



## 2018 Aircraft Exhibitor Application

Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

Contact at Event \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Tent Request:** A 10 x 10 tent, with a table and two chairs will be provided for each aircraft exhibitor if desired.

- I would like to request a 10 x 10 tent for my display
- I will provide my own tent set-up. (Please note that tent rental is included in your space fee whether or not you use it and only approved tents are allowed-see Exhibitor Agreement.)

### Electricity:

- I will need electricity. There are a limited number of 20-amp standard service electrical outlets available. If your equipment requires additional power, there may be additional fees. Generators are not permitted. For non-standard electrical equipment, please indicate needs.

Please list equipment you plan to use that will need electricity:

### Display:

- I am a new Exhibitor in 2018 (A picture, sketch or diagram of your exhibit layout will be required).  
\_\_\_\_\_
- I was an Exhibitor in 2017 and would like the same space, if possible. Indicate space number, if known.  
\_\_\_\_\_
- I was an Exhibitor in 2017 and would like a different space, if possible. Describe desired space location.  
\_\_\_\_\_

### Aircraft Exhibitor Fees:

\$5,000 per aircraft x \_\_\_\_\_ Aircraft = \$ \_\_\_\_\_

No application will be approved without exhibitor fee. All exhibitor fees are required at time of application. Completion of this application does not guarantee acceptance. Any exhibitor not accepted will be refunded all fees paid. Price may vary dependent on the aircraft size.

### Method of Payment:

- Check Enclosed
- Charge my VISA/MasterCard/Discover/American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Completion of this application does not guarantee acceptance. Any exhibitor not accepted will be refunded all fees paid.

## 2018 Aircraft Exhibitor Credential Request Form

All entrants into the Reno Stead airport will be required to wear/display the appropriate credentials, beginning on Monday, September 10, 2018.

### The following credentials will be issued:

**Wristbands:** Used to identify Exhibitors and provide access to their booths for the duration of the event. Wristbands are non-transferable. Season wristbands are to be worn by the same person for the duration of the event. If you have different people each day, you may request daily wristbands instead. You will be provided 4 season wristbands per aircraft exhibited. If you need more, you may purchase them discounted at the half price of \$130.00 each.

**Number of Requested Season Wristbands** \_\_\_\_\_ **Daily (Sets of 5, one for each day)** \_\_\_\_\_

Number Purchased: \_\_\_\_\_ x \$130 each = \$ \_\_\_\_\_ (Circle one: Season or Daily)

**Supply Parking Pass:** Used to gain temporary vehicle access for re-supplying your booth before or after the event each day. Re-supply must be performed before 7 am or after 5 pm. At all other times, vehicles must be parked in the Parking lot. Passes are transferable between vehicles.

**Number of Passes Requested:** \_\_\_\_\_

**Season Exhibitor Parking Permit:** - Provides parking for individuals working in concessions/exhibit booths. Exhibitor Parking Permits are non-transferable will be provided 2 per aircraft exhibited. If you need more, you may purchase them at the discounted rate of \$100 each.

Number of additional Permits purchased: \_\_\_\_\_ X \$100 each = \$ \_\_\_\_\_

**Season RV Parking Permit** - Provides parking in the RARA RV Parking Lot. All camping is dry camping. RV Spots are offered at the discounted rate of \$285 each.

Number of RV Permits purchased: \_\_\_\_\_ X \$285 each = \$ \_\_\_\_\_

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**Total included for all additional wristbands and permits: \$** \_\_\_\_\_

Method of Payment:

- Check Enclosed
- Charge my VISA/MasterCard/Discover/American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Name on Card \_\_\_\_\_



## 2018 Aircraft Exhibitor Agreement

Upon signing this document, the Reno Air Racing Association, Inc. (RARA), d.b.a. The National Championship Air Races (NCAR), (hereafter known as the Association), grants to your organization the right to exhibit at the National Championship Air Races as per the below listed policies and terms. Please make a copy of the entire application and agreement for you records. This agreement is not binding upon the Association until it has been duly accepted and signed by an authorized officer of the Association. Exhibitors will not be allowed to move into their booth or space without full payment of all fees and submission of all documents as stipulated on the Exhibitor Agreement.

**Aircraft Exhibitor Application** - An Exhibitor application must be completed by June 29, 2018 to reserve the best available space or the space you had last year. We must have all documents (including insurance) by July 27, 2018. We reserve the right to move or reject any Exhibitor who does not have documents to us by this date. Please note that space is limited. Completion of the application does not guarantee an exhibitors acceptance. Any Exhibitor not accepted will be refunded all fees paid.

**Credential Request Form** - Please fill out the Credential Request Form included with your Aircraft Exhibitor Application to order the provided/additional credentials and parking permit(s) you will need. No credentials will be given out unless all costs/fees are paid in full and all required documents are on file with the Association.

**Insurance** - A Certificate of Insurance for general liability (minimum of \$1,000,000), naming the Reno Air Racing Association, Inc., dba National Championship Air Races, its Directors, Officials, President and CEO, Employees, Volunteers, Agents, Underwriters and Sponsors, Washoe County, City of Reno, Reno-Tahoe Airport Authority, University of Nevada, Reno as additional insured is MANDATORY. Insurance must be valid from your first day of setup to your teardown date (e.g., Sept. 12 to Sept. 16, 2018.) The insurance certificate must be received in our office by June 30, 2018, or your space could be moved or your application rejected.

**Please have your insurance company fax the certificate to 775.972.6662, email kharnack@airrace.org or mail it to Reno Air Racing Association, 14501 Mt. Anderson Street, Reno, NV 89506. Please see the Insurance Information Form in the Static Display Paperwork Package for complete details.**

**Auto Insurance** - Any vehicle entering the event area (for setup, re-supply and tear down) will need to carry valid Auto Insurance at all times.

**Release of liability-** The Exhibitor shall be responsible for the exhibit materials, equipment and operation of the booth at their own risk. The Exhibitor agrees to indemnify and hold harmless the Reno Tahoe Airport Authority (RTAA), the Reno Air Racing Association, Inc. (RARA), their officers, agents and employees from any and all claims, causes of action and suits occurring or resulting from any damage, injury, loss to any person or persons including, but not limited to, persons to whom the Exhibitor may be liable under any Worker's Compensation Law and the Exhibitor himself from any loss, damage, cause of action, claims or suits for damages including, but not limited to, loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the Exhibitor of the privileges granted herein.

The Association will not be responsible for the safety of the Exhibitors property against theft, fire, accident, or any other destructive cause, or for any injury that may arise to the public in the leased area, or to the Exhibitor or their employees while on the Air Race grounds. All persons who receive credentials will be required to sign a release of liability before credentials are issued.

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## **Air race Dates and Hours**

### **Exhibitor - Setup Schedule/Arrival**

Aircraft arrival/departure windows will be announced pending the release of the official Air Race Arrival/Departure instructions in August.

**Event Schedule** -The event schedule will be Wednesday, September 12, 2018, through Sunday, September 16, 2018, from 8:00 am to the end of the last race (approximately 5:00 pm) each day. Exhibitors must have at least one person in attendance at their booth at all times during the event schedule. (Please note that the gates open at 7:00 am and if you are re-supplying your booth, you must move your supply vehicle before that time.)

**Exhibitor Space Fee** - The fee for each aircraft exhibited at the National Championship Air Races is \$5,000. Price may vary dependent on aircraft size.

Aircraft Exhibitor fees include 110 volt 20 amp electrical service (if requested on application form), airport permit fees, tent and furniture as indicated above. The tent has 3 sides and a top. We highly recommend you bring your own tarp and clamps to secure your booth during non-operating hours. All fees are due at the time of application.

Space requests for trailers should include pop-outs, awnings, free-standing display items and tow vehicle (even if tow vehicle will not be connected to the trailer during the event we need to know the size to allow for maneuver ability into the assigned space).

**Tents, Furniture, Freight Handling, Labor, Carpet-** Tents (3 sides with top) and furniture are provided as per the specifications listed under Exhibitor Booth Rates by GES Expositions. Larger tent configurations are available upon request. Please indicate your booth size requirements on the Exhibitor Application.

GES Expositions is able to provide additional services for you beyond what the Association can provide. If you have requests for additional tables and/or chairs, display racks, carpet, grid wall, etc. or if you need freight handling or labor to setup your booth, contact Jeff Long with GES Expositions Reno at (775)332-7028.

The Association will not accept any shipments of freight at our location. If you need to ship freight in, you will need to contact GES.

The Association is not responsible, nor will it arrange to provide, movement offreight and any kind of labor for the installation, removal or servicing of any aircraft exhibitor space.

Exhibitors utilizing their own canopies or shade covers must realize this is an outdoor event held in an area of sudden gusting winds. Permission to erect exhibitor owned displays must be reviewed/approved by the Association and displays which cannot be properly secured to withstand high winds will not be erected (I.e.,EZ UP Tents.) Tie down stakes on grass area will require preauthorization and an official RARA personal present during installation. If needed, water barrels will be available to rent at \$10.00 each. Repair of any holes discovered in the field areas will be billed back to the responsible aircraft exhibitor. It will be expensive.

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**Booth Security** Your supplied tent does not come with a front enclosure (4th side). GES has a limited number of front enclosures available on a first-come, first-serve basis. It is strongly recommended that you provide your own front enclosure (such as a tarp) and clamps or ties to secure it. While we have 24-hour security onsite, we are not responsible for your loss of goods due to any reason.

**Electricity**- There are a limited number of 20-amp standard service electrical outlets available. If your equipment requires additional power, there may be additional fees. Generators are not permitted. If you plan to use electricity, please bring 160-foot heavy duty extension cords. A three-prong twist lock to standard plug, OSHA approved, junction box adaptor is required to facilitate your power hook-ups. This adapter will be provided for use at the event - **DO NOT** take them home with you. All Exhibitors who plan to use electricity must indicate so on the Exhibitor Application. It is imperative that the electrical portion of your application be complete and accurate for proper placement of concession on site. Electricity may not be available during event setup, but will be in place by opening day. Please plan your setup accordingly.

**Wireless Internet** - If you plan to use a wireless phone card to access the internet, be aware that during the event, high cell phone usage can cause delays in processing data. The Reno Air Races plans to have wireless available in some areas, however; a back-up plan is highly recommended.

**Booth & Space Clean Up** - At the end of each day during the Air Races, each Exhibitor is responsible for the clean-up of their exhibit area . All equipment, whether tents, trailers or push carts, must be attractive, clean and in good repair. Exhibitors must care for and keep in good order their occupied space. It is very important to be aware and take every precaution possible to prevent any possible injury to visitors, guests or employees.

**Parking** - A Re-Supply Parking Pass will be issued to each Exhibitor for their supply vehicle. The vehicle may come inside the gate to re-supply during non-event hours. Exhibitors may not park their supply vehicle in any space other than designated Exhibitor parking areas. Fire lanes shall be maintained and unobstructed at all times. Violator's vehicles will be ticketed by the appropriate authority and towed away at the owner's expense. After loading/unloading, all vehicles must be moved and parked in the designated Vendor Parking Lot. Supply parking permits are not needed for setup before Sept. 12, 2018, or after 5 pm Sept. 16, 2018, for most Exhibitors. Exhibitors in the Pit Area will be given supply passes for Monday and Tuesday. All vehicles entering the event area will need to carry valid auto Insurance coverage.

**RV Camping** - The Association has a limited number of dry camping spaces available for RVs. You may reserve a space in advance by filling out the credential request form. Overnight sleeping is not allowed in any area other than the designated RV parking/camping areas.

## **Products Approved**

**To Distribute/ Display** - It is expressly understood that Exhibitors, their agents or their employees are prohibited from distributing or displaying products except for those listed on the Exhibitor Application and approved by the Association. Exhibitors may request the approval of the Association to change the list of articles, products and/or services up to one month prior to the Races. Please submit any changes in writing. Distribution of flying objects (any type of kite, balloon or model airplane, toys that shoot, fling or are otherwise operated by rubber bands) are prohibited. Explosive devices, no matter how minute, will not be allowed. Exhibitors do certify that they are an authorized distributor, manufacturer or licensee of all articles, products and/or services that are distributed and/or displayed at the Air Races.

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**To Give Away** - No food, beverage or merchandise (i.e., visors, hats, sunglasses, T-shirts, etc.) sold by participating Exhibitors may be given away anywhere on the Air Race grounds. Such acts conflict with Exhibitors rights held by others. Exhibitors expecting to dispose of sample and gift items must obtain written permission from the Association.

**Literature** - All literature that is to be distributed or displayed must be received and approved by the Association; otherwise, the Exhibitor will be prohibited from distributing or displaying said material.

**Exclusivity** - Other than sponsorships, the Association will not grant or guarantee an exclusive exhibit right to any Exhibitor for any item or items exhibited at the Air Races.

**Use of Logo** - Products to be sold, offered for sales or otherwise distributed to attendees at the 2018 Reno National Championship Air Races which include a word or words, graphics, designs, photographs or a combination thereof which commemorates, denotes, references or otherwise makes some association with the Reno National Championship Air Races and therefore are likely to be purchased by attendees because of such association, are strictly prohibited for all Exhibitors.

Examples of prohibited wording are (but are not limited to) Reno National Championship Air Races, Reno Air Races 2018, Air Races, etc. The term National Championship Air Races, Reno Air Races and the Air Races pylon, in particular, are registered trademarks and their use is prohibited.

Requests for exemption for any prohibited wording/graphics must be presented in writing to the President/CEO and a copy of the proposed artwork should accompany the request.

Violators of this policy will be removed from the Air Races premises and prosecuted.

**Raffles/Drawings** - Raffles or drawings that have been approved by the Association and which comply with all applicable Federal, State and Local statutes and ordinances will be permitted. All raffles/drawings must be registered with Association prior to confirming the Sales Agreement. The names and addresses of the winners must be filed with the Association within 30 days of the closing date.

**Rules of Conduct** - The Association reserves the right to stop and remove and/or relocate any Exhibitor or their representative(s) from exhibiting, or performing any act or practice which, in the opinion of the Association, is objectionable, interferes with the performance of others or creates a health, safety or fire hazard.

All Exhibitors are expected to conduct themselves in a professional manner or will be asked to leave immediately, according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to Air Races patrons or personnel will be considered grounds for immediate expulsion from the Air Races. Exhibitors in violation of these rules will not be invited to return to subsequent Air Races.

The Association provides a service to both Exhibitors and Air Races fans. It is our policy to maintain clean facilities and neat grounds and respect our visitors. We must insist that our Exhibitors provide the same respect for our Air Races fans as well as fellow Exhibitors. For our mutual benefit, we retain the right to remove any Exhibitor from the Air Races grounds if the Association feels that the Exhibitor violates our rules of conduct or does not comply with the signed agreement and written rules.

The decision of the Association on all matters not covered in these conditions will be accepted as final.

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## General Policies and Rules

**Refund and Cancellation** - Exhibitors wishing to cancel a booth or space after an agreement has been signed must submit their request in writing. All refunds are subject to approval of the President/CEO of the Reno Air Racing Association. A minimum of a \$100 cancellation fee will apply. No refunds will be made after August 1, 2018.

**Inclement Weather/Event Interruption Policy** - In the event of inclement weather or should the Air Races be interrupted in any way, regardless of cause, the Association will do everything reasonably possible to continue or resume the Air Races at the earliest possible opportunity. There will be no refunds. The request to close any booth early must be made to the Director of Finance or Director of Event Services on site prior to the closing of the booth.

**Air Race Attendance** - The Association is not responsible for decreases in normal Air Races attendance due to acts of God, weather, or any other cause.

**Nevada Bad Check Law** - The issuance of a check or draft without sufficient money or with the intent to defraud is punishable by imprisonment in the county jail for not more than 6 months or by a fine of not more than \$1,000 or by both fine and imprisonment. Exhibitors' checks issued to RARA and returned for non-sufficient funds will be aggressively pursued for criminal prosecution. Further, any Exhibitor issuing a check that is returned shall be precluded from any further business opportunities with the Association. Exhibitors are responsible for any returned check fees.

**Local, State, and Federal Statutes and Ordinances** - Exhibitors shall comply with the laws, rules, regulations and codes of the State of Nevada, Washoe County, City of Reno, Reno-Tahoe Airport Authority and the Association that may include, but are not limited to, Worker's Compensation, insurance, health and safety, fire, construction and utilities. In addition, Exhibitors must comply with all applicable Federal, State and Local statutes and ordinances and must assume full responsibility for the payment of all sales, use and processor interest, taxes, assessments and/or fees occasioned by their use of the premises.

**Fire Marshal Regulations** - All Exhibitors are required to abide by rules and regulations as set forth by the City of Reno Fire Marshal's Office. Deputies of the Fire Marshal will be on the grounds during move-in as well as Air Races event days to inspect booths and may demand the removal of any exhibits not conforming to rules.

### Terms of Agreement

Your organization shall act as an independent contractor and not as an agent or representative of the Association. You shall not hold yourself out as speaking for or on behalf of the Association nor permit anyone under your authority to do so.

In determining the number, size and location of booths, the Association will not be unreasonable or arbitrary, but the Association may consider the needs and requirements of other Exhibitors, traffic, crowd control and other matters relevant to the operation of the event.

You shall designate in writing the name, address and telephone number of the responsible person in your organization who is authorized to speak for and to fully represent your organization in connection with your exhibit. You may at any time change representatives by a new written designation. Unless otherwise specified, the contact name and contact information provided on the Aircraft Exhibitor Application will constitute this designation.

Initial \_\_\_\_\_

This right to exhibit is granted specifically to your organization and may not be transferred, assigned or subcontracted, in whole or in part, without the written consent of the Association. **No sharing of booth space with another exhibitor is allowed without express written permission from the Association.**

The foregoing exhibit privilege is granted for this year's event only, and neither your organization nor the Association shall be obligated for any future year. If the terms of this agreement are accepted, it will be your responsibility to perform in a manner that creates a favorable public impression and goodwill for the National Championship Air Races and for the community at large.

Please sign below and return to the Association to indicate your acceptance of the agreement. It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties thereto.

Accepted and agreed to by:

Company \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Official Representative Printed Name

\_\_\_\_\_  
Official Representative Signature

\_\_\_\_\_  
Kathy Harnack  
Director of Event Services  
Reno Air Races Association, Inc.

\_\_\_\_\_  
Date

**Please printout and read entire Aircraft Exhibitors Agreement, fill out all required information, sign above and mail, email to:**

**Reno Air Races  
Aircraft Exhibitor Application  
14501 Mt. Anderson Street  
Reno, NV 89506**

Or Email to

[kharnack@airrace.org](mailto:kharnack@airrace.org) **and** [tjk30281@yahoo.com](mailto:tjk30281@yahoo.com)

Or FAX completed application to  
**775.972.6663 or 775.972.6429**

If faxing, please call Reno Air Races to confirm receipt



## 2018 Aircraft Exhibitor Application Checklist

### Did you remember to:

1. Send payment with your application. Exhibitor fee is due with application. If you are a new exhibitor paying by check, we will also need you Tax ID or social security number to process the payment.
2. Complete Credential Request form requesting wristbands, parking and resupply passes for all your booth workers?
3. Read through and sign the entire Exhibitor Agreement.
4. Include a Static Display Paperwork Package including a copy of your insurance certificate? Due by July 30, 2018. Please let us know if you will need an extension.
5. Make a copy of your application, Exhibitor agreement and credential request form for your own records.
6. Any questions, please contact:

Tom Kilfoyle at (404)769-1566 or email [tjk30281@yahoo.com](mailto:tjk30281@yahoo.com)

Kathy Harnack at (775)972-6663 or email [kharnack@airrace.org](mailto:kharnack@airrace.org)

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