AIRSTREAM CLUB INTERNATIONAL

63rd International Rally

LOVELAND, CO

Pop-Up Exhibitor Display Days: June 22-26, 2020 11 am – 2 pm

In June 2020, the Wally Byam Caravan Club International (WBCCI), now referred to as "Airstream Club International" or "ACI" anticipates fifteen hundred Airstream owners will attend the 63rd Annual International Rally in Loveland, CO now referred to as "Loveland2020". We invite you to be among the Pop-Up Exhibitors whose goods and services will be on display at The Ranch Events Complex during this annual gathering of Airstream owners.

POP-UP EXHIBITOR AGREEMENT

The Pop-Up Exhibitor understands this application becomes a contract upon receipt of electronic approval from ACI, which reserves the right to decline or reject any Pop-Up Exhibitor for any reason at any time without liability. The Pop-Up Exhibitor agrees to abide by the Rules and Regulations (attached) governing the Loveland2020 Rally.

The Pop-Up Exhibitor further agrees to the following:

1. ACI will take all reasonable precautions to protect the Pop-Up Exhibitor's property but will not be responsible for loss or damage. The Pop-Up Exhibitor agrees to save the exhibit hall owner, employees and show management and their agents and employees free and harmless of and from all claims, demands, damages and liability whatsoever kind and character asserted by the person or persons on account of any loss or damage to the property, or injury or death of any persons occurring upon or about the leased premises arising out of the use of leased premises by the Pop-Up Exhibitor. Pop-Up Exhibitor shall carry and maintain insurance during the show, including move-in/move-out days at their own cost and expense. Personal injury and property damage insurance coverage under policies of general public liability, auto and workers compensation with limits of at least $1,000,000 combined single limit for bodily injury and property damage are required. Within 30 days of contract approval, Pop-Up

Exhibitor must provide a certificate of insurance (COI) naming ACI, including affiliates, officers, directors, employees and agents as additional insured.

2. Pop-Up Exhibitor will be responsible for acquiring and abiding by all state and local permits and payment of applicable taxes.

Pop-Up exhibit spaces are 10' x 10' and limited to one space per Pop-Up Exhibitor. Each exhibit space will be furnished with one table, two chairs and black pipe & drape. *Pop-Up Exhibitor is responsible for providing tablecloth(s) and floor-to-floor covering.*

DEPOSITS: Each 10' x 10' space requires a $50 refundable deposit and must be submitted with contract application. The deposit will be refunded to all Pop-Up Exhibitors who exhibit the minimum hours and days listed in contract. Refunds will be made out to the name on the contract application and mailed to the address on the contract application within 30 days of the end of the Loveland2020 Rally. Pop-Up Exhibitors are requested to observe stated hours and days of operation. Setup and removal of exhibits shall occur during stated hours. Pop-Up Exhibitors must display for the days and core hours stated in their contract to qualify for a refund of their deposit.

POP-UP EXHIBITORS ADVERTISING SECTION: The May issue of the Club's Blue Beret Magazine is distributed to all Club members. Pop-Up Exhibitors with approved contracts by April 1 will be listed without cost in this section. Information includes business contact information and a brief description of products and services.

Loveland2020
Pop-Up Exhibitor Contract Application

COMPLETED CONTRACT APPLICATION FORM IS DUE BY APRIL 1, 2020

The Loveland2020 Rally agrees to reserve exhibit space for the undersigned in accordance with the Pop-Up Exhibitor Rules and Regulations. The exhibitor listed below wishes to be a Pop-Up Exhibitor and agrees to exhibit one or more days during the dates of Monday, June 22 thru Friday, June 26**. Minimum core display hours are 11 am - 2 pm, maximum display hours are 9 am - 4 pm.

Preferred Day(s): Monday____ Tuesday____ Wednesday____ Thursday____ Friday____

NOTE: Refund checks will be made out to Pop-Up Exhibitor name & address provided below:

POP-UP EXHIBITOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

EMAIL _____

WEBSITE _____

REPRESENTATIVE NAME _____

TITLE _____

BOOTH PERSONNEL 1. _____ 2. _____

THE PRODUCT OR SERVICE TO BE OFFERED IN OUR EXHIBIT IS:

_____

_____

NOTE: Only those items listed above may be sold at the rally. All products sold and displayed must be legal in the *State of Colorado*. Include website url or images of product to be sold, if available.

The undersigned Pop-Up Exhibitor agrees to follow all rules and information as specified above and in the attached Rules and Regulations. An email confirmation of approval will be sent promptly by ACI; however, approval and acceptance of deposit are contingent upon receipt of COI within 30 days of approval. If an application is not approved, the deposit will be returned to the Pop-Up Exhibitor. Pop-Up Exhibitors whose applications are received after May 1 or without the COI or deposit are not guaranteed space or seminar time at the rally.

We ask that you email completed contract application and Certificate of Insurance to rally@airstreamclub.org. **Contact Barb Langston, WBCCI Headquarters at 937-596-5211 with credit card payment information.**

For additional information, please direct all requests to rally@airstreamclub.org.

Booth Deposit: $50 per day(s) indicated above **TOTAL DEPOSIT:** _____

ELECTRICITY: Y _____ **N** _____

Signature _____

Date _____

****NOTE: Pop-Up Exhibitor area will be closed during the following events: Loveland2020 Rally Kick-Off June 20; Airstream, Inc. Leadership Presentation June 23; and Rally Wrap-Up June 26. Times will be finalized & communicated shortly.**

Loveland2020 Pop-Up Exhibitor Ground Rules

The following rules and regulations apply to all parties under Pop-Up Exhibitor contract during the Loveland2020 Rally in Loveland, CO.

1. All coordination of Pop-Up Exhibitor activities shall be through the **TBD**.
2. Deposits and camping payments are in **US Dollars only**
3. All display materials must be removed immediately at the end of the contracted session.
4. **IF** you need to ship product to the rally site, please contact info@airstreamclub.org for more details.
5. Only portable signs or other advertising materials may be utilized. No materials may be affixed to walls, floor or ceiling surfaces.
6. Any decorative materials utilized must be flame-proofed with UL rating attached to the item.
7. *Food or beverage items utilized for promotional purposes are permitted; however, no food or beverage items may be sold.* ***Prior written authorization by Spectra food Services & Hospitality may be required****
   - Items dispensed are limited to products manufactured, processed or distributed by Pop-Up Exhibitor.
   - All items are limited to sample size:
     - Beverages are limited to maximum 4 oz container
     - Food items limited to "bite size" or 2 oz.
     - Sample distribution must be limited to Pop-Up Exhibitor's Booth only.
     - It is unlawful to distribute alcoholic beverages of any kind.
     - Any food or beverage cannot be exchanged for monetary value unless approved in advance.
8. Pop-Up Exhibitor set-up must be done before 9 am on day of contract or after 4 pm on day prior to contract. **NOTE**: another Pop-Up Exhibitor may need to move on before set-up can begin on the day prior.
9. Pop-Up Exhibitor tear-down may not begin before 4 pm on day(s) of contract. Booth must be clear of all items and waste.
10. Pop-Up Exhibitors must purchase Day Pass(es) or Rally Pass(es) to attend all Rally events, unless otherwise registered as Loveland2020 rally participant.

If you have any questions or need additional information, please contact Club Headquarters at (937) 596-5211 or email at rally@airstreamclub.org.

The Ranch
Larimer County's Event Complex

Dear Special Event Vendors,

Thank you for planning to participate in a special event at The Ranch, the Larimer County Fairgrounds and Event Center. Before the event takes place, there are a couple of requirements that need to be met for sales tax.

Please contact The City of Loveland at http://www.ci.loveland.co.us/index.aspx?page=472 and either complete the special event form and receive instructions about how to collect and pay sales tax or file with your regular sales tax return if you have a City of Loveland Sales Tax License. If you have any questions about either of these forms, you can reach the City of Loveland Sales Tax at 970-962-2698.

For the State of Colorado and Larimer County, you must have a Colorado State Sales Tax License or Colorado State Special Event License. If you already have a Colorado State Sales Tax License, please verify that Larimer County is written on it. If "Larimer County" is written in the left-hand comer you are ready to do business at the show.

If another county is listed, you will need a second location license. The State of Colorado Department of Revenue requires each location to have its own sales tax license because the number is tied to the taxing jurisdiction were the money will be sent. If you collect and pay taxes collected at a show in Larimer County but submit it with a sales tax number with a different county listed on the license, the money will go to the other county. Please contact the Department of Revenue at 303-238-7378 or go to www.colorado.gov/revenue.

If you don't already have a Colorado State Sales Tax License, and this event is the only business you plan on doing in Colorado , you will need to fill out the State's Special Event License Application. This application meets both the State and County requirements for special events; no special event license is needed for Larimer County. A copy of the license application can be printed off the State's web site at www.colorado.gov/revenue.

The sales tax rate for special events held at The Ranch is 6.45% which breaks down to 2.9% for the State of Colorado, 0.65% for Larimer County, and 3.0% for the City of Loveland. If you have any questions, you can contact the City of Loveland - Sales Tax at (970) 962-2708 or Larimer County Sales Tax at (970) 498-5930.

For the State of Colorado and Larimer County, you will submit both taxes to the Colorado Department of Revenue on Revenue Online. Both Special Event Sales Tax License Applications and the Returns can be filed through Revenue Online after the event.

After you have attended the event, go to Revenue Online at WWW.Colorado.gov/RevenueOnline. Under FOR BUSINESSES, click on **File a Return**, click on **File Special Event Sales Tax.** You will see a list of events, sorted by location, click on the Event Name for your show. The forms are custom-made for each special event; please make sure that you select the correct form for your event. If your show is not listed, there is an option to complete a blank form online. Follow the prompts and file complete the return.