

**2025 78th NRCA Trade Show**  
**October 31st-November 2nd**  
**\*\*CAM-PLEX, Central Pavilion – Gillette, Wyoming\*\***

For more information, contact Trade Show Coordinator, Crystal Brogdon 307.660.3812

This Trade Show Application and Agreement is made and entered into the date last affixed, by and between Crystal Brogdon on behalf of the NCRA, hereinafter referred to as “NCRA”, checks payable to NRCA, Hereinafter referred to as the “Vendor”. The Vendor desires to lease exhibit space at the CAMPLEX Central Pavilion, subject to the conditions stated herein. It is expressly understood that the acceptance of the Agreement, physical space, and the location of said space is allocated at the sole and complete discretion of NCRA. Trade Show description and terms of leased exhibit space is as follows:

**Show Hours: \* Friday October 31st, 3:00pm-7:00pm ---later optional**  
**\* Saturday November 1st, 10:00am-7:00pm ---later optional**  
**\* Sunday November 3rd, 10:00 a.m. – 3:00 p.m.**

**Booth Rental:**   \*Standard Booth 10x10-\$75 each. \* 1 – 8’ table and 2 chairs included  
                          \*Double Booth 10x20-\$145.00 \* 2 – 8’ table and 2 chairs included  
                          \*Mobile unit up to 35’ \$235 Electric included (longer units will be additional charge)  
                          \*Triple Booth 10x30-\$215 \* 2 – 8’ table and 2 chairs included

**\* Concession Vendors \$350.00**

Contact for larger booth spaces if needed. Balance of booth rental fee must be received no later than Oct 25th. Contracts not paid in full by Oct 25th risk forfeiture of reserved space.

- \* All exhibits must be set up and operational by the end of the setup time; 3:00pm., Friday.
- \* All exhibits must remain intact until 3:00 p.m. on Sunday November 2nd.
- \* NO Parking on the South side of the Central Pavilion. Vendors may park in the North Lot ONLY. Booth

Set-Up/Tear down Hours: \* Friday Oct 31st, 9:00 a.m. – 3:00 p.m.  
                                  \* Sunday, November 2nd, 3:00 p.m. – 10:00 p.m.  
                                  \* No Vendors allowed in the building before Oct 31st.

- \*Vendor is permitted to drive inside the building for booth set up on this day ONLY if weather allows)
- \*Vendor is permitted to drive inside the building for booth tear down on this day ONLY
- \*Prior to setting up your booth, report to Trade Show Coordinator, Crystal Brogdon at the Central Pavilion door 3 entrance. Space verification will be available at that location.
- \*Vendor is responsible for providing all necessary setup equipment (i.e. blue painters tape, extension cords, etc.).
- \*Vendor agrees that signage may be taped to an appropriate space, as identified by the NRCA.
- \*Vendor is responsible for removal of all adhesive products.
- \*Parking ~ There will be NO PARKING on the North, East or West side of the Wyoming Center during the Trade Show. All vendors must park in the North parking lot.
- \*Exhibit Space ~ all personnel, merchandise and equipment must remain inside the assigned space.
- \*Soliciting in areas other than leased space is strictly prohibited. No PA system, loud speaker, amplifier, broadcasting device, music or other objectionable method shall be used by the Vendor if it interferes with other Vendor, management or patrons
- \* Exhibits must be removed by 10:00 pm on Sunday November 2nd. Security ~ Security will not be provided for the indoor booths in Central Pavilion. The building will be locked up each night, however, it is not guaranteed by Show Management. All property of Vendor is understood to remain in the Vendor’s care, custody, and control in transit to and/or from and/or within the

confines of show grounds. The safety of Vendor's property is not guaranteed by the NRCA, Vendors are encouraged to use their own discretion when leaving valuables.

\*Refunds~ No refunds of payments will be made on canceled contracts after Oct 25th the space canceled prior to Oct 25th your space will be refunded only if space is resold.

\*Internet Service ~ Free WIFI service is provided inside the Central Pavilion

\*No Exclusivity of Product/Service ~ The NRCA does not guarantee Vendor exclusivity of product or service.

Acceptance of this Agreement and/or the presence of a product or service at the NRCA Trade Show do not imply its approval to the exclusion of other products, equipment, or services. Rights of Management if Show is Not Held ~ The NRCA is not liable for any costs, damages or expenses incurred by Vendor should show be delayed, interrupted, canceled, or not held as scheduled.

\*Display Vehicles ~ Liquid or gas fueled vehicles, RVs, tractors, boats, or other motor craft must have fuel tanks with factory designed gas caps and contain only a minimum amount of fuel while on display in any CAM- PLEX facility per fire code regulations. No fueling or defueling of any fuel tank is allowed while the vehicle is inside a CAM- PLEX facility.

\*UPS/Fed Ex/Package Delivery ~ The NRCA will not be responsible for any shipments shipped to the grounds. NRCA will allow deliveries on Oct 30th-Nov 1st ONLY to the following address: Attn: your name/NRCA Trade Show 1635 Reata Drive, Gillette, WY 82718. Any items delivered before the above dates or after will not be accepted. NRCA is not responsible for any loss or breakage of items. Please make sure packages are clearly marked with your name.

\*Food ~ Vendors selling or giving away food items may not compete with concessionaires without receiving approval from the Trade Show Coordinator. Drinks of any type may only be sold by approved concessionaires. Vendors selling or giving away food and concessionaires are required to obtain and display a food permit. No walking concessions will be allowed.

Contracts ~ All Vendors must have a fully negotiated contract. The NRCA determines the final location of any exhibit. Vendors are prohibited from assigning, subletting, or transferring space allotted to them. ~ Literature may only be distributed from the Vendor's booth location. No walking around, handing out literature, or selling items outside the booth is permitted.

\*Vendors and their employees or volunteers are required to portray an image of professionalism. This includes clean clothing, good hygiene, and professional mannerisms. We appreciate your cooperation, as we do not want to restrict your services due to an inappropriate situation, presentation or a complaint. Persons found to be in violation of any of the Trade Show Rules & Regulations may be ordered off the grounds.

\*Rights of Management if Show is Not Held ~ NRCA are not liable for any damages or expense incurred by Vendors should the show be delayed, interrupted, canceled, or not held as scheduled. 2024 NRCA You will receive a call from the Trade Show Coordinator to confirm your booth(s) at the Trade Show. The NRCA has no exclusivity rules, so if you are selling a product that has exclusivity standards, it is the Exhibitor responsibility to follow their products exclusivity standards. If your product must follow exclusivity standards; clearly state as such on the Trade Show Application Form. When called with your confirmation you will be informed if you are the first or second Exhibitor with that product, The Vendor's signature below certifies that he/she has read, understood, and agrees to the terms and conditions of NRCA ~ Trade Show Rules and Regulations. This Agreement and Application may not be Accepted or Approved by NRCA absent the Vendor's certification by signature below:

\*Vendor Signature: \_\_\_\_\_

\*Telephone/Cell \_\_\_\_\_

\*Email: \_\_\_\_\_

\*City: \_\_\_\_\_

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

\*Vendor Name (printed) \_\_\_\_\_

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

\*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Standard Booth 10x10-\$75 \_\_\_\_\_

\*Mobile unit up to 35' \$235 \_\_\_\_\_

\*Electricity \$16.00 per outlet \_\_\_\_\_

\*Additional Tables \$7.00 # \_\_\_\_\_

\*Double Booth 10x20-\$145 \_\_\_\_\_

\*Triple Booth 10x30-\$215 \_\_\_\_\_

\*Additional Chairs \$1.50 # \_\_\_\_\_

Amount enclosed \_\_\_\_\_

\* Please name and describe (in detail, brands, etc.) all items or services to be sold or exhibited:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*Payment for booth space is due at the time of submission of this Application and Agreement to the NRCA.

\*Make Checks payable to: NRCA. Mail this Application and Agreement and payment to:

**NRCA attn.; Crystal PO Box 610 Big Horn, Wyoming 82833**

**MAKE A COPY OF SUBMITTED DOCUMENTS AND PAYMENT FOR YOUR OWN RECORDS**

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Office Use Only \* Indoor Booth Space Total \$ \_\_\_\_\_ BOOTH # ASSIGNED \_\_\_\_\_

DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_