



# 2025 HANDBOOK

## Commercial Vendors and Food Concessionaires

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### Ellensburg Rodeo

Mailing: 609 N Main St | Ellensburg, WA 98926

Venue: 1010 E 8<sup>th</sup> Ave | Ellensburg, WA 98926

(509) 962-7831 | [info@ellensburgrodeo.com](mailto:info@ellensburgrodeo.com) | [ellensburgrodeo.com](http://ellensburgrodeo.com)

**Please read this handbook carefully:** As a rodeo vending participant, you're responsible to familiarize yourself, and your personnel, with all rodeo vending rules and regulations. Failure to follow the rules and regulations will cause the forfeiture of the contract, monies paid, and/or expulsion from the Rodeo grounds.

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## 2025 Office Hours

Day	Hours
Monday, August 25	9:00 am – 5:00 pm
Tuesday, August 26	9:00 am – 5:00 pm
Wednesday, August 27	9:00 am – 5:00 pm
Thursday, August 28	9:00 am – 9:00 pm
Friday, August 29	9:00 am – 9:00 pm
Saturday, August 30	9:00 am – 9:00 pm
Sunday, August 31	9:00 am – 4:00 pm
Monday, September 1	9:00 am – 3:00 pm

## Commercial/Concessionaire Booth Hours

*See 2025 Vendor Hours for more detailed information*

Day	Hours
Tuesday, August 26	Mandatory set up 8:00 am – 8:00 pm
Wednesday, August 27	1:00 pm – 8:00 pm
Thursday, August 28	6:00 pm – 10:30 pm
Friday, August 29	4:00 pm – 10:30 pm
Saturday, August 30	10:00 am – 10:30 pm
Sunday, August 31	9:00 am – 4:00 pm & Free Show 6:30 pm – 9:30 pm
Monday, September 1	9:00 am – 4:00 pm

## Contract

- Every individual and company doing business on the rodeo grounds during the Ellensburg Rodeo must have a written and signed contract with the Ellensburg Rodeo relative to that activity. In signing your vendor contract, you agree to comply with all guidelines in this handbook. All such rules listed are part of that contract.
- The Ellensburg Rodeo reserves the right to cancel all contracts of whatever kind by public notice, should an act of providence such as war, riot, fire, flood, storm and/or pestilence prevent the holding of the event.
- The vendor's contract, whether commercial, or concession, is specifically between the listed vendor and the Ellensburg Rodeo. It may not be assigned, sublet, or seized by attachment of execution, or in any manner transferred to any other person, firm, or entity, either voluntarily or involuntarily. If this occurs, it would be considered a breach of contract and the Ellensburg Rodeo would terminate the contract immediately and the vendor would not be granted any further contracts by the Ellensburg Rodeo.

**All contracts and any other required forms are due in the Ellensburg Rodeo Ticket Office NO LATER THAN July 18, 2025 or as noted on such documents. Temporary Food Service Permits are due to the Kittitas County Health Department by August 5, 2025.**

## Insurance

- The Ellensburg Rodeo requires ALL vendors to have a Commercial General Liability Coverage Policy with limits of \$1,000,000.00 and shall furnish the Ellensburg Rodeo with a certificate of said insurance showing Ellensburg Rodeo, and its agents, officers, employees, and volunteers and assigns, as named additionally insured for the dates of contracted usage. Make sure the dates are correct before sending a copy of insurance to the Ellensburg Rodeo Ticket Office.
- Vendor packets/passes will be released only if a copy of the vendor's insurance policy has been turned into the Ticket Office. Set up will not be permitted if insurance is not provided and on record with the Ellensburg Rodeo Ticket Office.
- **Insurance Deadline: August 1, 2025**
- Any contracted vendor who has not fulfilled all insurance requirements by the deadline will not be allowed to participate and all fees paid will be forfeited to the Ellensburg Rodeo. This includes nonprofit vendors, informational vendors, and those vendors who are not selling actual products but are in fact soliciting future business through vending at the rodeo. Once insurance is paid for, a certificate has been issued, and the Ticket Office has received an approved copy, vendors will then be fully approved. If you have any questions or concerns, please contact the Ticket Office: 509-962-7831 or email [info@ellensburgrodeo.com](mailto:info@ellensburgrodeo.com).
- The Ellensburg Rodeo reserves the right to reject any Certificate of Insurance or other evidence of coverage if, in their sole opinion, such coverage does not meet their standards, comply with insurance requirements, or fails to provide adequate protection.

## Arrival/Check-In

- Upon arriving at the Ellensburg Rodeo for setup, please reach out to the Vendor Director, to pick up your vendor packet and verify your location. All booth spaces are subject to change at the vendor director's discretion.
- DO NOT attempt to locate your space first. You must verify your space with the Vendor Director beforehand.

## Beginning Set-Up Day

- DO NOT set up your booth prior to your scheduled day unless you have made prior arrangements with the Vendor Director. Failure to do so may result in forfeiture of vendor space. Mandatory set up day is Tuesday, August 26<sup>th</sup> starting at 8:00 am.

## Booths

- All vendors shall provide an acceptable booth to house their display and are responsible for furnishing all materials for erecting/constructing their booth.
  - All materials, decorations and canopies for the booth must be flameproof. Label attached to the tent must say NFPA 701 or California State Fire Marshal certification. Please read and familiarize yourself with the "Mobile/Event Vendors within City of Ellensburg" handout.
  - All booths shall have skirting – either wood or another suitable material – which will conceal boxes and other storage containers. No supplies or other material will be stored where it is visible to the public.
  - **All booths shall be securely tied and/or weighted down.**

- **Please be aware that Ellensburg wind can gust up to 30-40 mph at times throughout the summer.**
  - Canopies are highly recommended for outside booths.
- Vendors may only occupy a booth space that has been assigned by the Vendor Director.
- **Booth location is subject to change.** The Ellensburg Rodeo Vendor Director reserves the right to determine the final location of all booths.

### **Security**

- Ellensburg Rodeo, its agents and officers, and employees cannot and will not accept responsibility and/or liability for any damage or injury resulting from theft, fire, mysterious disappearance, the elements, accidents, or other conditions or cause, whether to exhibits, property of vendors, vehicles on the grounds, and/or articles left therein.
- If a vendor is concerned about their merchandise, it is recommended that they staff their booths when the grounds open each morning before the gates do and remain in their booths until the grounds have been cleared of the public in the evenings.
- If you have anything in your display that could be easily carried away, we suggest you take it with you when you leave each evening.
- The Ellensburg Rodeo, its agents and officers, and employees assume no responsibility for damage or lost articles/materials in vendor booths.

### **Ice Hours**

- We are fortunate to have a volunteer who kindly handles ice orders. When you arrive, he will introduce himself and share his contact number with you. Feel free to text or call him with your ice order. Please keep in mind that he also has several other responsibilities, so while he will do his best to accommodate, ice may not be available immediately. Once a performance begins, he will not be able to make ice deliveries until after the performance is over.
- During the Monday performance you will be made aware of your total owing for ice. Please come to the ticket office to pay your balance.

### **Litter**

- The vendor agrees to place all trash in provided trash cans with liners. All bagged garbage shall be dumped in the dumpsters provided by the Ellensburg Rodeo just outside the Western Village and or put in the trash collection trailer that will drive through the grounds a couple times each day. At the end of the term, the vendor will leave the area, previously described, clean of all waste and materials.
- Bagged garbage is not to be piled up in sight of customers.
- Vendors who do not adequately remove waste and materials are subject to a minimum charge of fifty dollars (\$50.00). Failure to adequately clean up their area may also result in the vendor not being permitted to return to the Rodeo.

### **Soliciting Funds and Sales**

- No person on the premises of the Rodeo, including but not limited to the performance area, grandstands, parking lots, and vendor areas, shall solicit funds or offer any merchandise or services for sale, unless they have been expressly authorized, contracted, and licensed as a vendor of the Rodeo. A violation of this provision by any person will result in their surrender of any license to be upon the premises of the Rodeo where such

violation took place, and to be "trespassed" from all Rodeo property, such that if they return without express permission from the Vendor Director, law enforcement will be contacted for enforcement of the law relative to trespassing.

### **Guard Against Extortion**

- Ellensburg Rodeo will use every precaution to guard against extortion, in any form, practiced upon vendors or patrons of the Rodeo. A violation of this rule will cause forfeiture of all contract money paid and/or expulsion from the grounds as the Ellensburg Rodeo Vendor Director may deem appropriate. All Vendors and Concessionaires shall comply with the laws, rules, and regulations of any government agency controlling businesses.

### **Merchandise**

- All vendors, when granted the privilege to display and sell merchandise may only do so as stipulated by conditions agreed to in a validated contract.
  - Only those items listed in the contract may be sold from the assigned space.
  - Changes to the list of saleable items must be approved PRIOR to the opening of the rodeo. Items not approved and/or listed will not be allowed to be sold. Be thorough when making your list of items.

### **Objectionable Products and Demonstrations**

- Ellensburg Rodeo takes pride in hosting a quality family event
- Ellensburg Rodeo does not deem acceptable the display, promotion, sale or use of alcohol, all drugs, and/or related paraphernalia.
  - These items include but are not limited to any item that could be considered a weapon: lasers and/or laser items; or any offensive material such as that which may be sexually suggestive or explicit.
- No lighters may be sold on the grounds.
- No knives may be sold to minors
  - Vendors are responsible for ensuring minors do not purchase knives.
- The Vendor Director shall be the sole judge of what is vulgar, offensive, or obscene and their judgment shall be final.
- The Ellensburg Rodeo reserves the right to require removal of any materials and/or prohibit any demonstrations it deems inappropriate or offensive to public health, safety, or morals.

### **Entrance Passes**

- Each vendor shall submit a list of booth employees. These employees will receive credentials that will allow them access to the grounds. Credentials will not allow access to the concert or performances.
- The vendor agrees that they and their employees will not sell, reissue, exchange, or barter, any credentials. These credentials are intended for people who will be staffing the vendor's space and are not for the use of customers or friends. Credentials distributed to vendors are recorded by number and can be traced to specific vendors. **A violation of this rule will cause the forfeiture of the contract, monies paid, and/or expulsion from the Rodeo.**

### **Gate Admittance / Re-Stocking / Parking**

- Vendors with vehicles will be allowed to enter through the Western Village gate to restock their booths from 7:00 to 8:00 am during the course of the event. **No vehicles will be allowed through the gate after 8:00 am each day, except emergency vehicles.**
- When out of your vehicle during restocking, please put your name, cell number, plus the location where you can be found in the window of your vehicle in case of emergency and your vehicle needs to be moved immediately. We would not want to have your vehicle towed away due to not being able to contact you first.
- DO NOT park in front of doorways or in vehicle traffic lanes or your vehicle will be towed. We would appreciate it if you would unload your vehicle quickly and remove your vehicle from the grounds as soon as possible. Vehicles must be off the grounds by 8:30 am.
- There is no all-day parking permitted on the rodeo grounds. Any vehicles remaining on the grounds after 8:30 am will be impounded at the owner's expense.

### **Advertising Materials / Booth Signage**

- Vendors and/or persons cannot solicit outside their allotted space as described in their contract. No walk-about selling will be permitted, and no one shall be allowed to distribute any materials in aisles or while roving on the rodeo grounds.
- No person shall be permitted to distribute advertising matter, handbills, fliers, tokens, or other such material at the Ellensburg Rodeo, except from their leased vendor space. Tacking or posting of the space is prohibited.
- Placing advertising material on or in automobiles on Ellensburg Rodeo property is prohibited. Anyone violating this rule is subject to removal from the rodeo grounds and forfeiting all contract monies paid.
- No person and/or vendor shall display any form of political advertising and/or disseminate political propaganda unless their individual contract permits such a privilege. Advertising of candidates for office may only take place in a booth contracted for that purpose with the Rodeo.
- The Ellensburg Rodeo prohibits any outside commercial signage on or inside of booths, due to corporate sponsorships. Exceptions will be at the Vendor Director's discretion.

### **County Health Requirements**

- All food vendors must comply with health regulations required by the Kittitas County Health Department.
  - The Kittitas County Health Department requires the completion of a Temporary Food Service Application. NEW: Specify Level 1, Level 2, or Level 3 (see Health Department Permit Application), along with a fee (depending on level), due before August 5, 2025. After August 5, 2025, late applications will be charged both an application fee and late fee totaling double the permit price. **NO EXCEPTIONS.**

Every person in the food booth needs to have a valid Washington State Food Workers card posted or available to show if asked. Please call the Health Department if you have additional questions at 509-962-7515.

## **Propane**

- The Ellensburg Rodeo does not have a propane dealer to refill tanks onsite during the rodeo. Vendors will have to make their own arrangements to keep their tanks filled and in compliance with all codes. Propane will be inspected by the local fire marshal during opening day inspection time. It is your responsibility to comply with their requirements, and you will not be allowed to operate if they have not given approval of your equipment.

## **Beverage Sponsor**

- The Ellensburg Rodeo beverage sponsor is Pepsi. If you request to offer something other than Pepsi products and it does not compare and/or compete with any of the products Pepsi provides, it must be approved by the Vendor Director and **MUST** be listed on your contract with the Ellensburg Rodeo.
  - Your contact information will be given to our beverage sponsor representative, and they will be in contact with you.

## **Exclusivity**

- The Ellensburg Rodeo does not grant product exclusivity to any vendor participating at the rodeo.
- For the mutual benefit of our vendors, and rodeo-going public, we do make every attempt to diversify products by not over-booking similar lines of merchandise.
- Ellensburg Rodeo will make the best selection from available applicants, and selection is based on products, presentation, and references.

## **PA System Messaging**

- Use of public address systems and other sound amplification will not be permitted except by special arrangement and approval of the Ellensburg Rodeo Vendor Director.

## **UPS/Fed-Ex Deliveries**

- Packages may be picked up at 1010 E 8<sup>th</sup> Ave beginning Monday, August 25<sup>th</sup> through Friday, August 29<sup>th</sup>.
- Shipments are to be addressed as: Ellensburg Rodeo, Vendor Name/Business, 1010 E 8<sup>th</sup> Ave Ellensburg, WA 98926. (Include your phone number as well please).
- **NO packages will be signed for at the Rodeo Office at any time.**
  - Do not have any deliveries arrive prior to the aforementioned times.

## **RV Parking**

- RV parking will be available at Central Washington University's N-19 lot off of Alder Street. The cost will be around \$45.00 per day for overnight dry camping.
- Additional parking for RV's, tents and trucks will be available at the corner of 18th and Alder for \$30.00 per day for overnight dry camping.
- The RV parking opens the Wednesday before Labor Day Weekend at 2:00 pm and closes the Tuesday after.
- Additional parking may be available at the Fairgrounds. Please contact the Event Center for more information. 509-962-7639

## **Vendor Parking**



- All vendors will receive one (1) John Wayne Trail parking pass.
- Vendors will not sell, reissue, exchange, or barter any parking pass that the Ellensburg Rodeo issues them. This parking pass is intended for the people who are staffing the booth and not for the use of customers or friends. Parking passes are recorded by number and can be traced to specific vendors. A violation of this rule will be cause for forfeiture of the contract, all monies paid, and/or expulsion from the rodeo.

### **Animal Restrictions**

- Animals are not permitted on the fairgrounds except for service animals.

### **Vendor Check-Out**

- All booths must be removed from the rodeo grounds no later than Tuesday, September 2<sup>nd</sup> by 5:00pm, unless other arrangements have been made with the proper Vendor Director.

### **Emergency Guidelines**

- The following is designed as a guide to the proper procedures should an emergency arise during the Ellensburg Rodeo. Please become familiar with these procedures as your actions may directly influence the outcome of any given situation. In all cases, remember to stay calm and contact the proper official if needed.
  - Fire: If a fire develops on the grounds, call 911.
    - Each vendor is responsible for providing their own fire extinguisher.
    - Remember that smoke and heat are indications of a potential problem. If you suspect a fire, get it checked out. If you become aware of a fire, the first priority is to get the affected areas evacuated. Calm and orderly evacuation will prevent further injury from occurring.
    - Smoking is prohibited on the Ellensburg Rodeo grounds.
  - Medical: The rodeo will have a first aid booth located outside section KK
    - If you come upon a medical emergency, call 911. If it's a non-emergency medical issue please contact the first aid booth.
    - When reporting an accident, be sure to give the exact location of the problem for the responding personnel. Find a physical focal point to direct them to the emergency area. Just staying near your booth, or near the grandstands, or near the stage will not be sufficient direction.
  - Reporting: All incidents must be reported to the Ellensburg Rodeo Vendor Director. It is important that accurate information is collected at the time of the incident. The Vendor Director will have reporting forms. Please be sure to complete as much information as possible and turn them in immediately.
    - If you are confronted by non-emergency personnel, such as the media or private individuals, wanting information about an emergency, please refer them to the Rodeo Ticket Office. It is best to allow the Ellensburg Rodeo Vendor Director to handle these situations.

## **Animal Rights Groups**

- Animal Rights Groups have become prevalent in today's society. Most groups are made up of concerned individuals who genuinely care for the condition and safety of animals; however, some groups or individuals are more radical and pursue more drastic and public means to express their messages. They may use direct confrontation to create media attention.
- If confronted with an individual or group who is associated with an Animal Rights Group, please contact the Ticket Office. The Ticket Office will contact the designated Director in charge.
  - Under no circumstances should you allow yourself to be drawn into an argument or physical confrontation.

## **Rule Violations**

- Whenever a violation of any Ellensburg Rodeo rule or contract agreement is noted by the Ellensburg Rodeo Vendor Director, a notice of violation may be written, and a copy will be left with the vendor. Copies of each recorded violation will be reviewed and placed in their file. Any violation(s) are cause for:
  1. A fine up to \$100.00 depending upon the harm caused by the violation to the Rodeo, to other vendors, or to the public; and/or
  2. Not inviting the exhibitor to return the following year; and/or
  3. Depending on the severity of the rule infraction, it may be cause for the immediate closure of the exhibit.
- Vendors deemed unsuitable by the vendor director, after setup, will not be allowed to open until they correct the perceived problem. Should they not comply with the rules and regulations outlined in this handbook they may be removed from the grounds and all monies paid forfeited.
- Vendors who may be found vandalizing the Rodeo property or the property of other vendors will also be removed from the grounds, without a refund and may be subject to criminal prosecution.
- Vendors who may be found stealing from the Rodeo, other vendors, or members of the public will also be removed from the grounds, without a refund and may be subject to criminal prosecution.

**Thank you for participating in the Ellensburg Rodeo**

