

# **ARIZONA NATIONAL** *Livestock Show*

**2026**

## **FOOD CONCESSIONAIRE HANDBOOK**

1826 West McDowell Road

Phoenix, AZ 85007

(602) 258-8568

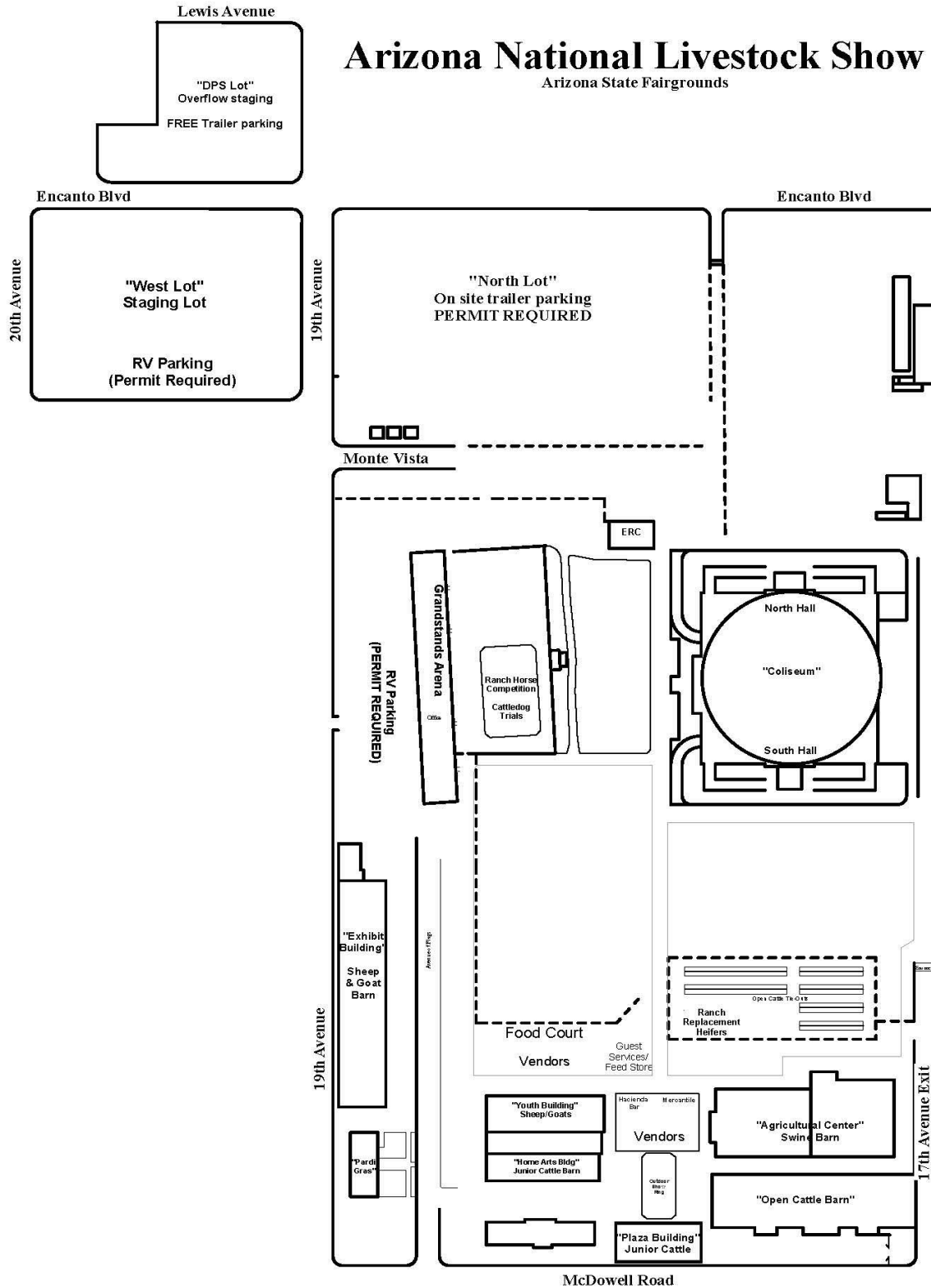
[vendors@aznational.org](mailto:vendors@aznational.org)

# TABLE OF CONTENTS

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Grounds Map.....                                                  | 3  |
| Application Process .....                                         | 4  |
| Arrival, Entry and Exit .....                                     | 4  |
| Set Up .....                                                      | 4  |
| Move-Out .....                                                    | 5  |
| Booth Design & Operation Guidelines .....                         | 6  |
| Design Guidelines .....                                           | 6  |
| Operation Guidelines .....                                        | 8  |
| General .....                                                     | 9  |
| Hours of Operation.....                                           | 10 |
| Parking and Admission .....                                       | 10 |
| Security.....                                                     | 10 |
| Food Concessionaires - Fees, Rules, Application for Contract..... | 11 |



# **GROUND S MAP**



## APPLICATION PROCESS

**\*Note: Set up December 23, 26 & 27; Tear-down December 31; Load out January 1, unless otherwise indicated. \***

Food Concessionaires wishing to be a part of the Arizona National Livestock Show should submit a complete application for contract (attached) on or before **October 1**. Applications should be sent to the Arizona National via email at [vendors@aznational.org](mailto:vendors@aznational.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 by October 15. Full payment for vendor space is due by November 1, payment may be made by cash, check or credit card. If payment is not received by November 1, space may be offered to another vendor. Payments after November 1 will incur a \$200 late fee.

### Application Requirements

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

### Insurance Requirements

All Food Concessionaires 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 Food Concessionaires will enter the Arizona State Fairgrounds through the main entrance gate located at 17<sup>th</sup> 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 Days:

December 23 & 26 | 8:00 a.m.- 5p.m. (Schedule is subject to change.)

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

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

### Check In

Upon arrival all Food Concessionaires 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 Food Concessionaire packet.

### Arrivals – Food Concessionaires

All food concessionaires must schedule their arrival with the Vendor/Food Concession Coordinator within the designated windows:

December 23 & 26 | 8:00 a.m. - 5 p.m.

December 27 | 9:00 a.m. - Noon

All setup activities, including equipment placement and operational readiness must be completed and all vehicles removed by 12 noon on December 27. Should Food Concessionaires require additional supplies or equipment after vehicle removal, such items must be transported by hand from the general parking area.

### 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, Food Concessionaires may restock booths between the hours of 6:00 p.m. and 6:00 a.m. Failure to move vehicles to general parking before 6:00 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

Overstock trailers may be parked directly behind the vendor booth and cannot sit on a larger footprint than the booth itself, overstock trailers must either contain vendor branding or be plain in color (no U-Haul or degenerate type trailers may be set up behind vendor booth). In addition, the Show has limited space available on the southwest corner of the grounds to park restocking trailers. There is no cost to park your trailer in this area; only one trailer per booth may be access this lot. Restocking trailer space can be reserved on the application.

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 19<sup>th</sup> Ave and Encanto Blvd. Trailers parked in the DPS parking lot will receive a trailer pass, one pass will be provided in each vendor packet.

## Move-Out

**Move-Out Day: January 1, 6:00 a.m.** (Unless notified otherwise.)

Food Concessionaires 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 6:00 a.m. on January 1, unless security deems it safe.

## Move-Out Instructions

1. Food Concessionaires may begin to break down and pack up booths beginning at 4:00 p.m. on December 31 (unless notified otherwise).
2. In the event that it is deemed safe to allow vehicle access to Food Concessionaires before January 1 at 6 a.m. Food Concessionaires may be notified by the Vendor/Food Concession Coordinator with information on how to access to the grounds.
  - a. Access may be granted 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 Food Concessionaire 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. Food Concessionaire 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. Food Concessionaire 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

Food Concessionaire 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. Food Concessionaire 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 Food Concessionaire 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 Food Concessionaire 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

Food Concessionaires 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

Food Concessionaires 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 Food Concessionaires 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 Food Concessionaire file to not allow back in the Food Concessionaire marketplace for future shows.

### Microphones

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

## Portable Buildings/Canopies

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

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

Food Concessionaires 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 Food Concessionaires to not become involved in “Price Wars.” We encourage “Show Specials”. “Show Specials” may be advertised in the Arizona National exhibitor E-blast upon request. 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. Food Concessionaire’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 Food Concessionaires. 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

Food Concessionaires 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

Food Concessionaires will be assigned space to accommodate the number of trailers requested. Food Concessionaires preferred layout of the trailers and trailer size (including tongue/ hitch) should be given to the Vendor/Food Concession Coordinator by October 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 Food Concessionaire’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. Food Concessionaires are responsible for any claims, liabilities and actions relating to the conduct of their personnel.

### Change

Food Concessionaire 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 Food Concessionaire 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 Food Concessionaires 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

Food Concessionaires 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 Concessionaires 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 Food Concessionaire 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 need to be harnessed, leashed, or tethered when on the grounds.**

# GENERAL

## Hold Harmless

The Arizona National assumes no responsibility for any property stored or placed on the premises. Food Concessionaire 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 Food Concessionaire, 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 Food Concessionaire, 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 Food Concessionaire 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 Food Concessionaire 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 Food Concessionaire 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 Food Concessionaire to any such violations on the part of said Food Concessionaire or any person employed by or admitted to said premises. Food Concessionaire 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 Food Concessionaire 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

### Food Concessionaire Show Hours

Food Concessionaires 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 30

9:00 a.m. - 6:00 p.m.

Closing Day, December 31

9:00 a.m. - 4:00 p.m.

\*\*December 27 is a soft opening and not mandatory hours. Some Food Concessionaires may be asked to open early to meet exhibitors needs but it is not required. Food Concessionaires 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. - 6:00 a.m. each show day. All vehicles must be moved off show grounds by 6:00 a.m. Food Concessionaires may restock outside these hours provided merchandise is hand carried into the venue from parking area.

## PARKING AND ADMISSION

Food Concessionaires will park in general parking. Vehicles may access the vendor plaza for restocking purposes during the hours of 6:00 p.m. to 6:00 a.m. No admission fee is required.

## SECURITY

The show will provide 24-hour limited security for Food Concessionaires 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. Food Concessionaires should take measures to secure the booth overnight.

# FOOD CONCESSIONAIRES - FEES, RULES, APPLICATION FOR CONTRACT

## Fee Structure for Food Concessionaires

Space and location is NOT GUARANTEED until a security deposit of \$200 is paid upon acceptance of application. Refusal to pay will result in forfeiture of event space. Food concessionaires' security deposit will be used as a credit to pay the Percentage Rent at the end of the show. The Percentage Rent will be paid by all concessions based on 20% of Concessions Gross Sales (minus tax) in two payments (Dec 30 and Dec 31).

Food concessionaires will submit Z tapes, including Zero Rings, at the end of each day to record sales, to the Guest Services booth by 8:00 a.m. the following day. Food concessionaires are responsible for making sure the Z tapes are turned in on time. Email electronic Z tapes to [vendors@aznational.org](mailto:vendors@aznational.org).

Food concessionaire is required to give each customer a receipt with their purchase. Each booth will display a sign reading (provided by Arizona National) "If a receipt is not given to you with each purchase, call: 602-258-8568"

Payments will be made in the show office with Vendor/Food Concession Coordinators assistance. Food concessionaires should be prepared to pay via credit card (cardholder must be present), cash or business checks ONLY. Any returned checks will incur a \$50 return fee, balances left unpaid will result in concessionaire being banned from future participation.

If application is not approved, deposit will be refunded.

## Food Concessionaire Health Department Rules

Vendors selling food or handing out food samples of prepared or pre-packaged food products in their booths must abide by the following rules set forth by the Arizona State Fairgrounds and Maricopa County.

- 1) All Concessionaire booths must obtain the proper permits from Maricopa County in order to sell food at the Arizona National Livestock Show. Please visit <https://www.maricopa.gov/3976/Special-EventsFarmers-Markets> to obtain the proper permits and for more information.
  - a. Once permit is acquired, please send the permit number to the Vendor/Food Concession Coordinator at [vendors@aznational.org](mailto:vendors@aznational.org).
- 2) According to Arizona State Fairgrounds, all concessionaire booths must submit a Hood System and Fire Extinguisher Inspection form, to receive a fire marshal permit and operate on the grounds. All food concessionaires are required to supply this information whether they have a hood or not. Proper form will be sent with contracts.
- 3) **All food concessionaires** must have a grease trap to catch any water runoff in the fairground sewage.
- 4) If you are a vendor selling food, but don't think your business fits with the above information, then please refer to this link to find out if you are exempt from obtaining a food permit:  
<https://www.maricopa.gov/DocumentCenter/View/6396/Permit-Exemptions-PDF>

## Arizona National Membership Discount

Food Concessionaires 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 Food Concessionaire 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), Food Concessionaire will receive \$50 off deposit fees, additional advertising in the show program and a special sign identifying Food Concessionaire as a participant in the Membership Program. If Food Concessionaire wishes to participate please make note on the application for contract or contact the Vendor/Food Concession Coordinator for more details.

## Food Concessionaire Terms and Conditions

- Concessionaire agrees to present daily sales receipts to Guest Services from each stand operated during the term of this agreement. Gross sales are hereby defined to be the aggregate selling price of all food and beverage sales sold by Concessionaire. Concessionaire shall keep and maintain complete, accurate and customary record of all sales. Arizona National Livestock Show, Inc. shall be entitled, at reasonable times during business hours, to inspect and make copies of any and all records and books of account, including copies of any sales tax or information returns required to be furnished to any governmental authority which in any way show Food concessionaires' gross sales.
- Concessionaire's agree to settle all rent in two payments, one on December 30 and the remaining on December 31 prior to load-out with the Vendor/Food Concession Coordinator. All payments will only be accepted as cash, check, debit card or credit card. The deposit paid prior to the show will go towards the rent.
- The Arizona National Livestock Show, Inc. and Licensee agree that ARIZONA NATIONAL will collect the sum of 20% of gross sales minus tax for the purpose of presenting FOOD AND BEVERAGES SALES during the Arizona National Livestock Show for a time period starting December 27 and ending December 31. Said payment is to be paid prior to 5:00 PM December 31.
- Receipts, Z-Tapes, and any or all information required by the Arizona National Livestock Show, Inc. must be given to the Guest Services for the previous day the morning after before 8 am.

Example: Z-Tapes dated December 27<sup>th</sup> must be submitted to the Guest Services on the morning of December 28<sup>th</sup> before 8:00 a.m.

## Glass Policy

No glass containers will be allowed in barns during the Arizona National Livestock Show. Any beverage or food packaged in a glass container must be transferred to a plastic or paper container before being served to a customer.

## Non Compliance Policy

The Arizona National Livestock Show, Inc. will send an individual of their choosing with cash to purchase product from the Food Concessionaires. The individual will give the receipt, if provided, from the Concessionaire to Guest Services. Food Concessionaires found not to be in compliance with the terms and conditions outlined herein will be asked to leave the premises and will not be invited to return in subsequent years.

## Termination

Upon written notice Arizona National may terminate this Agreement immediately for failure to pay any of the license fee or to occupy the premises as specified herein or upon a violation of the terms, or conditions set forth in the Agreement and thereupon all rights and privileges herein granted shall be terminated. Licensee, upon termination of the Agreement by Arizona National, shall immediately vacate the premises and Arizona National as liquidated damages may retain monies previously paid to Arizona National.



## FOOD CONCESSIONAIRE APPLICATION FOR CONTRACT

**NOTE: VENDORS DO NOT USE THIS FORM. SEE VENDOR APPLICATION FOR CONTRACT**

Send Contract to [vendors@aznational.org](mailto:vendors@aznational.org), or Arizona National Livestock Show 1827 W. McDowell Rd. Phoenix, AZ 85007

**Deadline is OCTOBER 1<sup>st</sup>.** Applications received after the deadline may be accepted if space is available.

**Event Dates:** December 27-31

**Set up:** Dec 23 & 26, 8:00am-5pm, Dec 27, 9:00am-Noon ● **Tear Down:** December 31, 4:00pm-8:00pm ● **Load Out:** January 1, 6am

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>CONTACT<br/>INFORMATION</b> | Business Name: _____                |
|                                | Contact Name: _____                 |
|                                | Address: _____                      |
|                                | City: _____ State: _____ Zip: _____ |
|                                | On Site Phone: _____ Email: _____   |

Please provide two references:

|       |         |                |
|-------|---------|----------------|
| Event | Contact | Phone or Email |
| Event | Contact | Phone or Email |

|                            |                                                                                                                                                |                                                                                                                                       |                                         |                                                                                                                                                                                   |  |   |  |   |  |                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|--|---|--|------------------|
| <b>PRICING<br/>OPTIONS</b> | <b>Booth/ Space Options</b>                                                                                                                    | <b>Mandatory Insurance</b>                                                                                                            | <b>Electricity</b>                      | <b>Membership Discount</b>                                                                                                                                                        |  |   |  |   |  |                  |
|                            | <b>Security Deposit</b> \$200                                                                                                                  | 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"/> Yes, I would like to opt in and receive the benefits listed below.<br><b>(Subtract \$50 from total)</b><br><b>If yes, please specify below:</b><br>_____ |  |   |  |   |  |                  |
|                            | Standard Booth Space 20x20<br>However, exact length/width of your trailer/booth is REQUIRED.<br>Please include the hitch (if it is a trailer). |                                                                                                                                       | <input type="checkbox"/> \$25<br>15 Amp |                                                                                                                                                                                   |  |   |  |   |  |                  |
|                            | Exact booth trailer size:<br>_____                                                                                                             |                                                                                                                                       | <input type="checkbox"/> \$25<br>30 Amp | <input type="checkbox"/> No, I do not wish to participate                                                                                                                         |  |   |  |   |  |                  |
|                            |                                                                                                                                                |                                                                                                                                       | <input type="checkbox"/> \$50<br>50 Amp |                                                                                                                                                                                   |  |   |  |   |  |                  |
| Totals for each Section    | \$200                                                                                                                                          | +                                                                                                                                     | \$85                                    | +                                                                                                                                                                                 |  | - |  | = |  | <b>Total Due</b> |



## VENDOR CHECKLIST

Initial

### Please Review and Acknowledge the following key areas

I have included a current photo of my booth set up.

I have included a current product/price list.

I recognize that as outlined in the Vendor Handbook, \$200 security deposit 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 recognize that failure to submit payment by November 1 will incur a \$200 late fee.**

**I understand that load out is on January 1 (unless notified otherwise).**

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 concessionaire regulations.

Signature on behalf of Arizona National Livestock Show

Signature on behalf of Concessionaire

Print name

Print name

Date

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 Menu Received: _____                                | Method: _____                      | Initials: _____                    |
| <input type="checkbox"/> Food Concessionaire Size: _____ | Pictures: <input type="checkbox"/> | Electricity: _____                 |
| <input type="checkbox"/> Health Dept. Permit # _____     | <input type="checkbox"/>           | Gray Water: _____ Fire Hood: _____ |
| <input type="checkbox"/> TPT Sales Tax # _____           | <input type="checkbox"/>           |                                    |

Food Concessionaires 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, 2026  
Event Name: Arizona National Livestock Show

ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

- × 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
- × Gun Shows

× Haunted Houses

× Henna Tattoos

× Inflatable Amusements  
(Includes: Moonwalks, Bounces, Pillows)

× Mazes

× Medical/Dental Testing & Screenings

× Motorsports Events

× Permanent Tattoos

× Playground Equipment
- × 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

- Concerts—Local & Regional talent only

• Exotic Animals

• Entertainers (Includes mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.)
- Golf Carts/Scooters

Liquor Liability
- Pony Rides

Sales of Pets/Rodents

| VENDOR/CONCESSIONNAIRE | PRODUCT/SERVICE PROVIDED | # BOOTHS | PREMIUM |
|------------------------|--------------------------|----------|---------|
|                        |                          | 1        | \$85    |
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Refer to User Rates & Eligibility Schedule for Premium Information

