

# 2024 Cheney Rodeo RETAIL Vendor Form

Cheney Rodeo's Bi-Mart Arena, (14310 S. SR 904, Cheney)

July 12, 13 and 14 2024

July 12- Gates Open at 5pm, Rodeo Begins at 7pm (end around 10pm) Dance 10pm-2am

July 13- Gates Open at 5pm, Rodeo Begins at 7pm (end around 10pm) Dance 10pm-2am

July 14- Gates Open at 2pm. Rodeo Begins at 4pm (end around 7pm)

Questions? Contact us at 509-235-4848 or [sponsors@cheneyrodeo.com](mailto:sponsors@cheneyrodeo.com)

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\* Indicates required question

## Important Show Information

**Retail Vendors must have a physical product, on site, that they are selling.** If you do not fall under our Food or Retail vendor categories- and are wanting to be on grounds please contact our Sponsorship committee at [sponsors@cheneyrodeo.com](mailto:sponsors@cheneyrodeo.com) or 509-235-4848

Proof of insurance and necessary permits will be required for all Vendors.

Each vendor will be assigned a space. Each Vendor is to supply their own table and tent.

Retail Vendor Spaces are \$450 for the weekend. \$450 is due at the time of application and can be invoiced (with an additional convenience fee) or checks can be mailed to:

Cheney Events Association  
c/o Vendor Committee  
PO Box 14  
Cheney, WA 99004

WIFI is NOT available.

Setup is available beginning Monday July 8th. We just ask that you schedule your arrival time with us so that we have a volunteer ready to assist you to find your spot. Everyone needs to be setup by Friday July 12 at 4pm. Vehicles cannot leave the fenced event area and come back during the 3 day event. (There just is not space to allow this)

**All vehicles must be out of the fenced event area by 4pm on Friday July 12th.**

Vendors need to be sure that their area is clean of all garbage/items when they leave on Sunday evening. If your vendor area is not clean, there will be a \$50 fee invoiced to you. We will have several garbage cans available to you on the grounds.

Lighting is recommended for vendors. The grounds has large overhead lights, but your booth will be dark when the sun sets. Twinkle lights or patio lights around your tent work great. Please bring an extension cord.

**Booth spaces are non-refundable. Application Deadline is June 20th.**

**Vendors are expected to be at all 3 performances, and are expected to stay open for the entire event time.**

Vendors are required to both stake their tents and have weights on their tents. Be sure all tents are lowered at night.

1. Business or Organization Name \*

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2. Contact Person: \*

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3. WA State UBI Number or Fed Tax ID Number \*

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4. Phone Number, please indicate if you can receive text messages at this number \*

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5. Email Address \*

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6. Mailing Address. Please Include City, State and Zip Code \*

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7. Please Indicate the Dimensions of space needed: \*

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8. Do we have permission to use your product photos from your Facebook/Instagram Page and/or Website? \*

*Mark only one oval.*

Yes

No

Option 3

9. Describe booth activity / items for sale (NO SALE OF FIRE WORKS, FIREARMS, ALCOHOL, OR TOBACCO OF ANY KIND - you will be asked to leave immediately and forfeit your fee.) Booth Activity (explain what you will be selling/promoting): \*

This will be used for our announcer during the event, as well as for promotions.

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10. Please let us know how many vendor passes you will need. (Max is 4 per vendor space) \*

Please be sure vendor bands are worn by you and your workers.

Please List below the Names (first and last) of your workers for each night.

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11. Do you plan to giveaway products? If so, what? \*

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12. Do you plan to use sound devices? \*

*Mark only one oval.*

yes

no

13. Do you require Electricity? \*

Mark only one oval.

Yes

No

14. **Power is available, but is limited.** Mostly 110 voltage available. \*

Please indicate the following below:

- voltage requested
- total wattage requested
- list the equipment you intend to power.

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15. -I will print off the Hold Harmless Agreement, and mail it in before the event. This will be emailed to you. \*

**- I understand that booth spaces are non-refundable.**

- Subletting or apportioning space is prohibited. You must apply with all federal, state and local laws, report and pay all federal, state and local taxes due as a result to operations at the site. You must report your on-site revenue to the Cheney Events Association. The Cheney Events Association is not responsible for any losses you may experience. **You are responsible for your own security.**

Please Type your name below in agreement.

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16. How will we receive your payment? \*

-Spots are not reserved until payment is received.

Mark only one oval.

I would like an invoice emailed to me (I understand that I will pay an additional card fee)

I will mail in a check to Cheney Events Association, PO Box 14, Cheney, WA 99004

17. Please put any special requests here. \*

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We look forward to having you join us at our 56th Annual Cheney Rodeo!

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