



**International Finals Youth Rodeo  
Heart of Oklahoma Expo / Shawnee, Oklahoma  
July 6 –11, 2025**

Company Name: \_\_\_\_\_

Contact / Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Company Name to be Published: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Electrical Service:** Please indicate if you need electrical service at your booth:

110 Volt / 20 AMPS	
110 Volt / 30 AMPS	
220 Volt / 50 AMPS	

**Number of Parking Passes Need** – *west side of building* \_\_\_\_\_

**Number of Vendor Passes Needed** – *Entry to trade show only* \_\_\_\_\_

**Oklahoma Sales Tax Law:** All Sponsors **MUST** provide **ONE** of the following:

- **SSN** (Social Security Number) \_\_\_\_\_
- **FEIN** (Federal Employer Identification Number) \_\_\_\_\_
- **OK Tax Permit Number** \_\_\_\_\_
- **Display Only** (if no sales tax collected) \_\_\_\_\_

**Terms and Conditions:** Vendors **must** read and agree to the Terms and Conditions on the next page of this contract acknowledging required insurance coverage and shall observe and abide by any additional show regulations. The undersigned understands and agrees space is not confirmed until a completed Trade Show Application is received.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Please email this application to the Terri Sharp at [TradeShow@IPRARodeo.com](mailto:TradeShow@IPRARodeo.com)

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**Trade Show Terms & Conditions**

The following Terms & Conditions are to assist vendors in preparing exhibits in a manner suitable to the nature of the show. Show Management reserves the right to rule on the suitability of an exhibit prior to, or during, the course of the show. Show Management has the right to limit the number of booths selling the same items. Arrangements must be made immediately to conform to proper standards or be reduced to further use of exhibit space.

**OKLAHOMA SALES TAX:** Vendors are responsible for collecting sales tax, the rate in Pottawatomie County is 9.995%. Vendors that have an Oklahoma Sales Tax permit number must be included within this agreement. If you do not provide this information as requested, state law requires you to remit your sales tax and tourism levy to the Oklahoma Tax Commission on-line within 15 days following the event. Vendors shall pay or reimburse IFYR all taxes resulting from the Vendor's rental of occupancy of exhibition space, display of merchandise, taking of orders or related Trade Show activities, no matter how the taxes are designated or levied.

**INSURANCE AND LIABILITY; INDEMNITY.** Vendor agrees and understands that IFYR and Heart of Oklahoma Expo (HOOE) are not responsible for loss or damage occurring to the vendor's property from any cause whether resulting from, without limitation, fire, storms, acts of God, water damage, air conditions/heating failure, theft pilferage, bomb threats, or roof leaks. Valuables should be secured or packed away each night. Vendor agrees to protect and hold harmless IFYR and HOOE and each of their respective owners, employees, and other agents, from and against all claims, losses, damages, judgments, expenses, or costs against any and all claims for, injury or damage to persons or property arising out of the activities (whether negligent, intentional or reckless) of the vendor, his agents, employees, invitees, licensees, or guests, to defend IFYR and HOOE against any and all such claims and to reimburse and indemnify IFYR for any loss, damage, expense (including, but not limited to, reasonable attorneys' fees) or payment suffered thereby. The vendor shall maintain in effect and, and upon request, shall supply IFYR with a certificate of insurance for comprehensive general liability insurance with combined bodily injury and property damage limits of \$500,000 each occurrence and \$1,000,000 aggregate, and an umbrella liability insurance policy with limits of \$1,000,000.

**ADVERTISING:** The use of audiovisual equipment is allowed with appropriate volume consideration for neighboring areas and overall show atmosphere. Vendor agrees to conduct all business within the confines of their contracted space.

**BOOTH SPACE ASSIGNMENTS:** IFYR will assign booths in any and all cases. All previous year's vendors will have first right to renew with priority will be given to applicants according to the time their written request is received, availability of requested area, the amount of space requested and the special needs and compatibility of Vendors. IFYR reserves the right to rearrange the booth assignments and relocate any exhibit for the betterment of the event.

**BOOTH SPACE PRESENTATION:** Each booth display must be consistent with the size of the assigned space. Booths may be up to 8' in height at the back and the sides—up to a distance of 5' from the back, then 3' high the remaining distance to the aisle to allow visibility for adjoining booths. Vendors may not, without consent from trade show management, at the time of contracting the exhibit space, construct high side walls or display merchandise in such a way that obstructs the view of adjacent exhibit spaces. All aisles and building exits must be kept free of products, displays, etc., at all times. Aerial signage is permitted above contracted space, not in the aisle, and must be in compliance with all facility and Fire Marshal regulations. All signage within space should be printed and not handwritten. Any exhibits with unattractive or unfinished portions exposed, including at the rear or sides, must be acceptably covered at the Vendor's expense to the satisfaction of trade show management. The assigned space must provide enough room for Vendor personnel.

**EVENT PASSES:** Any necessary vendor passes for building access will be issued upon arrival at the event.

**EXHIBITION HOURS:** Vendor shall staff their exhibit space at all times during event hours. Vendor shall be responsible for the conduct of any employees, agents, visitors, or guests of vendor in or about the exhibit space.

**FIRE MARSHAL REGULATIONS:** All decoration materials must be able to withstand a flameproof test as prescribed by the Fire Ordinances of Oklahoma, and Vendor acknowledges that it is Vendor's duty to examine such fire ordinances. Combustible decorations, such as crepe paper, tissue paper, cardboard, and corrugated paper, shall not be used. Exhibit balloons or similar inflatable materials are prohibited unless anti-inflammable gases are used. All packing containers, excelsior, wrapping paper, etc. are to be removed from the floor and must not be stored under tables or behind displays. Flammable fluids are to be kept in safety containers. Open flames, butane gas, oxygen tanks, tents, EZ-Up tents, space heaters, or microwaves are not permitted without permission from management.

**FOOD:** The selling/giving away of alcohol, food, or food products, tobacco products, or beverages is strictly prohibited.

**PARKING PASSES:** Any necessary parking passes will be issued upon arrival.

**PETS:** No Pets or live animals, other than service animals, are permitted in the Trade Show area. Dogs in all other areas must be on a leash or restrained. Proof of current Rabies Vaccine must be available upon request. Offering pets for sale is not permitted. Any aggressive animal will be immediately removed. Selling of pets is prohibited.

**REFUNDS, CREDITS, AND CANCELLATIONS:** No booth fee credits will be issued. If written notice from vendor cancelling an exhibit space is received by IFYR prior to June 6, 2025, 50% of the funds submitted will be refunded. No refund will be made for cancellations after June 6, 2025. Any exhibit space cancellation after June 6, 2025, resulting from a COVID related health issue will be eligible for a 50% refund of monies received upon receipt of a written physician's confirmation. If the space reserved for the vendor is not occupied by the initial day starting time, the space will be considered canceled and shall revert to IFYR without obligation on the part of IFYR for any refund whatsoever. IFYR shall have the right to assign such space to another Vendor.

**SAFETY:** Vendor shall take all necessary precautions for the safety of their personnel, other vendors and all other persons and shall comply with all applicable provisions of federal, state, and municipal safety laws, building codes, and ordinances to prevent accidents or injury.

**SCHEDULE:** The event schedule will be available on the IFYR Website.

**SPONSOR REQUIREMENTS & TRADEMARKS:** IFYR has the sole and exclusive right to produce or sell products bearing its logo and show names. Only its designated licensees may distribute such products. Cinch Sponsorship requirements for any vendor selling like item: Competitive Jean, shirts and apparel brands may not offer special promotional deals, either directly or in conjunction with a trade show retailer on their brands at sponsored IFYR events. Special promotional deals would include but not limited to any percent of fixed amount discount from the normal retail price, a "by two get one free" arrangement or a gift with a purchase. Sales are not guaranteed by IFYR.