2022 Exhibitor Application

58th National Championship Air Races
and Air Show
September 14-18, 2022

Company Name: _____ Booth Name: _____

Company Contact:_____Title: _____ Phone #:_____

Contact Email:_____Website: _____

Address:_____City: _____State:_____Zip Code_____

Onsite Contact:_____Cell #: _____

Accounts Payable Contact:_____Phone#: _____Email: _____

Exhibitor Space

Exhibitor Booth Fees (NV Entertainment Tax Included)			
GA Area Exhibitor Booth Size	**Exhibitor Space Fee**	**Pit Side Exhibitor Booth Size**	**Exhibitor Space Fee**
10' x 10'	$1,900	10' x 10'	$2,400
10' x 20'	$2,450	10' x 20'	$2,950
10' x 30'	$3,000	10' x 30'	$3,500
10' x 40'	$3,550	10' x 40'	$4,050
20' x 20'	$3,550	20' x 20'	$4,050

Booth size requested from above table: _____

Other Sizes: Price determined based upon size $_____Please call for pricing.

I need additional space in front /to the side of my tent/trailer. Please indicate space needs:

_____

Total paid with application: $_____ **Full Amount due by June 30, 2022** $_____

Method of Payment: Check enclosed ☐ Check Number:_____

Charge my Visa/Master Card/Discover/AMX ☐

Card Number:_____Name on Card:_____

Exp. Date:_____CID#: _____

Full payment must be paid by June 30, 2022. Completion of this application does not guarantee Exhibitor acceptance. Any Exhibitor not accepted will be refunded all fees paid.

☐ **I am a returning Exhibitor.** Please describe space/tent needs that are different from last year.

_____

_____

☐ **I am a new Exhibitor in 2022.** A picture, sketch or diagram of your concession is required.

☐ **I wish to provide my own tent/trailer setup.** Exhibitors may use their own tents in certain locations with RARA approval. Due to wind concerns lightweight pop up canopies are not permitted. Water barrels will be provided. A photo of your tent must be included with the application. RARA tents must be used in the G1 - G37 and some S locations.

☐ **I will be taking orders for products.** **If taking orders, please fill out a vendor application instead of the exhibitor application**.

Proposed items exhibiting:

_____

_____

☐ **I will need electricity**. There are a limited number of 20-amp standard service electrical outlets available except for certain pit spaces. If your equipment requires additional power, there may be additional fees. Generators that are small and quiet may be permitted. Make/model and size must be submitted to the Association for approval by July 29, 2022.

For non-standard electrical equipment, please indicate the following:

_____Watts_____ Amps _____ Volts

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

_____

Credentials and Insurance Information

All entrants into the Reno/Stead Airport will be required to wear/display the appropriate credentials, beginning on Monday, September 12, 2022. Therefore, when you arrive at the event, you will need to check in at the Vendor/Exhibitor Office, located at the corner of Mt. Vida Street and Alpha Avenue, just outside the main gate, to pick up your credentials.

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 workers each day, you may request daily wristbands instead. You will be issued the equivalent of up to 2 season wristbands per 10' x 10' (100 sq. ft). If you need more, you may purchase up to the number you are issued at $130.00 each (For a 10'x 10', you will receive up to 2 and may purchase up to 2. For a 10' x 20', you will receive up to 4 and may purchase up to 4, etc.).

Number of Wristbands that you **receive** with your Booth: _____ Season ☐ Daily ☐

# of Requested/Purchased **Season Wristbands:**_____**or Daily** (Sets of 5, one for each day)**:**_____

Number Purchased _____ x $130 each = $ _____

Method of Payment: Check enclosed ☐ Check Number: _____

Charge my Visa/Master Card/Discover/AMX ☐

Card Number:_____Name on Card:_____Exp. Date:_____CID#:_____

Names of all Booth Workers:

_____

_____

All Persons who receive credentials must sign a Release of Liability upon arrival at the Event

Season Exhibitor Parking Permit—Provides parking for supply vehicles and individuals working all week in Exhibitor booths. *Exhibitor Parking Permits are non-transferable.* (You may request up to **2 per booth, booths 10x40 or larger may request up to 3 per booth**. **Additional parking is available for $10 a day in the exhibitor parking areas**.)

Number of Parking Permits: _____ Number of Purchased Parking Permits: _____

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**. At all other times, vehicles must be parked in the Exhibitor/Vendor Parking lot. No pass is needed for setup on Monday and Tuesday as well as for tear down for most locations. Exhibitors in the Pit Area will need provided passes for Monday and Tuesday. You may request up to **2 per booth**. Passes are transferable between vehicles.

Number of Supply Permits Requested: One ☐ **Two** ☐

Insurance Requirements

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**. The **insurance certificate must be received in our office** by **July 29, 2022**, or your application could be rejected. Insurance must be valid from your first day of setup to your teardown date (e.g., Sept. 14 to Sept. 18, 2022.) Fax the certificate to 775.972.6662 or mail it to Reno Air Racing Association (RARA), 14501 Mt. Anderson Street; Reno, NV 89506.

Name of Insurance Provider: _____

Name of Insured (as it appears on insurance certificate): _____

2022 Exhibitor Agreement

National Championship Air Races
and Air Show
September 14-18, 2022

Contact Name:_____Company: _____

Upon signing this Exhibitor Agreement the Reno Air Racing Association, Inc. (RARA), dba The National Championship Air Races (NCAR), (hereafter known as the "Association"), grants to your organization the concession 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 your records. This agreement is not binding upon the Association until it has been duly accepted and signed by an authorized officer of the Association after all required documents are received. Exhibitors will not be allowed to move into their booth or space without full payment of all fees and submission of all documents required by this Agreement and as stipulated on the Exhibitor Application.

Exhibitor Application: The *Exhibitor Application* must be completed and returned to the Association's office by **June 30, 2022** to reserve the best available space or the space you had last year. The Association must have all documents to us (including insurance) by **July 29, 2022**. We reserve the right to move or reject any Exhibitor who does not have all documents to us by this date. Please note that space is limited. Completion of the application does not guarantee Exhibitor acceptance. Any Exhibitor not not accepted will be refunded all fees paid. Applications received after noon **June 30, 2022**, will be accepted on a case-by-case basis.

Credentials, Booth Request and Insurance: Please fill out the *Credentials, Booth Request and Insurance* sections included with your Exhibitor Application to order the credentials and parking permit(s) needed to gain access to your Exhibitor space during the events. **No credentials will be given out unless all costs/fees are paid in full and, workers sign a release of liability and a *Certificate of Insurance* is on file with the Association.** Exhibitors must report to the Vendor/Exhibitor Office located just outside the main gate to verify booth assignments and receive credentials prior to booth setup.

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 insureds is **MANDATORY**. Insurance must be valid from your first day of setup to your teardown date (e.g., Sept. 14 to Sept. 18, 2022) The insurance certificate must be received by the Association on or before July 29, 2022, or application may be rejected. Please fax the certificate to 775.972.6429 or mail it to Reno Air Racing Association, 14501 Mt. Anderson Street, Reno, NV 89506.

Auto Insurance*:* Any vehicle entering the event area (for setup, re-supply and teardown) will need to carry valid Auto Insurance at all times. You will need to show proof of insurance if requested.

Release of Liability*:* The Exhibitor shall be responsible for the exhibit, exhibit items and operation of the booth at their own risk. The Exhibitor agrees to indemnify and hold harmless the Reno Air Racing Association (RARA), the Reno-Tahoe Airport Authority (RTAA), 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 Exhibitor's 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 Races grounds. All persons who receive credentials will be required to sign a personal release of liability before credentials are issued.

The Exhibitor acknowledges there is a risk of mechanical and human failures incident to these races and hereby assumes all risks including the risks of serious injury and death and releases RARA Directors, employees, agents, sponsors, operators, participants and the Reno-Tahoe Airport Authority (RTAA) from any and all claims relating thereto regardless of fault.

Air Race Dates and Hours

Exhibitor Setup Schedule: Exhibitor setup will be Monday, September 12, 2022 and Tuesday, September 14, 2022, from 8:00 am to 5:00 pm each day. **All Exhibitors must be setup by 5:00 pm on Tuesday, September 14, 2022**. Early arrivals are encouraged. **Exhibitors will not be able to setup during operating hours on Wednesday.**

Event Schedule: The event schedule will be Wednesday, September 14, 2022, through Sunday, September 18, 2022, 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 your are re-supplying your booth, you must move your supply vehicle before that time).

Exhibitor Space Fee: Following is the fee schedule for booth space at the 2022 National Campionship Air Races

Size Fe	Furniture provided	GA Space Fee	Pit Space Fee
10' x 10'	Tent w/1 draped table & 2 chairs	$1,900	$2,400
10' x 20'	Tent w/2 draped tables & 4 chairs	$2,450	$2,950
10' x 30'	Tent w/3 draped tables & 6 chairs	$3,000	$3,500
10' x 40'	Tent w/4 draped tables & 8 chairs	$3,550	$4,050
20' x 20'	Tent w/4 draped tables & 8 chairs	$3,550	$4,050

Booth space fees include 110 volts 20-amp electrical service **(if requested on application form)**, airport permit fees, tent and furniture as indicated above. The space fee is due at the time of application and no application will be accepted without it.

Booth Setup Information

Space Allotment: Your space allotment is available in increments of 10' x 10'. Your tent will use the entire space unless you request a smaller tent, such as a 10' x 10' tent on a 10' x 20' space. Due to the enforcement of fire lanes and visibility issues, **you are not allowed to use additional space in front of or to the side of your allotted space, all display items must be within 5 feet in front of the booth. This will be strictly enforced. If you need more space, you will need to pay for a larger size area. Sandwich Boards and signs must be under 4ft tall.** Certain areas of the event have greater flexibility in terms of extra space availability. We will do our best to work you into one of these spaces. An additional space fee may apply. Please indicate you needs on the application and include a drawing of your anticipated setup.

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 maneuverability into the assigned space).

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

GNG Logistics is able to provide additional services for you beyond what the Association can provide. Therefore, if you have requests for additional tables and/or chairs, front enclosures, display racks, carpet, gridwall, etc. or if you need freight handling or labor to setup your booth, contact Dana Brown GNG Logistics Reno at 775.473-9223.

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 of freight and any kind of labor for the installation, removal or servicing of any Exhibitor space.

Exhibitors utilizing their tents, 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 Canopies). Water barrels will be provided. Exhibitor assumes all liability and responsibility for their own tents.

Booth Security: **Tents supplied by the Association do not come with a front enclosure (4th side).** GES has limited number of front enclosures available for rent on a first-come basis. **It is strongly recommended that you provide your own front enclosure (such as a tarp) and clamps or ties to secure your tent during non-operational hours.** While the Association provides 24-hour security onsite, the Association is not responsible for your loss of goods for any reason.

Electricity: There are a limited number of 20-amp standard service electrical outlets available except for certain pit area spaces. If your equipment requires additional power, there may be additional fees. Generators that are small and quiet may be permitted. Make/model and size of the generator must be submitted to the Association for approval by July 30, 2022. **If you plan to use electricity, please bring 100-foot, heavy-duty extension cords.** A three-prong twist lock to standard plug, OSHA-proved 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.

A disruption of electrical, telephone data lines, water, etc., due to any cause, shall not void this *Exhibitor Agreement* and the Association shall have no liability for such disruptions.

Wireless Internet: If you plan to use a wireless access of 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, 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 sales 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 *Exhibitor Parking Lot*. Supply parking permits are not needed for setup before September 13, 2022, or after 5 pm on September 14, 2022, for most Exhibitors. Exhibitors in the Pit Area will be given supply passes for Monday and Tuesday. All vehicles entering the event area must have valid Auto Insurance coverage. The Exhibitor/Vendor Lot is located at the east end of the airport. Exhibitors will be issued up to 2 Exhibitor Parking Permits per booth to park in that lot. (Larger booths will receive 3 Parking Passes)

Camping: The Association has a limited number of dry camping spaces available for RVs. You may purchase a reserved space in advance by contacting the Air Races office. 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, selling or displaying products except of 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 Air Races. Please submit any changes in writing. **Distribution of flying objects (any type of umbrellas, kite, balloon or model airplane, toys that shoot, fling or are otherwise operated by rubber bands) are prohibited. Weapons such as guns and knives, including small pocket knives, are prohibited. Explosive devices 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, displayed and/or sold at the Air Races.

To Give Away: No food, beverage or merchandise (i.e., balloons, visors, sunglasses, T-shirts, etc.) may be given away anywhere on the Air Races grounds. Such acts conflict with concession 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 by July 30, 2022, otherwise, the Exhibitor will be prohibited from distributing or displaying said material.

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

Use of Logo: Products to be given away or otherwise distributed to attendees at the 2022 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 requested by attendees because of such association, are strictly prohibited for all Exhibitors. Examples of prohibited wording are (but are not limited to) "National Championship Air Races," "Reno Air Races," "2022 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 of the Association 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 this Agreement. The names and addresses of the winners must be filed with the Association within 30 days of the closing date. Drawing entries must be kept in secured containers so as not to litter the event grounds.

Rules of Conduct: The Association reserves the right to stop and remove and/or relocate any Exhibitor or their representative(s) from exhibiting, selling 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.

Use of loud noise makers is strictly prohibited (for example bull horns, megaphones, loud music, etc.).

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. **RARA will have staff dedicated to monitoring activities of Exhibitors to ensure adherence to all Policies and Rules**.

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

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 and CEO of the Reno Air Racing Association. A minimum of a $100 cancellation fee will apply.
No refunds will be made after August 1, 2022.

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 Corporate Operations and Finance (or designee) onsite 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.

Credit Cards: At this time, we can only accept Visa, MasterCard, American Express and Discover Card for payments via credit cards.

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 the Exhibitor. You may at any time change representatives by a new written designation. Unless otherwise specified, the contact name and contact information provided on the *Exhibitor Application* will constitute this designation.

This concession 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 concession 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:

Exhibitor Company_____ Date _____

Official Representative Printed Name _____

Official Representative Signature _____

_____ Date _____

Kathy Harnack
Director of Development
Reno Air Races Association, Inc.

58th National Championship Air Races and Air

Show September 14-18, 2022

Exhibitor Application Checklist

Did you remember to?

☐ Sent payment with your application? Exhibitor fee is due with application. If you are a new exhibitor paying by check, we will also need your Tax ID or social security number to the payment.

☐ Complete the *Credential Request Form* requesting wristbands, parking and supply passes for all your booth workers?

☐ Read through **ALL** Exhibitor Agreement and sign it? New Exhibitors please include pictures, diagrams, descriptions of your display and products?

☐ Include a copy of your insurance Certificate? Due by July 29, 2022.

☐ Make a copy of your application, Exhibitor agreement and credential request form for your own records?

I have read, reviewed, and understand the Exhibitor Application and the Exhibitor Agreement.

Initials_____

Contact Gloria Tomich with any questions you have? 775.972.6663 or email gtomich@airrace.org

Mail completed application to:

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

Or Email to
gtomich@airrace.org

Or FAX completed application to

775.972.6429
If faxing, please call Reno Air Races to confirm receipt.