



## **Request for Proposal:**

**RFP# 25-025 Temporary Labor**

**RFP Released: September 9, 2024**

**Deadline for Proposals: October 15, 2024 by 2:00 PM**

---

The Houston Livestock Show and Rodeo promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage, and provides year-round educational support within the community. Since its beginning in 1932, the Rodeo has committed more than \$600 million to the youth of Texas and education. The 2025 Rodeo is scheduled for March 4 – 23. The 2025 World's Championship Bar-B-Que Contest, presented by Cotton Holdings, is scheduled for Feb. 27 – March 1. For more information, visit [rodeohouston.com](http://rodeohouston.com) and follow @RODEOHOUSTON online via Facebook, X (Twitter), Instagram and YouTube for all the latest news.

### **GENERAL REQUIREMENTS FOR REQUEST FOR PROPOSAL**

Read this entire document carefully and follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.

General Requirements apply to all proposals. However, these may be superseded, entirely or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS or other data contained herein.

### **CONTRACT**

A provider's response to HLSR's Request for Proposal does not constitute a binding contract between the parties until it is signed by both the selected provider and HLSR's authorized representative. Once signed, however, the terms and conditions provided herein, and the selected provider's proposal shall serve as a binding contract between the parties. In the event of a conflict between terms included in the proposal and terms contained herein, the terms of this document shall govern. Note: HLSR's department managers and volunteers are not authorized to sign contracts on behalf of HLSR.

### **PROPOSAL EVALUATION**

HLSR may require clarification or additional information with respect to a submitted proposal. When evaluating a proposal, HLSR considers the "total value" of the proposal. Total value considerations may include, but not be limited to, price, quality, product design, marketability and durability, as well as the end user's recommendation or experience with the goods/service, the provider's present and past performance, financial stability and support of HLSR. Pricing is not the only consideration. All providers will be notified whether or not they are selected. HLSR will not share a provider's specific proposal with other providers.

## **PRICING**

Proposed pricing for all goods/services must be very specific, all-inclusive, and firm for the duration of the contract. All administrative fees, shipping, expedited delivery costs, labor, price escalators for multiple year contracts, etc. must be included in the proposal. All shipping, drayage and other charges are to be prepaid by the provider and included in the proposal prices. Moreover, all design work, product set-up, production, repair work, etc. must be done according to HLSR's schedule, which may include weekends, nights, and early mornings, at no additional cost to HLSR. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored during the course of the contract.

Vendor shall indicate any exclusion, clarifications, or modifications to the work scope outlined herein with the submittal of their Bid.

In addition, any exclusions, clarifications, or modifications to the work scope and/or pricing must be presented to and accepted by Show prior to the execution of a formal contract.

## **TAXES**

HLSR is an I.R.S. Code Section 501(c)(3) organization and claims exemption from all sales and/or use taxes pursuant to Texas Tax Code §151.310, as amended. A tax exemption certificate will be furnished upon written request.

## **INVOICES**

Invoices must be itemized and consistent with the provider's proposed pricing.

## **TITLE TRANSFER**

Title and risk of loss of goods shall not pass to HLSR until HLSR receives and takes possession of the goods at the point or points of delivery. Receiving times may vary so the provider needs to confirm exact delivery instructions with the department ordering goods/services.

## **PERMITS AND CODE REQUIREMENTS**

The provider is responsible for submitting, paying for, maintaining, delivering and posting all applicable professional licenses, certifications or permits required by local, state and federal law.

## **PROVIDER'S EMPLOYEES**

The provider's employees may have access to or interact with minors attending the event. The provider agrees to conduct individual searches using state issued photo identification for all current and potential employees/subcontractors and refuse to allow any person who is listed on any federal, state or local sex offender register or database to provide goods or perform services at HLSR event.

## **PUBLICATION RIGHTS**

The provider grants permission to HLSR to photograph, video, record, interview or promote the provider and its personnel in conjunction with HLSR activities. The selected provider also understands that any such photographs, videos, recordings, interviews, or promotions may be used by HLSR in television, film, audio, video, visual, graphic, printed, and/or social media.

### **INTELLECTUAL PROPERTY**

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the "HLSR Marks") and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote are for bidding purposes ONLY. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR's Marketing and Public Relations Department, which may be withheld at its sole discretion.

### **PROVIDER ADVERTISING, MARKETING AND PROMOTION**

The provider may not promote itself in conjunction with HLSR, use HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

### **INDEMNIFICATION**

The provider hereby RELEASES, ACQUITS AND FOREVER DISCHARGES HLSR, its subsidiaries and affiliates and its and their present and former directors, officers, employees, agents, volunteers, and representatives and the respective heirs, administrators, executors, successors and assigns (collectively, the "HLSR Parties" or individually, an "HLSR Party") from any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands for personal injury, death and/or property damage, accrued or to accrue in the future, known or unknown, (collectively, "Claims") relating to or arising out of any negligent acts in connection with this Agreement and/or the provider's services performed hereunder, including, but not limited to, the NEGLIGENCE ACTIONS OF THE HLSR PARTIES, REGARDLESS OF WHETHER SUCH NEGLIGENCE WAS THE SOLE, PROXIMATE OR PRODUCING CAUSE OF THE CLAIMS. Without limiting the foregoing, the provider agrees that the HLSR Parties shall not be liable to it, its employees, agents, contractors or heirs, administrators, executors, successors or assigns for Claims arising from or related to the Agreement and/or the provider's services performed hereunder.

**THE PROVIDER FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE HLSR PARTIES** from any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands for personal injury, death or property damage, accrued or to accrue in the future, known or unknown, (collectively, "Claims"), including but not limited to Claims resulting from THE HLSR PARTIES' OWN NEGLIGENCE, REGARDLESS OF WHETHER SUCH NEGLIGENCE WAS THE SOLE, PROXIMATE OR PRODUCING CAUSE OF THE CLAIMS; provided, however, that the duty of the provider to defend, indemnify and hold harmless the HLSR Parties shall extend only to Claims arising directly or indirectly from this Agreement and/or Provider's services performed hereunder. The indemnification shall not be limited in any way based on the amount of or type of damages, compensation or benefits payable by or for any claimant under Workers or Workmen's Compensation Acts, Disability Benefits or other applicable benefit acts, if any. The provider's obligations hereunder shall survive the termination of this Agreement. As used herein, "INDEMNIFY" means to agree to assume the HLSR Parties' liability as to any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands made by, through or under the provider against the HLSR Parties related to the provider's services performed hereunder.

### **INSURANCE**

Insurance requirements are attached as Exhibit "A" and incorporated herein for all purposes.

## **TERMINATION**

If the provider defaults or fails to perform any of its obligations and such failure is not cured within fifteen (15) days after receiving written notice from HLSR, HLSR may terminate the contract immediately upon written notice to the provider. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to HLSR's satisfaction and/or to meet all other obligations and requirements. In the event of insolvency, assignment for the benefit of creditors, bankruptcy proceedings by or against the provider, civil or criminal charges being made against the provider or the provider's management or any change in the management of the provider, HLSR may, at its option, immediately terminate the contract upon written notice to the provider. The provider agrees to give HLSR prompt written notice of the occurrence of any of the aforesaid events.

HLSR may terminate this contract immediately, without prior notice, if the provider fails to perform any of its obligations in this contract and the failure (a) creates a potential threat to health or safety or (b) violates a law, ordinance, or regulation designed to protect health or safety.

HLSR's right to terminate is in addition to and not in lieu of any other remedies which HLSR may have in law or equity.

HLSR may terminate multiple year contracts without cause upon written notice within forty-five (45) days following the conclusion of the Show in any year.

## **FORCE MAJEURE**

HLSR shall not be liable for any delay or failure to perform its operations, activities, contracts, shows and/or events to the extent such delay or failure results from a force majeure occurrence. A force majeure occurrence is defined as any occurrence which makes performance by HLSR illegal, impossible, inadvisable or commercially impracticable, including but not limited to any (i) breakage or accident to equipment, machinery or facilities; (ii) any strike, lock-out or other labor difficulties; (iii) statute, ordinance, regulation, order, directive or rule issued by governmental authorities, including, but not limited to those concerning public health and safety, animal disease prevention, detection and response and/or protection of the environment; (iv) judicial decree or order; (v) pandemic, epidemic, quarantine, recognized health threat as determined by the World Health Organization, the Centers for Disease Control and Prevention or state or local government authority or health agencies (including, but not limited to the health threats of COVID-19, H1N1 or other infectious diseases); (vi) animal disease and/or quarantine; (vii) war, riot or insurrection; (viii) civil disobedience, public demonstration or sabotage; (ix) act of God, fire, flood, national disaster, explosion or inclement weather; (x) inability to obtain necessary labor, materials, supplies, utilities or transportation; (xi) depression, recessions or other economic downturns; (xii) embargoes or energy shortages; or (xiii) any other cause beyond HLSR's reasonable control.

## **FAMILY EVENT**

The provider acknowledges that HLSR provides a family event and shall perform all services in a manner that is not offensive to any social or ethnic groups and that is suitable for a family audience.

### **ALCOHOL/DRUG CONSUMPTION**

HLSR maintains a zero-tolerance policy which prohibits the provider and all its associated personnel from consuming or being under the influence of any alcohol or drug while providing goods or performing services at any HLSR event or function. The provider agrees to abide strictly by this policy, and HLSR shall have the right to immediately terminate the contract if the provider is in breach of it.

### **AUDIT RIGHTS**

Upon request by HLSR, the provider shall provide agreements by and between the provider and any subcontractor, including all applicable insurance certificates.

### **ASSIGNMENT**

The contract and all obligations assumed, and rights granted hereunder may not be assigned, sold or transferred by the provider by operation of law or otherwise without the prior written consent of HLSR, which may be withheld at its sole discretion.

### **GOVERNING LAW AND VENUE**

If this Request for Proposal becomes a binding contract, the provider agrees that the contract is made, entered into and performable in Harris County, Texas and shall in all respects be interpreted, enforced and governed under the laws of the state of Texas, without regard to its rules of conflict of laws. The provider agrees that the proper venue for all disputes and claims that may arise out of or related to the contract shall be in Harris County, Texas and waives all claims that venue is proper in any location other than Harris County, Texas. If any part of this contract is determined to be invalid or unenforceable, it does not affect the validity of the remainder of the contract.

### **OPERATION OF GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES**

Contractors Safety training must be taken by any provider (and representatives) who will operate a golf cart, all-terrain vehicle, or utility task vehicle during the Show. The training course consists of an online multi-slide presentation followed by a quiz. After completing the training, the provider will receive an email stating whether the course was passed. If the provider (or a representative) fails, he/she must re-take the course until it is passed. All golf carts, all-terrain vehicles, or utility task vehicles supplied by HLSR will only be issued to those who have been certified through the online class. This is required for any golf cart, all-terrain vehicle, or utility task vehicle operating on HLSR property even those brought by a contractor/provider.

All golf carts, all-terrain vehicles, and utility task vehicles must be properly permitted by HLSR prior to them being used on any HLSR property. A licensed tag must be attached to all golf carts, all-terrain vehicles, and utility task vehicles. The provider must complete the HLSR Small Motor Agreement and have an approved certificate of insurance on file prior to any golf cart, all-terrain vehicle, or utility task vehicle being operated on any HLSR property.

### **INDEPENDENT CONTRACTOR**

The provider is and shall remain an independent contractor in performing the services under this contract and shall determine the manner and means by which results are to be obtained. The provider shall maintain complete control of its workers and operations incident to the proper performance and completion of this contract, including that of its subcontractors, agents and affiliates. Neither the provider nor anyone employed or engaged by it shall be, represent, act, purport to act or be deemed to be an agent, representative, employee or servant of HLSR, nor shall the provider or anyone employed or engaged by it be treated as an employee of HLSR for

any purpose, including tax and social security coverage and withholding or any benefit provided by HLSR. Nothing in this contract shall be deemed to create any form of partnership, principal-agent relationship, employer-employee relationship, or joint venture between the parties.

### **SPECIAL REQUIREMENTS / INSTRUCTIONS**

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

### **SCOPE**

This job will consist of the following tasks:

1. Cleaning of all livestock stalls
2. Cleaning of all exhibit areas
3. Assisting with set up in the following areas: livestock and horse stalls, Sales Pavilion Arena, and meeting rooms
4. All other tasks as requested by Rodeo staff.

Workers must be at least 18 years old to work on property. The only special skill required will be moderate lifting.

The provider is responsible for the performance of its laborers and will be expected to provide the laborers in shifts so that **NO OVERTIME** is incurred. It is also expected that the provider will supply laborers with all necessary safety equipment for jobs (dust masks, weight belts, gloves, etc.). The provider will be responsible for ensuring that workers have a high state of physical and mental readiness. Laborers shall not be alcohol or drug impaired or remain on the job more than 12 consecutive hours.

HLSR will provide all equipment not mentioned above (brooms, trash carts, trash bags, etc.)

HLSR will provide personnel to work with the provider in the planning and administration of services. Effective communication between the provider and HLSR is imperative, and any provider providing more than ten (10) laborers will be required to have one (1) designated CREW LEADER for every ten (10) laborers on site at all times (if 40 laborers are provided 4 crew leaders will be required).

The provider will also be required to provide a designated SUPERVISOR for all times that laborers are present. The Supervisor will be the go between for HLSR personnel to direct laborers along with crew leaders to various locations and projects.

Laborers must understand, speak, and read English, or provider must provide bilingual supervision who will be present the entire time laborers are present on HLSR grounds.

### **REPORTING FOR WORK**

The Provider will provide transportation to workers for coordinated arrival to the designated check-in location. All laborers **MUST** arrive on provider provided transportation; **no individual vehicles will be allowed.**

**Each company to provide employee ID badges with their name, photo and company name.**

If a laborer arrives later than their scheduled start time or they cannot be located at the time of check-in they will not be allowed to work for HLSR on that day and will be returned to the Provider for reassignment. Laborer arrival time to HLSR grounds should be a **minimum of twenty (20) minutes prior** to shift start time.

Upon arrival at HLSR, all laborers are to remain at the designated check-in location until the check-in process is complete and all necessary badges and equipment have been issued. Laborers will be assigned to specific HLSR Shift Supervisors at this time.

### **UNIFORMS**

The Provider is to provide all laborers with clean shirts, wearable hats, and/or smocks with the Provider's company name and/or logo easily visible. Laborers must also wear an easily identifiable identification badge showing their name and the Provider's name.

Laborers will also be required to wear a number badge and safety vest provided by HLSR that will identify the laborers assigned area.

### **TIME TICKETS AND MINIMUM/MAXIMUM HOURS**

The Provider will be guaranteed at least four (4) hours for any laborers requested. If a laborer abandons a job assignment before completion within the first four hours period, no time will be paid to the Provider for that individual.

HLSR will make its best effort to structure the Service requirements so that the Provider can set-up laborers for eight-hour shifts, but no guarantees will be made. **All laborers' time tickets must be signed in and out by a Rodeo Supervisor for payment to be made to the Provider.**

The Provider will not be paid for time that laborers are given for meal breaks. For example: If laborers take a 30-minute meal break, the actual hours to be paid by HLSR will be calculated by subtracting the starting time from the ending time and then subtracting an additional 30 minutes.

### **JOB PLANNING AND SHIFT SIZE SETTINGS**

The projected manpower needs and shift schedule for services are detailed in the table on Page 9 for estimation purposes and are subject to change without notice. Specific shift sizes will be set by 3:00 p.m. the day prior to shift start.

There will be a daily meeting between the Provider and HLSR management to discuss any issues that may arise and to plan for the next 48 hours.

### **DAILY REPORTING REQUIREMENTS**

The Provider must provide copies of time tickets **DAILY** along with a summary of the previous day's hours. As stated above, each timecard must have the starting time and ending time approved by an authorized HLSR Supervisor.

All labor is to be billed at straight time only with **no overtime charges.**

## **PERFORMANCE REQUIREMENTS**

The Provider is responsible for ensuring that services are performed to HLSR's specifications and satisfaction. If any service does not meet Rodeo standards, the provider will not be paid for the time that services were not being performed adequately.

Activities specifically prohibited include, but are not limited to the following:

1. Working in unauthorized areas
2. Working for unauthorized people while in uniform (i.e., cleaning commercial exhibits, or cleaning livestock stalls occupied by an exhibitor)
3. Laborers out of uniform while on the clock
4. Any laborer under the influence of drugs or alcohol
5. Laborers acting offensively while in view of the public, exhibitors, or HLSR staff or volunteers.

## **CONTRACTING PROCESS**

A separate "Services Provider Agreement" will be sent to the selected Provider.

## **PROPOSAL STRUCTURE**

Quotes must be presented as a flat hourly rate. Any additional rates for crew leaders and Supervisors must be clearly identified, if rates for crew leaders vary depending on level please specify.

If price breaks are available, please specify.

List all equipment you are prepared to supply.

## **PAYMENT**

Original invoices must be submitted in order to receive payment. Invoices should clearly itemize charges and match the daily signed time tickets.

Only those charges listed below on the price sheet, submitted at the time of bidding, will be accepted.

Invoices must be addressed to the Houston Livestock Show and Rodeo and include an applicable purchase order number.

All invoices must be submitted to HLSR **no later than April 10, 2025**

## **MANDATORY PRE-SHOW MEETING**

HLSR requires providers and their supervisory personnel to attend a walk-through prior to the HLSR event to familiarize themselves with our facilities. This walkthrough is tentatively scheduled for **1:00 p.m. on Saturday, February 22, 2025** (subject to change). This meeting will take approximately two hours.

## **TIMELINE**

The provider(s) will be selected no later than November 15, 2024.



**NOTES**

HLSR reserves the right to award this job entirely, partially, by area, or none-at-all in the best interest of HLSR.

The quantities, dates, and times listed are subject to change without notification.

Exact manpower need per shift may vary day to day depending on HLSR's needs.

For information regarding the bid process or for additional technical information regarding this Request for Proposal please contact Brett Haney, Manager of Facility Services at (832) 667-1106.

Proposed 2025 Showtime Labor Schedules								
Location	Day		Operational Hours	Shift 1	# Laborers	Shift 2	# Laborers	
<b>WCBBQ</b>								
Public Entrance/WCBBQ	Thursday	Feb. 27, 2025	5pm - 11pm	7am - 4:30pm	10	4pm - 1:30am	40	
	Friday	Feb. 28, 2025	12pm - 11pm	7am - 4:30pm	30	4pm - 1:30am	40	
	Saturday	March 1, 2025	9am - 11pm	8am - 4:30pm	40	4pm - 12:30am	60	
Carnival Hours	Thursday	Feb. 27, 2025	6pm - 11pm	2pm - 8:30am	24	8pm - 2:30am	40	
	Friday	Feb. 28, 2025	3pm - 11pm	2pm - 8:30pm	24	8pm - 2:30am	40	
	Saturday	March 1, 2025	12pm - 11pm	11am - 6:30pm	40	6pm - 12:30am	60	
<b>Carnival, Main</b>								
	Monday - Thursday	March 4, 2025 - March 23, 2025  *Spring break is the last 2 weeks of show	4pm - 12am	3pm - 8:30pm	40	8pm - 2:30am	40	
	Friday		4pm - 1am	3pm - 8:30pm	40	8pm - 2:30am	40	
	Saturday		10am - 1am	9am - 6:30pm	40	6pm - 2:30am	40	
	Sunday		10am - 12am	9am - 6:30pm	40	6pm - 2:30am	40	
	Spring Break M-Th		12pm - 12am	11am - 5:30pm	40	5pm - 1:30am	40	
	Spring Break Friday		12pm - 1am	11am - 5:30pm	40	5pm - 2:30am	40	
	Spring Break Saturday		10am - 1am	9am - 6:30pm	40	6pm - 2:30am	40	
	Spring Break Sunday		10am - 12am	9am - 6:30pm	40	6pm - 2:30am	40	
<b>The Junction Kids Carnival</b>								
	Monday - Thursday	March 4, 2025 - March 23, 2025	11am - 12am	10am - 5:30pm	10	5pm - 1:30am	10	
	Friday		11am - 1am	10am - 5:30pm	10	5pm - 1:30am	10	
	Saturday		10am - 1am	9am - 5:30pm	10	5pm - 2:30am	10	
	Sunday		10am - 12am	9am - 5:30pm	10	5pm - 2:30am	10	
<b>Grounds</b>								
Wine Garden	Monday - Thursday	March 4, 2025 - March 23, 2025	4pm - 11pm	2:00pm - 8:30pm	20	7:30pm - 2:30am	20	
	Friday		4pm - 12am	2:00pm - 8:30pm	20	7:30pm - 2:30am	20	
	Saturday		11am - 12am	10am - 6:30pm	20	5:30pm - 1:30am	20	
	Sunday		12pm - 10pm	11am - 5:30pm	20	4:30pm - 12am	20	
Rodeo Plaza	Monday - Sunday			8am - 12am	7am - 4:30pm	24	4pm - 1am	24
Stadium Dr	Monday - Sunday			8am - 12am	7am - 4:30pm	8	4pm - 1am	8
<b>Horse Arena</b>								
	Monday - Sunday		March 4, 2025 - March 23, 2025	7am - 10pm	7am - 3pm	21	2pm - 10pm	21
<b>Center</b>								
	Monday - Sunday	March 4, 2025 - March 23, 2025	7am - 10pm	7am - 3pm	20	2pm - 10pm	20	
<b>Restroom Attendants</b>								
Around Property	Monday - Sunday	March 4, 2025 - March 23, 2025		10am - 6pm	20	5pm - 12am	20	
Wine Garden	Monday - Friday	March 4, 2025 - March 23, 2025	4pm - 12am	5pm - 12am				
	Saturday - Sunday		11am - 12am	10am - 6pm		5pm - 12am		

**PRICE SHEET**

<b>Item</b>	<b>Personnel Needed</b>	<b>Rate Per Hour</b>
# 1	Worker Hourly Rate	\$
# 2	Crew Leader Hourly Rate	\$
# 3	Supervisor Hourly Rate	\$
# 4	Other	\$

**SUBMITTAL REQUIREMENTS**

**RETURN THIS PAGE ALONG WITH PRICING PROPOSAL  
HARD COPY OR EMAIL ONLY**

**Houston Livestock Show and Rodeo™  
Attn: John Dickey  
NRG Center  
3 NRG Park  
Houston, Texas 77054**

**[dickey@rodeohouston.com](mailto:dickey@rodeohouston.com)**

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE THE GOODS AND/OR  
SERVICES DESCRIBED IN THIS PROPOSAL.**

**ONCE SIGNED BY BOTH PARTIES, THIS DOCUMENT IS CONSIDERED YOUR PURCHASE  
ORDER AND A BINDING CONTRACT.**

**OFFERED BY:**

_____ <b>Signature</b>	_____ <b>Title</b>
_____ <b>Printed Name</b>	
_____ <b>Phone</b>	_____ <b>Email</b>
_____ <b>Company Name</b>	_____ <b>Date</b>

**ACCEPTED BY:**

_____ <b>Signature</b>	_____ <b>Title</b>
_____ <b>Printed Name</b>	
_____ <b>Phone</b>	_____ <b>Email</b>
_____ <b>Company Name</b>	_____ <b>Date</b>

**EXHIBIT "A"**

**INSURANCE REQUIREMENTS**

**Commercial General Liability**

Each Occurrence	\$1 million
Products/Completed Operations Aggregate	\$1 million
General Aggregate/all other Claims	\$2 million

Policy shall be endorsed:

- Additional insured endorsement with respect to Houston Livestock Show and Rodeo, Inc., Houston Livestock Show and Rodeo Educational Fund, and Corral Club, Inc. (hereafter, collectively, "HLSR") equivalent to CG2037 & CG2010
- Waiver of subrogation in favor of HLSR
- Endorsed to provide policy is primary and non-contributory to policies carried by HLSR

Coverage shall include:

- Personal injury and advertising injury
- Broad form property damage coverage
- Products Completed Operations
- Medical Payments
- Fire Legal Liability

These limits may be provided by a combination of the CGL policy and umbrella/excess insurance.

**Automobile Liability**

Combined Single Limit	\$1 million
-----------------------	-------------

Policy shall be endorsed:

- Additional insured endorsement with respect to Houston Livestock Show and Rodeo, Inc., Houston Livestock Show and Rodeo Educational Fund, and Corral Club, Inc. (hereafter, collectively, "HLSR")
- Waiver of subrogation in favor of HLSR
- Endorsed to provide policy is primary and non-contributory to policies carried by HLSR

Coverage shall include:

- Bodily injury, death and property
- All owned, non-owned and hired vehicles

**Workers Compensation/Employers Liability**

Workers Compensation	Statutory
Employers Liability (each accident)	\$1 million
Disease – policy limit	\$1 million
Disease – each employee	\$1 million

- Employers Liability policy - Waiver of subrogation in favor of Houston Livestock Show and Rodeo, Inc., Houston Livestock Show and Rodeo Educational Fund, and Corral Club, Inc. (hereafter, collectively, "HLSR")
- Workers Compensation policy - Alternate Employer endorsement in favor of HLSR

These limits may be provided by a combination of the EL policy and umbrella/excess insurance.

Umbrella/Excess

Each Occurrence	\$5 million
General Aggregate/all other claims	\$5 million

Policy shall provide coverage in excess of underlying policies listed above.

Policy shall be endorsed:

- Additional insured endorsement with respect to Houston Livestock Show and Rodeo, Inc., Houston Livestock Show and Rodeo Educational Fund, and Corral Club, Inc. (hereafter, collectively, "HLSR")
- Waiver of subrogation in favor of HLSR
- Endorsed to provide policy is primary and non-contributory to policies carried by HLSR

Policies shall be issued by insurers that are reasonably acceptable to HLSR with a minimum financial strength of A-VI by the A.M. Best Key Rating Guide. Each required policy shall provide that such policy shall not be canceled, non-renewed or coverage thereunder materially reduced unless HLSR shall have received written notice of such event not less than thirty (30) days prior to the effective date thereof, provided that the notice period in the event of non-payment of premium shall be ten (10) days.