



Vendor Guidelines and Rules

The following rules and guidelines will apply to all food vendors selected to serve the Sisters Rodeo.

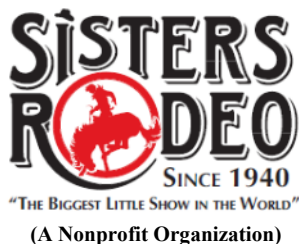
- 1. Communications.** All communications with and instructions by Sisters Rodeo will be made through the Sisters Rodeo Director of Food Vendor operations (Food Vendor Director) or a specific person designated by the Food Vendor Director. If you communicate with other Sisters Rodeo officials or volunteers, please understand such communication should be confirmed by the Food Vendor Director to ensure the accuracy and finality of any communications.
- 2. Security.** Food vendors and food vendor servers will comply with the Security Guidelines of Sisters Rodeo including the instructions of any security service provider acting for Sisters Rodeo.
- 3. Location.** Each vendor site within the Sisters Rodeo grounds is a designated 20 x 20 area, with some sites with a slightly larger configuration. Sisters Rodeo will select the location for the Food Vendor to operate on Sisters Rodeo grounds and may ask the Food Vendor to temporarily move to accommodate other Food Vendors or to relocate a request by Sisters Rodeo.
- 4. Access & Operations**
 - a. Arrival Date & Time.** You may arrive at Sisters Rodeo grounds on Tuesday, June 10th between 12 pm and 6 pm. Please send us an email or text confirming when you intend to arrive so we can efficiently get you placed in your assigned space. If other dates or times need to be adjusted, please contact us so we can accommodate.
 - b. Operations.** You will have access to your food trailer 2 hours before the gates open before each performance. Except for Thursday and Saturday performances.
 - c. No Overnight Accommodations.** We have a high number of Rodeo contestants. We are unable to offer overnight accommodations on the Rodeo grounds. There is a KOA campground next door or US Forest Service camping west of the Rodeo grounds.
 - d. Good Vendor/Good Neighbor Conduct.** We expect all food vendors to follow a good neighbor standard of operations. Be courteous to your food vendor neighbor.

Accounting & Payment.

- 5. Concession Sales Reports & Payment.** At the end of each Rodeo performance, the Food Vendor will provide Sisters Rodeo a written print-out of gross receipts collected by the Food Vendor for that performance. The gross receipts from all Rodeo performances will be totaled and Food Vendor will pay Sisters Rodeo 20% of the total gross receipts. Food Vendor's concession royalty payment due to Sisters Rodeo will be due immediately at the end of the Sunday Rodeo performance. The Food Vendor's payment amount will be



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mutually confirmed by Sisters Rodeo and Food Vendor. Food Vendor's payment will be made by check or cash payable to Sisters Rodeo.

- a. **Ice.** Ice will be available for purchase from Sisters Rodeo. You agree we will keep a dual record of ice purchases, the total of which will be due at the end of the Sunday performance.

b. **Vendor Fee.** In consideration of your right to operate on the 'Sisters Rodeo grounds, you agree to pay Sisters Rodeo a royalty access fee of twenty percent (20%) of your total gross sales for the 6 Rodeo performances. Payment of the fee will be due at the end of the Sunday, June 15th performance. Do not leave without your payment. We will not accept cash for your payment but can only accept a check or credit card payment. Please have one of these forms of payment available.

Sisters Rodeo will accept cash or checks at the time of payment. Please ensure that all sales reports are in with the bookkeeper at the time of payment on Sunday. A full report will be given to each vendor with your totals.

