

BIG HORN OUTDOOR ADVENTURE SHOW
March 16-19, 2023,
Spokane County Interstate Fairgrounds Spokane Valley WA

TERMS & CONDITIONS

Booth Construction: The Inland Northwest Wildlife Council (INWC hereafter) has sole authority over each booth space and what will be displayed. Each 10 x10 exhibit booth will consist of 8 ft high back wall and 3 ft high side dividers. Drapery and electrical service will be provided. Please give attention to the rules listed below:

- All exhibit booths must be fully set up by 10:00 am on the starting day of the show.
- We reserve the right to rent out any space that is unoccupied/vacated on the opening day of the event, or at any time thereafter. In the event of a “no notice - no show,” unoccupied spaces may be rented to another exhibitor, but this shall not be construed as affecting the obligation of the originally contracted exhibitor to pay the full amount listed in their vendor contract.
- Exhibits may not be dismantled prior to the closing of the show at 4pm on Sunday. Early teardown will result in loss of “first right of refusal” for future events.
- Exhibitors will be given 14 hours from the conclusion of the show, at 4 pm Sunday, to fully remove all equipment. Any materials or equipment which has not been removed 24 hours after the close of the show shall become the property of INWC, who may take any steps which they deem appropriate in disposing of such items.
- All booths and/or exhibits must have an attendant present during show hours.
- Displays must be contained within the exhibit space without projections which could disturb other exhibitors.
- The use of nails, tacks, or staples in the walls, the posts or floors is NOT ALLOWED. Only tape, approved by the fairgrounds, may be used on all wall surfaces.
- No space may be sublet or transferred unless authorized by the INWC.

Exhibitor Conduct:

- Exhibitors must check in at the show office prior to beginning booth construction.
- No consumption of alcohol is permitted inside the facilities except for at the location designated as the “Sportsman’s Lounge”.
- Exhibitors and non-profit organizations are prohibited from soliciting other vendors for donations.
- Pets (including dogs) are not allowed in the show. Accommodation will be made to service animals and businesses that utilize animals as a part of their daily operations. Approval will be required prior to the event; service animals are exempted from the prior approval condition.
- NO Helium-filled balloons will be used or given away in the buildings. Any fees charged to the INWC by the fairgrounds for helium balloons may be passed to the exhibitor.
- Within the fairground's property, no exhibitor may distribute materials (printed or otherwise) outside of their contracted exhibitor space. The county does not allow printed or other material to be placed on vehicles located within the Spokane County Fair & Expo Center property. Banners may only be hung within the contracted exhibit space unless prior approval has been obtained.
- All firearms on the premises must be unable to fire by; removal of the bolt, removal of the firing pin, trigger lock, safety lock and/or storage in a locked safe. No ammunition may be stored with firearms.

Parking:

- Parking will be assigned based on the booth location at show check-in.
- Parking passes will be required to access vendor parking areas.
- Due to the limited space available – 1 vendor parking pass will be issued per standard 10x10 booth. Additional vehicles will need to be parked in the general parking area.
- Trailers must be pre-registered with the show office.

- Overnight camping is available on the fairgrounds facility and must be coordinated in advance with the Fairgrounds and the INWC. Fairgrounds camping fees may apply.
- Vehicles parked in fire lanes may be towed if ordered by the fairgrounds or the fire department. Attempts will be made to notify the vehicle owner if possible.

Local Regulation Compliance: All exhibits must fully comply with any applicable city, county, state and federal ordinances and regulations. All necessary licenses, inspections and/or permits required by law for the installation or operation of an exhibitor's display shall be obtained by the exhibitor at the exhibitor's expense prior to the opening of the Show.

- All decoration must be fire retardant. Spokane Valley Fire regulations must be adhered to, and each exhibitor is responsible for seeing that their display meets with the fire marshal's regulations and approval. Non-compliant decorations may be removed at the fire marshal's request.
- All components requiring electricity must be compliant with Spokane County Electrical code. The exhibitor is responsible for obtaining electrical permits for their occupied space prior to the event. Failure of permit or electrical inspection may result in removal of non-compliant electrical components, as directed by the electrical inspector.
- Vendors must comply with any Spokane County Fairgrounds rules or requests while occupying their facility.
- All food booths and products must be in full compliance with any applicable food safety regulations and permits. Non-compliant food products may be removed at the Department of Health's request.

Insurance: Upon execution of the Agreement and prior to the Vendors set up at the Big Horn Show it is advised that the Vendor carry commercial general liability insurance on ISO for CG 0001 (or substitute form providing equivalent coverage). Any uninsured expenses, resulting from the exhibitor's participation, incurred during the event will be the sole responsibility of the exhibitor.

Hold Harmless Agreement: Exhibitor agrees to indemnify and hold harmless INWC and its agents against all claims, fees, loses, suits, damages, judgments expense, costs, and charges of any kind resulting from Exhibitor's occupancy of the exhibit space or its environs, for any reason or resulting from personal injuries, death, property damages or any other cause sustained by the exhibitor, or its officers/agents.

- The Big Horn Outdoor Adventure Show is not liable for theft, damage, lost articles, etc. We will provide contracted security services through the fairgrounds 24 hours a day beginning at 9am Tuesday before the show and ending at 12am Monday following the show.
- In the event an Exhibitor defaults on any of the terms and regulations contained in this agreement, and as a result the INWC must employ attorneys, the exhibitor shall reimburse INWC for attorney's fees.

Right of Removal: The INWC reserves the right to void this contract, for cause, and refund the Exhibitor's payment. Refunds will not exceed the amount paid directly to the INWC at the time of revocation. However, failure to fulfil Exhibitor obligations may result in the forfeiture of any payments made to the INWC/Big Horn Outdoor Adventure Show. All rules governing the show will be interpreted and determined by the Show Manager. Causes for removal include but may not be limited to:

- Exhibits not promoting purposes/products listed in the Exhibitor's contract.
- Inappropriate conduct - The Big Horn Show is a family event that maintains a professional, welcoming atmosphere.
- Failure to comply with the above-listed regulations.