



Vendor Guidelines

24th ANNUAL MOUNTAIN TOP RODEO

Welcome to R-Ranch in the Mountains, home of Mountain Top Rodeo.

R-Ranch in the Mountains hosts the Annual Mountain Top Rodeo. R-Ranch in the Mountains is a private ownership in a family oriented mountain resort. We're beginning our 24th year of having a wonderful, fun filled family event.

Since R-Ranch is a family resort, we make every effort to keep the entire venue family friendly. Alcoholic beverages are not sold or allowed inside the arena area. Weapons are not allowed.

While the Concession agreement spells out many of our basic guidelines, these are additional guidelines to make this a successful event.

Vendors returning from our 2012 rodeo will have until March 31st to submit their payments for space rent and return their signed contracts. On April 1st, we will open up any unclaimed space to new vendors

INSTRUCTIONS FOR VENDORS

Please complete the 2013 Vendor Application and return it by April 15, 2013. Your application must be complete and include the full amount of your space rent. Please make your check payable to R-Ranch in the Mountains and mail it along with your signed and completed application to: R-Ranch in the Mountains, P.O. Box 310, Dahlonega, GA 30533. You will receive a signed copy of your application accepting you as a vendor.

2013 MOUNTAIN TOP RODEO DUE DATES AND SHOW TIMELINE

All information is due on or before the specified dates to Mountain Top

Rodeo Committee, c/o Rick Upton, email to rickupton@mountaintoprodeo.com or Fax to 706-864-9149. If you mail the requested information, the postmark date will be used to assess compliance with the deadlines.

Mailed vendor registration requests may be sent to:

**R-Ranch In The Mountains
ATTN: Rick Upton | Mountain Top Rodeo
P.O. Box 310
Dahlonega, GA 30533**

IMPORTANT DATES

April 15, 2013

Returning vendors who have not paid their space rent will have their space made available to new applicants.

May 15, 2013

Certificate of Insurance Coverage is due.

June 21, 2013

8 AM – 4 PM - Check-in and scheduled move-in begins at 8:00 AM for all areas.

June 21st & June 22nd, 2013

Mountain Top Rodeo Performance Dates – all booths shall operate during these dates from 6:00 PM when the gates open until 30 minutes after the last event ends.

June 23, 2013

Vendors have until 5:00 PM on June 23, 2013 to move out of their booth space.

EXHIBIT SPACE

The Mountain Top Rodeo feature all outdoor spaces for commercial exhibits and vendors. All venues are to be managed while presenting a

western theme.

The vendor space rent is \$100 per 10x10' space or \$200 per 10X20' space plus 10% of your gross daily sales or income.

Management reserve the right to accept or reject a prospective exhibit based on product quality, type and booth design.

Mountain Top Rodeo provides a limited number of locations for static displays. Management reserves the right to accept or reject a prospective exhibit based on display quality, type and design.

ADDITIONAL POLICIES

Disregard of any rule set forth by Mountain Top Rodeo committee, or R-Ranch in The Mountains may result in forfeiture of all monies, rights and privileges.

The logo of the Mountain Top Rodeo, 4L & Diamond S Rodeo and R-Ranch in The Mountains are Registered Trademarks and shall not be used, under any circumstances, without written consent from the Mountain Top Rodeo Committee, 4L & Diamond S Rodeo, or R-Ranch in The Mountains.

If your booth will be gathering names, addresses and phone numbers from visitors, you shall not represent yourself as being from or with the Mountain Top Rodeo committee, 4L & Diamond S Rodeo, or R-Ranch in The Mountains when you contact them later.

If you receive an exhibit space at the 2013 Mountain Top Rodeo you are not guaranteed a space at subsequent Rodeos.

Smoking is prohibited in booths or inside the buildings.

No food, beverage or merchandise (balloons, visors, sunglasses, T-shirts, etc.) sold by other vendors may be given away on the grounds. Such acts conflict with concession rights held by others.

Placing advertising material on or in automobiles on the Rodeo grounds is specifically prohibited and no such permission shall be granted under any circumstance.

Vendors shall comply with the law, rules, regulations and codes of the State of Georgia, Lumpkin county, City of Dahlonega, R-Ranch in The Mountains, Mountain Top Rodeo, including but not limited to Workers' Compensation, insurance, health and safety, fire, construction and utilities.

All exhibitors are expected to conduct themselves in a professional manner according to the rules of these guidelines. Any unruly conduct, refusal to follow rules or use of foul language to Rodeo patrons or Rodeo personnel will be considered grounds for expulsion from the Rodeo. Such exhibitors shall not be permitted to return to future Rodeos.

Scalping of credentials by vendors, their agents, family members or any other person shall result in immediate expulsion with no refund and the vendor will not be allowed to return to future Rodeos.

PARKING

We will issue two (2) parking passes for to each vendor / organization for the duration of the Mountain Top Rodeo. These parking passes are for vehicles only. Due to the limited amount of vendor parking, additional parking permits will be provided at a cost of \$5.00 each.

Vendor parking passes are good for the north parking lot for vehicles without trailers only. No trailer parking will be allowed on the rodeo grounds. Trailer parking will be available offsite. You will receive additional parking information upon moving into your booth.

The Mountain Top Rodeo reserves the right to close parking lots if they become full. Parking is limited, and permits DO NOT guarantee access to the Mountain Top Rodeo grounds.

The Association reserves the right to regulate the parking of all motor vehicles within the Rodeo grounds. No automobiles, trucks, or trailers will be permitted to park on contracted concession space without a special vehicle permit. Parking for supply trucks or supply trailers will be made available for vendors in reasonably close proximity to your assigned space.

Parking is critical. If you have a food tent or booth on the East end of the arena, you will have the width of your booth and approximately 20' depth to park immediately behind your vending area. We must maintain a clear roadway/fire lane behind the vending area. Parking in the designated fire lane will result in your vehicle being towed. If you don't have parking space behind your vending area, you will be provided a parking pass to allow you parking in the parking lot next to the arena area. Your Midway Coordinator will work with you for any special parking concerns.

Additional Guidelines:

Gates open at 6:00 PM both nights for our Rodeo guests. It is our expectation that vendors will have food ready for sale at 6:00 PM and all concessions will be fully functioning when the gates open. We never know exactly what time the rodeo will end, but we are requesting vendors not close their booth the moment the last event is over. Please allow up to 30 minutes for departing guests to make those last minute purchases of goods or food.

We ask for your menu information in advance. We strive to keep from having more than two vendors serving the same items with the exception of beverages. We want all vendors to be able to serve the beverages of their choice. If we have more than two vendors serving the same item, I may be working with you to get some menus revised so everyone has a reasonable opportunity. We want all our vendors to be successful

We already have our ATM machines contracted for again.

All vendors are expected to provide their own change. R-Ranch will not have change available for vendors.

Vendors should be prepared to provide their own ice. We have a limited supply of ice available at the R-Ranch office so I recommend you bring what you need each night.

Each vendor site has water and electrical power. We do not have sewage connections at this location. We have a RV dump station on the property and our Midway Coordinator can provide you instructions on how to get there. Dirty water should not be dumped on the ground. Grease or cooking oil cannot be disposed of on the property and must be removed by the vendor at the end of the event.

Since the Rodeo gates open at 6:00 PM on Friday, June 21, 2013, vendors may start arriving as early as 9:00 AM. Any vendor not arriving prior to 4:00 PM will forfeit their space and refunds will not be allowed.

Vendors with food trailers or motorized units will be parked in the order of arrival with the earliest arrival being located nearer the center of the vendor area. We back each trailer in a single line to within one to two feet of each other. This way, you get maximum exposure to the guests and we get maximum utilization of the space we have available.

If there are special circumstances where you need to arrive prior to the time specified above, please contact Rick Upton to make arrangements. We are flexible and will work with our vendors.

Anyone renting a 10 foot space will be entitled to two each two day passes. A 20 foot space will be entitled to four each two day passes. If you need additional tickets for employees or friends, you may purchase them in advance on our website at a discount or you may purchase them at regular price on day of arrival. Our space rental is extremely reasonable, so the restrictive number of free passes for vendor resources is only fair

Since we operate on the honor system and everyone pays a minimal space rental plus a percentage of their daily gross income, we expect

all our vendors to be honest in the submission of their respective percentages of revenue. Failure to do so could result in us having to implement a token system for all purchases rather than cash.

Each vendor will receive two envelopes for turning in their percentages of revenue each evening prior to leaving. One envelope will be marked Friday and the other will be marked Saturday. These envelopes with your percentage of gross revenue sharing must be turned in to the Mountain Top Rodeo Midway Coordinator. The location will be at the R-Ranch Marketing Tent or the Mountain Top Rodeo T-Shirt/Poster tent. Failure to turn in your envelope either night will be grounds for not allowing you to participate in future rodeos.

We've doubled the amount of available electric power since last year's Rodeo. Please bring your extension cords just to be safe. I don't expect anyone to need to run a generator but this will be our first year on a lot of new electrical power that can't be fully load tested without all of the vendors here. You are welcome to bring your generator as a backup just in case we had any issues although we don't expect that to be the case.

Concessionaire will be required to keep all supplies and stock off the pathways and roadways.

The premises described herein shall at all times be open to inspection by the Association or its authorized representatives.

Electricity is available and is included in the space rental agreement. Electrical requirements must be specified in Exhibit A and we will make every effort to meet your needs.

No loudspeakers, amplifiers, radio, or other broadcasting device may be used on the location described in this contract in the absence of the written consent of the Association.

All food and/or drink stands must comply with applicable state food laws and sanitation regulations pertaining to temporary food service

operations and the Concessionaire will be responsible for all required permits and licenses. The Association will close immediately any food stand which fails to comply with sanitation requirements and/or state laws pertaining to food. We have never required food vendors to have County Health Inspections and the County has never inspected food vendors. Either way, we fully expect all vendors to fully comply with guidelines regarding the safety of food. The last thing we ever need is for someone to get food poisoning and start a lawsuit against any of us.

Garbage cans must be furnished by Concessionaire and they shall be covered at all times. Concessionaire must take garbage to the dumpster provided by Association. Premises within ten feet of Concessionaire's concession must be kept free of refuse and waste matter.

Concessionaire must post in a conspicuous manner inside the stand and at the outside entrance to its place of business, a sign showing the price to be charged for activities, meals, lunches, drinks, or other food or articles to be sold under this agreement. This size of said sign, manner and place of posting shall be subject to approval of the Association.

No person who has or is suspected of having a communicable disease or who has any sores or skin eruptions will be permitted to work in or be employed in any food or drink stand or dining hall on the Rodeo premises.

All of Concessionaire's materials and equipment must be removed from the Rodeo grounds on Sunday, June 23, 2013, prior to 5:00 PM.

We will be taking pictures of all Vendor's booths and displaying them on our website and facebook page. There is a very comprehensive paragraph in each Concessionaire agreement describing this (in legal terms). This is a good way of advertising for all of us. If you are here, someone representing your organization has signed a contract authorizing us to take your picture and use it on our website.

It is mutually agreed that the Association will not be held liable for any loss sustained by Concessionaire in any manner whatsoever. We do have controlled access to R-Ranch and have a Security Guard after hours but you should be aware that this single individual is monitoring the entire R-Ranch property. He is not a dedicated resource for the Rodeo area. It is your responsibility to secure your own equipment and supplies. We've never had a problem in the past but there is always a first time.

Concessionaire further agrees to accept liability for any personal injuries or property damage caused by Concessionaire or its employees or agents and further agrees to indemnify the Association for any claims or actions by third parties resulting from personal injury or property damage at or near the premises described herein. Concessionaire further agrees to carry general and product liability insurance in the amount of One Million Dollars and shall hold harmless the Association and its officers, employees, agents or representatives, and shall name the Association as an additional insured and to submit to the Association a certificate of insurance with limits of One Million Dollars.

We have a facebook page that can be located at www.facebook.com/mountaintoprodeo plus we have a website this year that can be found at www.mountaintoprodeo.com . Help us by having your friends "like us" on facebook and come out to enjoy the rodeo.

We also appreciate vendor feedback. I think all vendors have my contact information but I'm going to provide it again. Please do not hesitate to contact me with any questions or concerns.

Wishing you a very successful event.

**Rick Upton
Midway Coordinator
Mountaintop Rodeo**

Mobile phone 404-514-6648

e-mail: rickupton@mountaintoprodeo.com or rick.upton@att.net

facebook----- www.facebook.com/mountaintoprodeo

Website--- www.mountaintoprodeo.com

**R-Ranch in the Mountains
Attn: Mountain Top Rodeo (Rick)
PO Box 310
Dahlonega, GA 30533**