



Hugo Rodeo Association PRCA Rodeo

May 28-31

2025 Vendor Guidelines

Hugo Rodeo Association will be hosting PRCA Slack on Wednesday @ 6:00 pm, WPRA Slack on Thursday @ 6:00 pm, and PRCA Rodeo Performances on Friday and Saturday night @ 8:00 pm. Vendors are welcome to set up before 4 pm starting Wednesday-Friday; no setup will take place after performance start times. Breakdown is after the rodeo performance on Saturday night.

Vendors will be located along the south and southeast areas of the arena. Spot assignments are at the discretion of the Rodeo committee to ensure all approved vendors have appropriate spacing to accommodate their needs. Spots will NOT be under the covered arena; you will need to provide your own cover. Water hookups are NOT available. Electric hookups will need to be requested at time of application submission. We will do our best to accommodate electricity but no guarantees can be made. Spots requiring paneled areas will be 10 x 10 area spaced using livestock panels. Vendors must provide their own equipment. (i.e.: canopies, tables, chairs, signage, etc.)

The number of vendors is limited and will be assigned on a first PAID basis. Note: Prior year vendors have the right of first refusal. All fees are non-refundable as they are used to promote the event. Vendors are expected to leave the area in the same condition as they found it. **Food Vendors, Political Agendas and/or Campaign advertising, and Chance/Raffle Items will NOT BE ACCEPTED.** The PRCA committee will do our best not to duplicate the type of items to be sold, so get your application and payment in First!

Friday and Saturday night there will be security overseeing the grounds. This is mainly for the livestock and property of Hugo Rodeo Association. Any merchandise left unattended during the event is at your own risk.

The Hugo Rodeo Association Committee, its members, event volunteers, City of Hugo, and Arena employees will not be held responsible for any liability; lost, stolen or damaged merchandise or property or any injury incurred during the set-up of the event, during the event, or breakdown of the event for any person, animal, or object.

2025 Vendor Rates: \$150 W-Th Only; \$250 Fri-Sat Only; \$300 W-Sat



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2025 Vendor Application

Food Vendors, Political Agendas and/or Campaign advertising, and Chance/Raffle Items will NOT BE ACCEPTED.

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

E-Mail: _____

Description of items to be sold:

Spacing accommodation request: *(we will do our best to meet your needs but no guarantees)*

_____ Electric _____ I sell out of a trailer size ____ x _____ I need paneled area set up area

By signing this application, I agree that I have read and understand the vendor guidelines (separate document located on www.hugorodeo.com under Vendor Information) for the Hugo PRCA, and agree to abide by the rules, regulations, and liability waiver contained therein.

Responsible Vendor Party Signature

Date

Applications and payment can be submitted by mail to: *(checks payable to Hugo PRCA)*

Hugo PRCA c/o Emily VanWorth
300 E Duke
Hugo, Ok 74743

Office Use: *(\$150 W-Th Only; \$250 Fri-Sat Only; \$300 W-Sat)*

☐ **Cash** ☐ **Check #** _____