8:05PM Friday, July 12th if you remain 100% open & intact until 8PM when Market Officially Closes.

\$500 per 10x10 booth rented: Tables & Chairs can be provided if you request them on your application. 1 Table/2 Chairs are provided with each booth rental (unless advised otherwise) at No Charge. Please see application for details.

3. Vendor Schedule

Set up hours (prior to opening): Friday, July 10 and Saturday July 11 from 8AM-8PM

Grand Opening: Sunday July 12 (Outdoor Vendors 10AM) Indoor vendors must be fully set up & operational by Noon on Sunday July 12, if not set up by Noon there will be a \$100 late penalty fee or booth space cancelled.

Operational Hours: Sunday July 12 Noon-8PM – Monday/Friday Tin Star Market is OPEN 10AM-8PM

Exhibit Release/ Tear Down: Friday July 17 8:05PM-Midnight and Saturday July 18 8AM-Noon. All exhibits must remain 100% operational & intact until 8PM Friday night in order to receive the \$200 security deposit back, tearing down early, asking to leave the show early will result in forfeit of the Security Deposit & Vendor will not be allowed back at IFYR. All exhibits must be removed by Saturday July 18 @ Noon, No Exceptions. No vehicles will be allowed under canopy out front or on the East side of the Tin Star Market until 8:15PM on Friday July 17.

4. Indoor Market Vendors

All booths are divided on 10-foot centers. All booths will be draped along the back wall to a height of eight feet with the side divider draping to 36 inches in height.

Operation: Vendors interested in displaying signs, placards, brochures, advertisements or soliciting prospective customers in any location on grounds except within the confines of rented booth space shall ask approval from the IFYR office.

Additional Rules: No Dogs are allowed inside the building. (Service Animals Allowed), No swinging of ropes in building, flashing red lights and sirens are prohibited in all areas.

Clean Up: Vendors are responsible for cleaning his or her own exhibit area at the end of each day. Vendors are asked to use the trash receptacles in the Market for disposal so that the staff can empty those carts after hours & avoid a mess on the floors. Expo staff will not enter booth spaces to clean up, vendors can come in to clean 1 hour before opening with proper badges displayed. (no badge no early entry)

5. Outdoor Market Vendors

Outdoor market spaces can be reserved according to vendor needs. Please provide information on the size of your trailer (vehicle not included) and or booth space required. Please be aware the Grand Opening time for Outdoor Vendors is 10AM on Sunday July 12. Check in at the Expo Center is in the South end of the Conference Center upon arrival to verify your space location, receive your credentials and ask any questions you may have. Do not attempt to set up before coming in office, as locations may have changed according to facility needs etc.

6. Utilities

Electricity- Routine use of 110-volt power (indoor) and 50-amp (outdoor) is provided by the IFYR at no additional cost to the exhibitor. Additional charges will be accessed for special hook ups and high power usage. All electrical outlets on grounds are equipped with standard 3 prong receptacles and all electrical equipment must be approved type and grounded. All extension cords must be approved type and provided by the exhibitor. Any usage required other than routine service should be requested in writing and IFYR will exercise the right to control.

Water- No exhibit areas have access to water. Exhibitors requiring occasional use of water for display purposes must provide their own hoses. Buckets, etc and shall not allow water overflow, leaks or drain onto floor inside Conference Center.

Gas- No LP gas or other flammable liquids are allowed at the IFYR Tin Star Market.

Telephone- Exhibitors requiring a telephone line activated in indoor exhibit areas will need to mark it on the application so that it can be set up. We request a 2 week notice to ensure everything is in order upon your arrival. A fee of \$75 will be charged for telephone service in your booth during IFYR 2020, this fee will be added onto your booth rental fees. Please see application for details.

7. Security

The IFYR will make every effort to provide adequate building and ground security during the IFYR. Exhibitors and contestants must make provisions for the safeguarding of their exhibits and are urged to insure themselves against property loss or damage and against liability for personal injury. Exhibitors are not allowed to remain overnight with their exhibits within buildings. The IFYR will not assume any responsibility for any loss, damage, or injury that occurs during the IFYR.

8. Sound Devises

All sound devises such as radios, stereos, speakers, organs, and attention getting devises are subject to the approval of the IFYR and must be controlled so as to not interfere with other exhibitors.

9. Advertising Novelties & Giveaways

Distribution of advertising novelties or other giveaways must be approved in advance by the IFYR at least 30 days prior to IFYR. Bumper stickers and other self-sticking items will not be approved for distribution.

10. Brand & Sponsorship Loyalty

Cinch is a long-standing supporter of the IFYR and is one of our Title Sponsors. The following is an excerpt from our contract that we and all potential Market vendors must honor: "Competitive jeans, shirts and apparel brands may not offer special promotional deals, either directly or in conjunction with a tradeshow retailer on their brands at sponsored IFYR events". Special promotional deals would include but not be limited to any % or fixed amount discount from the normal retail price, a buy two get one free arrangement or gift with purchase. The IFYR will use its best commercially reasonable efforts to ensure that competitive brands in the jeans, shirts and apparel category be sold at the IFYR Market shall be sold at customary full retail prices.

11. Commercial Exhibitor Passes & Permits

IFYR Market vendors will be issued ID Badges for themselves and their employees only. Everyone wishing to enter the Market 1 hour early to set up, clean up, Etc. will have to have a badge or they will not be granted access to the Market until normal business hours. Market badges do not allow access to the rodeo performances, or the contestant dance. If vendors wish to watch a performance tickets can be purchased at the Ticket Booth, please ensure your booth is manned and operational at all times during business hours.

12. Sales Tax

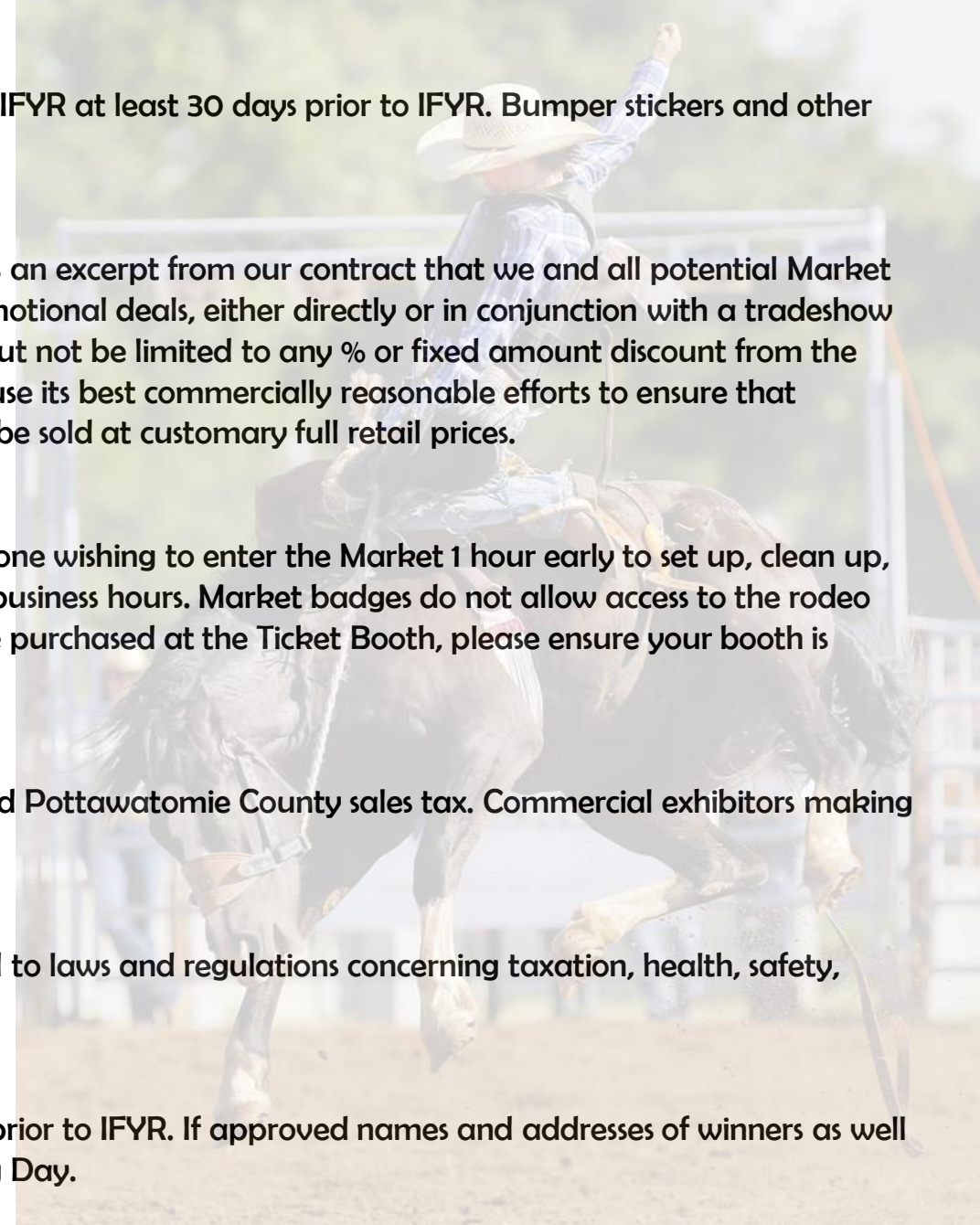
All product sales at the IFYR Market are subject to Oklahoma state tax, Shawnee city tax, and Pottawatomie County sales tax. Commercial exhibitors making sales to the public must be properly licensed and remit the applicable sales tax to each entity.

13. State Compliance

Exhibitors must comply with all state and local laws and regulations, including but not limited to laws and regulations concerning taxation, health, safety, labor, employment and licensing.

14. Drawings

Any exhibitor planning to conduct a drawing must submit their program for review 60 days prior to IFYR. If approved names and addresses of winners as well as prizes awarded must be submitted to Expo Office prior to leaving IFYR grounds on Closing Day.



15. Freight Storage

No room is available on grounds for pre-IFYR storage. Please make arrangements for any storage needs through a shipping company. Pre-Shipment can be sent and held at local shipment offices for you to pick up upon arrival. No shipment to exhibitors will be accepted by the IFYR prior to check in weekend, nor after close of IFYR July 17th. The IFYR will not assume any responsibility for liability for shipments.

16. Market Layout

Please see the following 2 pages for the Tin Star Market layout.

17. Camping

RV Parking will be available off grounds for vendors wishing to camp. We will handle the arrangements for you upon arrival in Shawnee. On grounds sites are used for staff, and contestants first, if there are any available, we can fill in with Market vendors room permitting. Please submit an application for off grounds camping and you will settle payment upon arrival.

18. Vendor Parking

Vendor parking for cars, trucks & trailers is on the West side of the Market. Vendors will be asked to all park in the designated area when entering the grounds with Vendor Parking Pass displayed. Measures have been taken to ensure access in and out from the vendor parking area. We ask that you unload trailers first, then park trailers, then set booths up – This allows others access to the overhead doors.

19. Emergencies

If you wish to leave an emergency contact number with friends or family please use (405)275-7020. IFYR staff will make every effort to see that your messages are delivered, however, if you are expecting calls we ask that you check in the office for any messages you may have received as we simply can not track everyone down.



Use this Address for USPS, UPS & FedEx
Heart of Oklahoma Expo Center / IFYR 2020
1700 W Independence St
Shawnee, Oklahoma 74804
www.shawneeexpo.org



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