

NHSA Grass Drags and Water Cross Vendor Rules

PARKING: Vendor parking is limited to your supply vehicles only, and areas are designated based upon location of vendor. Refer to Supply Vehicle Parking Map for your specified area. All vendors and their employees will be given a card to be displayed on their vehicle dash in plain view with the following information: Vendor name, site # and phone number in case of emergency. Two preferred vendor parking spaces will be allotted with your site; you will receive passes from the Vendor Coordinator upon arrival. All other vendor vehicles are to be parked in general parking areas. There is **NO OVERNIGHT PARKING** in any parking area other than tagged supply vehicles. All violators will be towed at the owner's expense, no refunds, no exceptions. You are responsible for making sure all your employees and guests are aware of this policy. Overnight parking passes are available should you need them at the Vendor Gate, and vehicles must be moved to a specific location at the end of each day. No trailers, trucks, cars, vans, or other vehicles will be permitted at booths or displays during operating hours, with the exception of radio & television broadcasting vans. Vehicles cannot block offloading traffic at any time during booth setup on Wednesday and Thursday.

TENTS: Tents can only be rented from Promania, LLC in all contracted zones. NHSA is under exclusive contract with Promania and no other supplier will be allowed to erect tents at the event. ; you may call them to reserve your tent. The tent you order **MUST FIT** within your rented space, including the tent stakes and ropes. There will be no exceptions to this. If you extend over your rented space, you will be held responsible for any other charges incurred in making adjustments. If it is found that the tent company is responsible, they will be held accountable. The grid of the field has been marked out, and no changes can be made at the time of the event. Your entire display must fit within the parameters of your rented space- there is no room for overflow, and aisles must be kept clear.

POP-UP TENTS: Pop-up Tents are **NOT** allowed unless approved by the safety inspector. All unapproved Pop up tents must be removed.

Guidelines for Pop up tents that may be considered for approval are:

1. Frame and top must be heavy duty and fastened to ground to withstand a minimum 40 mph wind.
2. Top must be lettered with either company name or product name in which they sell.
3. There is a maximum limit of 1 Pop-up Tent per Site

CAMPING: There is no overnight camping allowed in any area except the designated Vendor and General Camping areas. Registration is needed for all campsites. Generators are allowed to run 24 hours. The maximum noise level for any generator is 75 decibels. Examples are the suitcase type by Honda, Yamaha, Predator and Generac.

SPACES & BOOTHS: The enclosed vendor space layout is a close approximation of the actual size. No subleasing of your space or booth or any part of your space or booth is allowed. Sale of

ANY FOOD is strictly prohibited except for in designated, approved food areas We reserve the right to relocate your space or booth to maintain a quality show.

SET-UP: Vendors shall be set up and ready for business by 1:00 PM Friday. Vendors with large trailers should be in position early in the week before the tents are set up to allow adequate space. Indicate the size trailer you will have and when it will be there so that we can accommodate your needs. The manufacturers should aim to have their units at the site on or before Tuesday of that week if at all possible. We can accommodate them here as early as the Saturday before the event. Please make sure your trailer has side canopies or make arrangements for a tent ahead of time. Your display MUST fit within the footprint of your site. The use of wood chips, bark mulch or any ground material within your site is not allowed without special permission. All sites that leave wood chips or bark mulch within your site without permission will be charged \$175 due before the end of the event.

RESTOCKING: You will be allowed to re-supply between 7:00 AM and 8:30 AM Saturday and Sunday and then promptly remove your vehicles. In order not to injure spectators, large items sold such as trailers and snowmobiles, will only be allowed to be removed from your area after closing that day.

UNLOADING & LOADING: Unloading or loading with the use of forklift must only be done by authorized equipment operators. Forklift Unload or Load services are available with prior request on site.

BREAK-DOWN AND CLEAN UP: All exhibitors must keep their space in FULL display until closing of event on Sunday at 6:00pm. Vendors are responsible for the clean-up of their designated space including but not limited to cooking oils and charcoal. These items must be disposed of off-site. Other items such as paper and cardboard may be disposed of in the provided containers positioned throughout the grounds.

PASSES: All vendors & their employees need to register at the Vendor Gate upon arrival at the event. Each vendor space comes with a designated amount of free passes for you and your employees-the size of the space determines the amount received and is listed on the Vendor Rate Sheets. When your employees register at the vendor booth, they will sign in for their wristbands. Wristbands are non-transferable. Should you need more tickets beyond the free ones, they are available for sale at the vendor booth and must be paid for at the time they are requested and received. If the number of employees you will have exceeds the free amount, you may also prepay them when sending in your packet. Your company should provide a list of employees prior to the event to aid in the check- in process. This list would assure that passes are going to the people you have authorized to receive them. If no employee list is provided, the free passes are provided on a first come first serve basis to those who sign in under your company name.

RAFFLES: Gambling and games of chance are prohibited. Raffles will be limited and considered on an individual basis. Requests must be made at the time of application.

PETS: None allowed.

INSURANCE: All vendors are required to provide a Certificate of Insurance for public liability. This is proof of your business insurance, which will protect your booth space, yourself, anything and anyone related to your booth's functioning. Minimum coverage of \$1,000,000 is required. The Brookvale Pines Farm and NHSA (its agents, employees, officers and members of the Board of Directors) shall be named as the insured on this policy. All vendors are required to show proof of Workers' Compensation coverage for any employee, agent and/or representative.

ELECTRICAL: 20 Amp Circuits: Use only #12 AWG grounded commercial grade extension cords and designated outlets for your Vendor Space. A NEMA 5-20R standard 20 amp receptacle can be provided.

30 Amp Circuits: Use only #10 AWG grounded commercial grade extension cords and designated outlets for your Vendor Space. A NEMA TT-30, 30 Amp, 2 Pole, 3 Wire 120 VAC straight blade receptacle can be provided by request only and may incur an additional fee. Vendor is responsible to have the proper plug end on their cord.

50 Amp Circuits: Use only #6 AWG grounded commercial grade extension cords and designated outlets for your Vendor Space. A California-style twist lock, 50 Amp, 3 Pole, 4 Wire 120/240 VAC receptacle can be provided by request only and may incur an additional fee. Vendor is responsible to have the proper plug end on their cord.

Generators can only be used with permission; however if you have one, you should bring it in case of emergency.

Low voltage lighting should be used whenever possible; Halogen lights are discouraged and are not recommended. LED lighting is a great low power option and is highly recommended.

If you trip circuit breakers due to undersized cabling or faulty equipment, we reserve the right to disconnect your power at any time.

It is the vendor's responsibility to provide surge protection for sensitive electrical equipment (such as computers) that may be in use

CANCELLATION: NHSA and its agents shall have the right to cancel The NHSA Grass Drags and Water Cross in the event of any act of God, including but not limited to rain or other unavoidable circumstances. This right to cancel shall continue during the course of The NHSA Grass Drags and Water Cross and its agents shall have complete and absolute discretion in determining if such occurrence warrants cancellation. Because NHSA is a non-profit organization, which will have either spent or committed all of its revenues prior to The NHSA Grass Drags and Water Cross, the application fee of all accepted applicants is nonrefundable.

Should The NHSA Grass Drags and Water Cross be cancelled for any reason, no monies will be refunded.

LOSS: Each applicant assumes all responsibility for all risks of loss in connection with any reservation and/or use of space at The NHSA Grass Drags and Water Cross. NHSA and its agents, employees, officers and members of the Board of Directors shall in no event be liable to any applicant for damages of property or loss of property. NHSA assumes no responsibility or liability for personal or bodily injury, etc. sustained by a vendor or its employees.

INDEMNIFICATION: Applicant agrees to indemnify and hold NHSA and its agents, employees, officers and members of the Board of Directors harmless from any and all claims, actions, damages, liability and expenses in connection with injury to person or property, including loss of life, associated with or arising out of the vendor or applicant's participation in The NHSA Grass Drags and Water Cross, use of the space provided to vendor/applicant, any activities or inactivity of the vendor/applicant while on the premises, surrounding properties and roadways. Applicant shall indemnify and hold NHSA, its agents, employees, officers and members of the Board of Directors harmless and shall pay damages, costs, expenses and reasonable attorney's fees that may be incurred or paid by NHSA in connection with any litigations arising out of his/her application.

NHSA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION.

Failure to comply with rules, at the discretion of NHSA, result in the forfeiture of booth space and any fees paid. Failure to comply may also jeopardize your space for coming years.

CHECK LIST: Applicants will not be accepted without the following information:

1. Signed and initialed contract
2. Completed vendor registration form
3. Certificates of insurance
4. Application fee- make checks payable to NHSA
5. Food Vendor: Permits and licenses as needed