

**ARIZONA
NATIONAL**
Livestock Show

2023

VENDOR HANDBOOK

1827 West McDowell Road

Phoenix, AZ 85007

(602) 258-8568

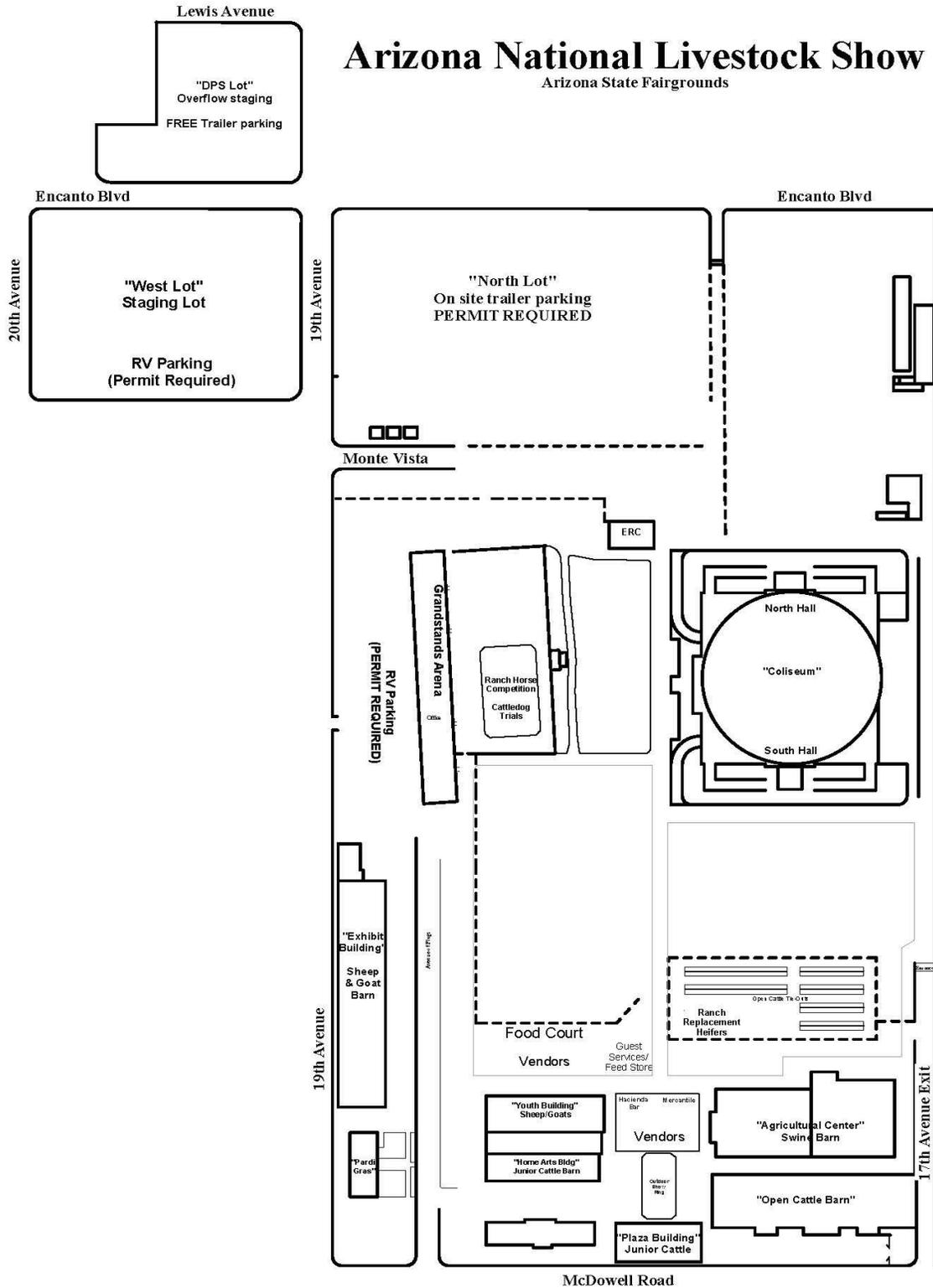
vendors@anls.org

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GROUNDS MAP

Arizona National Livestock Show Arizona State Fairgrounds



APPLICATION PROCESS

***Please note schedule change: Set-up will occur on December 27; tear-down will be end of day December 31. ***

Vendors wishing to be a part of the Arizona National Livestock Show should submit a complete application for contract (attached) before **October 1**. Applications should be sent to the Arizona National via email at vendors@anls.org or mailed to the Arizona National Livestock Show at 1827 W. McDowell Rd. Phoenix, AZ 85007. Applications will be evaluated by the Show Management and applicant will be notified of acceptance after the due date.

Application Requirements

All Vendors are required to provide current photos of their set up/booth/trailer along with a complete description of products sold/menu.

Insurance Requirements

All Vendors are required to purchase liability insurance through the Arizona National (Haas & Wilkerson), \$85 premium for first booth, \$50 for each additional booth (see attached form). To be included with application for contract.

ARRIVAL, ENTRY AND EXIT

All Vendors will enter the Arizona State Fairgrounds through the main entrance gate located at 17th Ave and McDowell Road. (See Grounds Map page 3)

The Arizona National Livestock Show will determine the location of the space rented to Vendor/Concessionaire.

Set Up

Set-Up Day: December 27 | 9:00 a.m.-Noon (Schedule is subject to change.)

All Vendors must be in place by the assigned time to avoid congesting access gates and roads. Vendors must notify Show Management of any issues with the assigned arrival time to resolve conflict.

Check In

Upon arrival all Vendors will be required to check in with the Vendor/Food Concession Coordinator to insure all paperwork is completed and on file. Vendor/Food Concession Coordinator will issue Vendor packets which will include a designated pass for stocking vehicle. Only a handful of vehicles will be allowed in the vendor plaza at a time, and as such, vehicles will be kept to a 30-minute window for the purposes of unloading only.

Arrivals – Vendors w/ trailers

Vendors with a trailer to include in their display area must be on grounds by 8:00 a.m. on December 27 to allow for staging and placement of the trailers. Failure to arrive at designated time will result in the exclusion of the trailer as part of the display. If Vendor cannot be on grounds by 8:00 a.m. December 27, arrangements should be made with Vendor/Food Concession Coordinator to bring trailer prior to December 24.

Arrivals – All other Vendors

All other Vendors should arrive and set up between the hours of 9:00 a.m. – noon on December 27. At noon, all vehicles will be required to vacate the vendor area and any additional items required from vehicle will need to be brought to the Vendor/Food Concession area from general parking by hand.

Failure to arrive

Any vendor that fails to arrive in the designated time frame or adequately communicate and receive written confirmation from the Vendor/Food Concession Coordinator will lose space and forfeit all associated fees.



Restocking Operations

Beginning December 28, Vendors may restock booths between the hours of 6:00 p.m. and 8:00 a.m. Failure to move vehicles to general parking before 8:00 a.m. may result in vehicles being towed. For security purposes, only one gate will be open for access during restocking hours.

Overstock Trailer Parking

The Show has limited space available on the southwest corner of the grounds to park restocking trailers. The cost of restocking trailer space on grounds is \$100. Restocking trailer space is sold on a first-come, first-serve basis and will be limited to one space per vendor. Restocking space can be reserved on the application and must be paid in full by **December 1**, once application has been approved.

Empty trailers may **NOT** be stored on show grounds or in a restocking space. Off-site trailer parking will be provided free of charge at the DPS Parking lot located northwest of the Arizona State Fairgrounds at the corner of 19th Ave and Encanto Blvd.

Move-Out

Move-Out Day: December 31, 4:00 – 8:00 p.m. (Schedule subject to change.)

Vendors are required to remain in place until given the all clear by the Vendor/Food Concession Coordinator and Operations Staff. Vehicles will not be permitted on grounds until 4:00 p.m. on December 31, unless security deems it safe.

Move-Out Instructions

1. Vendors may begin to break down and pack up booths beginning at 4:00 p.m. (unless notified earlier by Vendor/Food Concession Coordinator).
2. When the booth is completely broken down and ready to be loaded into a truck or trailer, Vendor may notify the Operations Crew located at the access gate, and seek vehicle access to the grounds.
 - a. Operations may grant access depending on the number of livestock trailers on grounds for loading, and on the location of the booth.
 - b. Access is granted on a first-come, first-serve basis, and vendors should note that livestock trailers will be given priority access.
 - c. If Vendor requires access to the Overstock Trailer Parking, notify operations to be escorted to trailer to be moved out.
 - i. Once the overstock trailer is hooked up, vendor may have additional wait time to gain booth access depending on how many livestock trailers are already on the grounds surrounding the vendor area.
3. Vendor will be given a 30-minute window to load trucks and/or trailers once access to the booth has been gained.
4. Once loaded, follow the instruction of the Operations Crew to exit the grounds.
5. Vendor shall surrender the premises to Arizona National at the end of the license period in the same conditions as received, subject to normal use and wear.

BOOTH DESIGN & OPERATION GUIDELINES

Design Guidelines

Advertising

Vendor is permitted to advertise only in their designated space. Advertising by means of posters, handbills, flyers, etc. on light posts, restrooms, parked vehicles or other areas is not permitted. Vendor agrees to use the title Arizona National Livestock Show on all tickets and in all advertising and literature describing the event.

Appearance

All displays must be professional with a final approval by Arizona National Livestock Show staff. Only items that are specific to Vendor's/Food Concessionaire's theme or product, used to enhance the appearance of the space, and are available for sale should be visible to the public.

Aisle Clearance and Accessibility

Merchandise, displays, fixtures, signs or any other property of the Vendor may not extend into the aisle. All elements of the booth must be totally contained within the marked space. Vendors/Food Concessions who have a space that is accessible from two aisles must leave at least 50% clearance on all sides to allow patron access.

Booth Identification Sign

Each Vendor shall prepare and hang their own booth sign. The sign must hang within the designated booth space.

Booth Size

Each booth/space will be 20'x20'. Booths must be set up inside the allocated space. Chairs must be situated within the booth space. Please plan the display before arriving for set-up to avoid complications.

Cleaning

Vendors are responsible for keeping their booth/area clean and free of trash at all times. Those vendors having trucks, trailers, and farm equipment may not wash those items on the grounds at any time.

Cord/Hose Covers

All cords and hoses in areas open to foot traffic must be covered with rubber floor molding or securely taped down and approved by Arizona National staff.

Display Equipment

Vendors shall provide adequate props to merchandise booth in an attractive manner.

Evaluation of Booth

All booths will be evaluated and may be photographed during the event to identify if Vendors/Food Concessionaire have met and maintained the Show's standards of presentation. Generally, the evaluations are based on booth appearance throughout the event, management and personnel practices, and compliance with the rules and regulations of the Arizona National Livestock Show Marketplace License Agreement. Any booth not in compliance or found to be offering merchandise outside of their approved category will be in violation and measures will be taken to remedy the violation. This will include removal of the unapproved merchandise/menu items, as well as a note on Vendor file to not allow back in the Vendor marketplace for future shows.

Microphones

Microphones will not be permitted. "Hawking" or calling customers over to booth is prohibited.

Portable Buildings/Canopies

Outdoor Vendors may have small portable buildings on skids to be used as a sales office, i.e. Conex boxes. Buildings used as sales office should be visually appealing and “dressed” with appropriate signage.

Canopies are strongly recommended for all Outdoor Vendors. There will be no tents or overhead coverage provided by the Show, and Vendors are responsible for providing proper weather protection for their assigned booth space. Vendors should bring weights to hold down canopies, and note that there is no staking permitted on the grounds.

Vendors seeking canopy rentals are required to be present to sign for the rental and oversee set-up.

Signage

Professional Signage is required. Hand printed signs, “mark down” signs and “sale” signs will not be allowed. Computer generated signs are acceptable. We urge Vendors to not become involved in “Price Wars.” We encourage “Show Specials”. Signs must be placed within the Vendor’s/Food Concessionaire’s leased space and may not block the view of neighboring Vendor’s/Food Concessionaire’s. Signs that revolve or blink are prohibited.

Signage must be directed into Vendor’s/Food Concessionaire’s own booth space. Vendor’s signage may not advertise above neighboring booth spaces. For example, if the sign above Vendor’s/Food Concessionaire’s assigned space has information on the front and the back, and the back rises above the neighboring booth, then the back of the sign should be covered for the duration of the Show.

Sound Level

Booth Sound of any kind must be kept at a level that does not interfere with neighboring Vendors. If there is a discrepancy, the Vendor/Food Concession Coordinator may determine sound level or require removal of the sound for the duration of the Show.

Storage

Storage boxes and extra inventory must be hidden. Boxes may not be stacked in back of booth or visible from underneath the tables. It is permissible to use boxes as part of a merchandise display (i.e. boots, hats). The merchandise display cannot exceed the height limit of the booth. The Show does not provide areas for extra storage.

Tables

Vendors will supply their own tables for booth. All tables in booths must be skirted 360° and to the floor so that stored merchandise is not exposed. Picnic tables are provided by the Arizona National and placed within the Food Concessionaire area.

Trailers

Trailer Vendors will be assigned space to accommodate the number of trailers requested. Vendors preferred layout of the trailers and trailer size (including tongue/ hitch) should be given to the Vendor/Food Concession Coordinator by December 1 to verify that the layout will work in the allocated space for trailers.

Video Monitors & Televisions

Video monitors and televisions that enhance and aid in the presentation of Vendor’s product will be allowed with the Vendor/Food Concession Coordinator’s approval. The Show reserves the right to determine at what point sound constitutes interference with other booths and must be adjusted or disconnected.

Operation Guidelines

Booth Staffing

Booth owner shall ensure that all employees staffing the booth are familiar with the products and services being sold as well as the rules and guidelines in this Handbook. Any situation occurring in a Vendor's/Food Concessionaire's booth or involving a Vendor's/Food Concessionaire's employee requiring the attention of a Show Representative will be documented as an incident and may directly affect you as the owner. Vendors are responsible for any claims, liabilities and actions relating to the conduct of their personnel.

Change

Vendor should be prepared with sufficient change. The Show will not have the capability to provide change, furthermore, there is no facility on the show grounds that can assist with providing change.

Conduct

The Arizona National Livestock Show promotes equal opportunities and participation with no distinctions based on race, color, gender, sexual orientation, religion, disability, national origin or other considerations. Notwithstanding other provisions included in this Handbook, violation of this policy could result in immediate termination of the Vendor's/Food Concessionaire's lease agreement, requiring the Vendor to vacate the leased space and forfeit all monies paid to date.

Demonstration & Customer Participation Booths

Demonstration and customer participation booths are required to allow space at the front of their booth to accommodate potential crowds. If crowds congest aisles, show management may have vendor redesign the booth.

Dress

Special dress or attire is not required; however, all Vendors should be dressed appropriately and professionally.

Returned Checks

If a check to the Show is returned for ANY reason, check-writing privileges will be lost and a \$50 administrative fee will be assessed.

Smoking

Smoking is prohibited within 20 ft. of all barns, arenas and outdoor market places. This includes the use of e-cigarette and vaping devices.

Sub-Leasing

Vendors'/Food Concessionaries' assigned space is for their sole, exclusive and personal use. As such, vendors are not allowed to sub-lease or allow any person or business to use the contracted space.

Trash Disposal

Vendors'/Food Concessionaries are responsible for properly disposing of all trash associated with their booth. Trash must be tied closed to eliminate spillage in the area and placed inside the provided receptacles. Boxes and other large trash may not be disposed of in public waste receptacles. All boxes must be broken down and taken to the recycling bins or trash dumpsters. If at any time the trash or recycling builds up near your booth area, and it is not being picked up in a timely manner, please contact Guest Services for assistance so the situation can be remedied.

Violation Notices

This handbook is part of the License Agreement. Non-compliance with any part of this book is considered a breach of the Agreement. A breach of the Agreement may be cause for Agreement termination and dismissal.

Weather

Regardless of weather, all booths are to remain open during the posted hours of the show, unless approved by Vendor Coordinator. Vendors/Food Concessions located outdoors should make provisions to protect their set-up and stock from sun, wind, inclement weather, flooding, etc.

Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for persons with disabilities. Service animals are welcome in areas where the public is normally allowed. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, hand signal, or other effective controls. All service animal pet waste must be disposed of properly.

All other animals, including comfort animals, emotional support animals, and therapy animals are prohibited.

GENERAL

Hold Harmless

The Arizona National assumes no responsibility for any property stored or placed on the premises. Vendor releases and agrees to hold the Arizona National harmless from liability because of loss or damage to such property resulting from any cause whatsoever. Any property remaining on the Arizona State Fairgrounds for four (4) days after the Agreement period has expired may, at the discretion of the Arizona National, be removed from the Arizona State Fairgrounds and all costs involved in the removal shall be paid by the Vendor, or the Arizona National may confiscate such property and it shall become the property of the Arizona National.

Personal Conduct

The personal conduct of the Vendor, his agents or employees during the License period, while on the Arizona State Fairgrounds property shall conform to socially acceptable standards of conduct, and any departure there from will constitute grounds for immediate removal of the individual from such grounds and cancellation of this Agreement by the Arizona National.

Compliance

It is agreed that Vendor will comply with all laws, state and local, and federal including all ordinances of the State of Arizona, all rules, regulations and requirements of the police and fire departments, and any and all requirements specifically made by the State Fire Marshal in connection with the performance taken hereunder and shall obey any other regulations of any state authority of the State of Arizona. It is further agreed the Vendor will obtain and pay for all necessary permits, licenses and taxes on tickets used in connection with the performances hereunder. It is further agreed the Vendor will not do or suffer to be done anything on said premises during the term of this Agreement in violation of any such laws, ordinances, rules or requirements, and that if the Arizona National calls the attention of Vendor to any such violations on the part of said Vendor or any person employed by or admitted to said premises. Vendor further agrees to abide by and conform with the rules and regulations from time to time adopted or prescribed by the Arizona National for the government and management of said facilities.

The Vendor further agrees that he will report and pay any and all licenses and transportation privilege or other taxes due, or to become due, with respect to the activities being conducted by the Concessionaire under the terms of this Agreement.

HOURS OF OPERATION

Vendor Show Hours

Vendors must be present for the entire length of the show. **There will be no early move out allowed.**

**Early Bird Load In, December 27.....1:00 p.m. – 6:00 p.m.

Opening Day, December 28 through December 309:00 a.m. - 6:00 p.m.

Closing Day, December 319:00 a.m. - 4:00 p.m.

**December 27 is a soft opening and not mandatory hours. Some Vendors may be asked to open early to meet exhibitors needs but it is not required. Vendors may be open before 9:00 a.m. if so desired. Shows begin at 8:00 a.m. on all days except for December 30 when the first show begins at 7:00 a.m.

Guest Services Office Hours:

The Guest Service booth will be open daily from 7:00 a.m. to 5:00 p.m.

Vendor/Food Concession Coordinator Office Hours:

Business (Main) office hours are 8:00 a.m.-5:00 p.m. during show days. All business will be conducted during these hours.

The Show Office is located on the third floor of the Grand Stands. Please visit or call the office with any questions or concerns. The Office number is (602) 258-8568.

Restocking Hours

Hours for restocking are from 6:00 p.m. - 8:00 a.m. each show day. All vehicles must be moved off show grounds by 8:00 a.m. Vendors may restock outside these hours provided merchandise is hand carried into the venue from parking area.

PARKING AND PASSES

Vendors will park in general parking and will receive a designated parking tag which allows their vehicles access to the vendor plaza for restocking purposes during the hours of 6:00 p.m. to 8:00 a.m. Maps with specific location of this area will be included in the Vendor/Concessionaire Packet received at move-in, along with parking passes. Parking at the show may be limited due to other events taking place. Please be prepared to park in general parking.

SECURITY

The show will provide 24-hour limited security for Vendors while on the grounds. However, The Arizona National Livestock Show is not responsible for any claims of damages or theft. Incidents of theft, loss or damage should be reported to show security, the Vendor/Food Concession Coordinator, and the Show office on the same day of the occurrence. If the incident occurs after business hours, it is the vendor's responsibility to make a report the following day as soon as they arrive to the grounds.

While the Arizona National Livestock Show provides reasonable security in all retail areas, additional security or safekeeping of the vendor's inventory, merchandise, goods display and other items is the sole responsibility of the vendor. Please make sure that the booth is staffed with the appropriate number of people to deter shoplifting, especially on heavy traffic days. Vendors should take measures to secure the booth overnight.

COMMERCIAL VENDORS - FEES, RULES, APPLICATION FOR CONTRACT

Fee Structure for Commercial Vendors

Booth space at the Arizona National Livestock Show will be sold at a base price of \$500 for a 20'x20' space. Additional 10'x20' adjacent space is available for \$250/each.

Commercial Vendors must remit full payment of fees when applying for space on or before October 1. If application is not accepted, fee will be returned in full.

Arizona Sales and Use Tax ID

Vendors must obtain the correct tax permits if they are engaged in business in Arizona and they fall under any of the categories listed at the following link:

<https://azdor.gov/transaction-privilege-tax/special-events-craft-shows-trade-shows/vendors>

All Vendors who participate in the Arizona National Livestock Show are required to provide proper credentials in order to remain in good standing.

Arizona National Membership Discount

Vendors are given the opportunity to offer a special discount or purchase incentive to Arizona National Livestock Show Members that are in possession of an Arizona National Membership Pin or Membership Card. Participation in this program is highly recommended. If a Vendor wishes to take part in this program and offer a discount or incentive (i.e. buy one item get a second free or special gift with purchase), Vendor will receive \$50 off registration fees, additional advertising in the show program and a special sign identifying Vendor as a participant in the Membership Program. If Vendor wishes to participate please make note on the application for contract or contact the Vendor/Food Concession Coordinator for more details.

Booth Configuration

Vendors can use trailers to act as booth backdrops so long as the trailer fits within the contracted space paid for and is properly noted on the application for contract. Trailers must be clean and not detract from the visual appeal of the booth, and therefore the Marketplace as a whole. The Arizona National reserves the right to deny use of trailer in the Marketplace if officials feel it does not comply with set guidelines.

If no trailer is used for the backdrop, Vendors ARE REQUIRED to supply a backdrop for their booth to hide "backyard" space. The Show is not responsible for providing backdrops, and vendors should plan accordingly.

Display Equipment

Vendors shall provide adequate props to merchandise booth in an attractive manner.

Prohibited Merchandise

The Arizona National Livestock Show is a family event. Merchandise with inappropriate slogans, graphics or suggestive sexual connotation will not be allowed.

Arizona National reserves the right to prohibit the sale or display of any item that is reasonably deemed objectionable from the standpoint of taste, quality or compatibility with the Arizona National Livestock Show's mission, policies and values. Arizona National reserves the right to deem products unacceptable at any time and have the item(s) removed from the booth, or in some circumstances the vendor removed from the show. Items that will not be considered for sale, display or give-away, include, but are not limited to:

- Alcoholic Beverages
- Balloons
- Drones of any kind
- Drug Paraphernalia
- Hover Boards
- Lasers and Laser Pens
- Live animals, fish and reptiles
- Pornographic Materials

- Products made from and Endangered Animal
- Stickers
- Tattoos and Body Piercing Products or Services
- Tobacco Products
- Weapons*

*Including but not limited to guns and ammunition, knives, swords, spears, arrows, etc. whether real, toy, or replica. Vendors who use knives to prepare food may do so only for this purpose. Knives shall be kept in prep area while in use. While not in use, knives should be stored away in secure area and not left out in the open.

Drawings

All Drawings to occur during the Arizona National Livestock Show must be approved and prescheduled prior to December 15. A member of the Arizona National Livestock Show Staff must be in attendance at the time of the drawing. Vendor agrees to submit to the Arizona National the name, mailing address, email address, and phone number of winner, description and dollar amount of prize, and method of awarding prize to winner.

Lead Taking & Prizes

Lead taking, prizes or give-away drawings for prizes by Vendor which require the patron to submit name, mailing address, email address, and phone number to be eligible is prohibited unless prior authorization has been given by Vendor/Food Concession Coordinator. An approved "Procedure Approval Form" must be on file in the Show Office. The Vendor will assume responsibility for the delivery of prizes. Lead slips may ask name, address, email, phone number and product-related questions ONLY. Violations of this provision will make the vendor liable to expulsion from the Arizona National Livestock Show and confiscation of lead slips and forfeitures of all monies paid.

Offenses

First Offense – Vendor must hand over all unauthorized lead slips to Show staff. All unauthorized lead slips must be removed and only authorized lead slips may be passed out.

Second Offense – Vendors/booth will be removed from the grounds.

Large Item Pick-Up

Vendor selling large or heavy items (i.e. furniture or large art) should coordinate with the Vendor/Food Concession Coordinator and Operations Crew regarding a plan for assistance to accommodate customers with their purchases. Items that are too large to be transported off grounds during operating hours can be scheduled for pick up during restocking hours.

Licensed Merchandise

All "character" merchandise for sale on the grounds must be officially licensed. Unlicensed merchandise is subject to confiscation by licensing agents as permitted by law. Patents and Registered Designs – the protection of inventions, samples and trademarks – are determined by legal regulations.

The production and sale of Arizona National Livestock Show logo merchandise is strictly reserved for the official use by approval of the Arizona National Livestock Show.

Product Exclusivity

Vendors WILL NOT be granted exclusive rights to exhibit, promote, demonstrate, and/or sell products or services. Depending upon the terms of any Sponsorship agreements, exclusivity or competitive protection may be given to Corporate Partners of the Arizona National Livestock Show.



COMMERCIAL VENDOR APPLICATION FOR CONTRACT

NOTE: FOOD CONCESSIONAIRES DO NOT USE THIS FORM. SEE FOOD CONCESSIONAIRE APPLICATION FOR CONTRACT

Send Contract to vendors@anls.org, or Arizona National Livestock Show 1827 W. McDowell Rd. Phoenix, AZ 85007
Deadline is OCTOBER 1st. Applications received after the deadline may be accepted if space is available.

Event Dates: December 27-31

Set up: December 27, 9:00am-Noon ● **Tear Down:** December 31, 4:00pm-8:00pm

CONTACT INFORMATION	Business Name: _____
	Contact Name: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	On Site Phone: _____ Email: _____

	Booth/ Space Options	Mandatory Insurance	Electricity	Overstock Trailer	Membership Discount			
PRICING OPTIONS	Requested Size: _____ Base Price 20x20: \$500 Each Additional 10x20: \$250 Calculating Estimated Cost: Base 20x20 1 x 500 = 500 + 10x20(s) x 250 = +	The Arizona National Livestock Show requires all Vendors to purchase an insurance policy for \$85 through Haas & Wilkerson Insurance.	<input type="checkbox"/> N/A	<input type="checkbox"/> Parking in designated off site lot (no charge)	<input type="checkbox"/> Yes, I would like to opt in and receive the benefits listed below. (Subtract \$50 from total)			
	<input type="checkbox"/> \$25 15 Amp		<input type="checkbox"/> \$100 Onsite trailer parking in Overstock Lot (limit 1)			<input type="checkbox"/> No, I do not wish to participate		
	<input type="checkbox"/> \$25 30 Amp							
	<input type="checkbox"/> \$50 50 Amp							
	Totals for each Section	+	\$85	+	+	-	=	Total Due

Included with purchase of Vendor Space – Sponsor of a division banner (value \$175) – Preferred Contest: _____

*****Membership Discount Program Includes:** \$50 off registration fees, Advertising in show program and Special participation signage

VENDOR BOOTH INFO	Booth Category: _____											
	Key Items Sold: _____											
	Please provide two references:											
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;">_____</td> <td style="border: none; width: 33%;">_____</td> <td style="border: none; width: 33%;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Event</td> <td style="border: none; text-align: center;">Contact</td> <td style="border: none; text-align: center;">Phone or Email</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Event</td> <td style="border: none; text-align: center;">Contact</td> <td style="border: none; text-align: center;">Phone or Email</td> </tr> </table>	_____	_____	_____	Event	Contact	Phone or Email	_____	_____	_____	Event	Contact
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Event	Contact	Phone or Email										
_____	_____	_____										
Event	Contact	Phone or Email										

VENDOR CHECKLIST

Initial Please Review and Acknowledge the following key areas

- I have included a current photo of my booth set up and display area.
- I have included a current product list.
- I would like to include a trailer in my booth space. If yes, trailer size (including tongue/hitch: _____).
- I have read the vendor guide and recognize my trailer will need to be in the staging area by 8 am on December 27 or I need to make arrangements to have the trailer on site prior to December 24.
- I have included a photo of the trailer I would like placed in my allocated space.
- I recognize that as outlined in the Vendor Handbook, full payment of vendor space is due with application.
- I recognize that as outlined in the Vendor Handbook, insurance will be purchased through Arizona National/Haas & Wilkerson for \$85.
- I recognize my application for contract is not valid until it is signed by both parties.
- I have reviewed and agree upon the terms and conditions outlined in the Arizona National Vendor Handbook.
- I understand that my booth space will be outdoors unless otherwise specified.

The parties have read this Agreement, including the terms and conditions on all pages of this Agreement and the Vendor Handbook, and acknowledge that they understand this Agreement and are bound by its terms and conditions.

By checking this box, you certify that you have read and agree to all Vendor regulations.

Signature on behalf of Arizona National Livestock Show

Tyler Grandil, Executive Director

Print name

Date

Signature on behalf of Vendor

Print name

Date

For Office Use Only:

TO BE COMPLETED BY ARIZONA NATIONAL

Date Contract Received: _____	Method: _____	Initials: _____
Date Deposit Received: _____	Method: _____	Initials: _____
Date Insurance Received: _____	Method: _____	Initials: _____
Insurance Forwarded to HW: _____	Method: _____	Initials: _____
Date Balance Received: _____	Method: _____	Initials: _____
To complete prior to December 15th		Vendor Packet
<input type="checkbox"/> Vendor Size: _____ Electricity: _____	<input type="checkbox"/> Vendor Map with assigned space#:	
<input type="checkbox"/> Trailer in Booth: _____ Size: _____	<input type="checkbox"/> Overstock Trailer Size: _____ Trailer ID: _____	
<input type="checkbox"/> Vendor Meets guidelines outlined in Vendor SOP:	<input type="checkbox"/> Parking Pass ID: _____	



Vendors Schedule - F



Haas & Wilkerson Inc.
4300 Shawnee Mission Pkwy
Fairway, KS 66205

GENERAL INFORMATION

Today's Date: _____
 Named Insured: Arizona National Livestock Show
 Event Date: December 27-31, 2023
 Event Name: Arizona National Livestock Show

ITEMS LISTED BELOW OARE NOT ACCEPTABLE FOR ENDORSEMENT

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> × Amusement Rides/Devices
(Includes: Gyroscopes & Spaceballs) × Body Piercing & Massages & Wraps × Bungee Attractions × Child Care × Climbing Walls × Concert Promoters/Performers × Dart Games × Dunking Booths × Fireworks Operator | <ul style="list-style-type: none"> × Gun Shows × Haunted Houses × Henna Tattoos × Inflatable Amusements
(Includes: Moonwalks, Bounces, Pillows) × Mazes × Medical/Dental Testing & Screenings × Motorsports Events × Permanent Tattoos × Playground Equipment | <ul style="list-style-type: none"> × Pseudo-Fighting/Wrestling Activities × Rodeo Events × Roller/Ice Skating × Sales of Autos or Auto Parts × Sales of Herbal Supplements × Sales of Tobacco × Sales of Weight Loss/Stop Smoking
Aids, Pills, Patches × Simulators × Wheelchair/Stroller Rentals |
|---|--|--|

ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Concerts—Local & Regional talent only • Exotic Animals • Entertainers (Includes mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.) | <ul style="list-style-type: none"> • Golf Carts/Scooters • Liquor Liability | <ul style="list-style-type: none"> • Pony Rides • Sales of Pets/Rodents |
|---|---|---|

VENDOR/CONCESSIONNAIRE	PRODUCT/SERVICE PROVIDED	# BOOTHS	PREMIUM
		1	\$85

Refer to User Rates & Eligibility Schedule for Premium Information

