

ARIZONA NATIONAL *Livestock Show*

2019 VENDOR HANDBOOK

1826 West McDowell Road

Phoenix, AZ 85007

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APPLICATION PROCESS

Vendors and concessionaires wishing to be a part of the Arizona National Livestock Show should submit an application and contract before **October 31st**. Applications should be sent to the vendor coordinator via email at vendors@anls.org or mailing directly to Arizona National Livestock Show 1826 W. McDowell Rd. Phoenix, AZ 85007. Applications will be evaluated by the vendor coordinator.

Fee Structure for Commercial Vendors

Booth space at the Arizona National Livestock Show will be sold at a base price of \$250 per 10'X10' square.

Upon acceptance and return of contract the Commercial Vendors must turn in a non-refundable deposit (50% of total fees) by October 31st. All additional paperwork and remaining balance must be submitted by December 15th. Failure to do so may result in forfeiture of event space. If you are not approved as a vendor, your deposit will be refunded to you.

Fee Structure for Concessionaires

Your space and location is NOT GUARANTEED until a security deposit of \$200 is paid upon acceptance. Refusal to pay will result in forfeiture of event space. Your 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) on the last day of the show.

Concessionaires will submit tapes at the end of each day to record sales, and any Zero Rings must be recorded and submitted to the Guest Services booth by 8:30 a.m. the next day. Concessionaires are responsible for making sure the tapes are turned in on time.

Payment will be made in the show office with vendor coordinators assistance. 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, and balances left unpaid can result in concessionaire being banned from future participation.

Insurance Requirements

All Vendors and Concessionaires are required to have insurance. You can either provide one yourself or apply for coverage under the Arizona National Vendor Policy for \$85. You can submit a certificate of liability insurance with a recommended \$1,000,000 coverage. All insurance paperwork must be submitted by December 15th.

ARRIVAL, ENTRY AND EXIT

All Vendors will enter the grounds through the main entrance gate located at 17th Ave and McDowell. (See Grounds Map)

Set Up

Set-Up Day: December 26 | 9:00am-Noon (This schedule is subject to change.)

Due to a high likelihood for congestion with Early-Bird Livestock Arrivals, all vendors must be in place by the assigned time to avoid congesting access gates, and roads. Vendors must notify Vendor Coordinator 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 Coordinator who will insure all paperwork is completed and on file. Once done you will receive your vendor packet 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

Any Vendor wishing to include a trailer in their display area must be on grounds by 8am on December 26th to allow for staging and placements of the trailers. Failure to A) arrive at designated time, B) make arrangements with Vendor Coordinator to bring trailer prior to the 24th or C) adequately communicate and receive confirmation of special circumstances will result in the exclusion of the trailer in vendor display.

Arrivals – All other Vendors

All other vendors will be allowed to arrive and set up between the hours of 9am – Noon. At 12:30 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 area from general parking by hand.

Failure to Arrive

Any vendor that fails to arrive in the designated time or adequately communicate and receive written confirmation from the vendor coordinator will lose vendor space and forfeit all associated costs.

Restocking Operations

Beginning December 27th, vendors may restock booths between the hours of 6pm and 8am. Failure to move vehicles to general parking before 8am will result in vehicles being towed. For security purposes, only one gate will be open for access during restocking hours. Please make sure that vendors enter and exit through the gate designated by the show.

Overstock Trailer Parking

The Show has limited space available onsite to store restocking trailers located on the southwest corner of the grounds. The cost of Restocking Space on grounds in the Southwest corner of the fairgrounds for an additional \$100. Restocking Space is sold on a first-come, first-served basis and will be limited to one space per vendor. Restocking space can be reserved on the application and contract and must be paid in full by December 15th to be guarantee a spot.

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.

Move-Out

Move-Out Day: December 31 | 4:00pm-8:00pm (This schedule is subject to change.)

Vendors are required to remain in place until given the all clear by the Vendor Coordinator and Operations Staff. Vehicles will not be permitted on grounds until 5pm unless security deems it safe.

Step-by-Step Move-Out Instructions

1. At 4 pm (unless notified earlier by Vendor Coordinator) vendors may begin to break down and pack up booths.
2. When booth is completely broken down and ready to be loaded into a truck or trailer, a 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 how many livestock trailers are already located 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, please notify operations and they will escort you to your 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. Vendors will again be given a 30 minute window to promptly load up 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.

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 facility, light posts, restrooms, parked vehicles or other areas is not permitted.

Appearance

All displays must be professional with a final determination by ANLS staff. If an item does not relate to your specific theme or product, does not enhance the appearance of your space, or is not for sale, then it does not belong in view of the public (i.e. Boxes, containers, personal items, TVs, etc.).

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 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 is a specific size (refer to contract for exact size). 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 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 photographed during the event to identify if vendors 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, 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 your booth is prohibited.

Prohibited Merchandise

The Arizona National Livestock Show is a family event. Merchandise with inappropriate slogans, graphics or suggestive sexual connotation will not be allowed (see page 10 for complete list of restricted items).

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 bringing 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 our exhibitors not become involved in "Price Wars." We encourage you to offer "Show Specials". Signs must be placed within the vendor's leased space and may not block the view of neighboring vendors. Signs that revolve or blink are prohibited.

Signage must be directed into your own booth space. Vendor signage may not advertise above neighboring booth spaces. For example, if the sign above your space has your information on the front and the back, and the back rises above the booth behind you, then the back 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 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.

Structure

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 and contract. Trailers must be clean and not detract from the visual appeal of the booth, and therefore the Marketplace as a whole. 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, then 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.

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.

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 Coordinator by December 1st to see if 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 your product will be allowed with Vendor 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

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 wearing an Arizona National Membership Pin. Participation in this program is highly recommended. If you wish 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), you will receive \$50 off registration fees, additional advertising in the show program and a special sign identifying you as a participant in the Membership Program. If you wish to participate please make note on your application and contract or contact the vendor coordinator for more details.

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 booth or involving a vendor'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

Please come daily with sufficient change. The Show will not have the capability to provide change, and 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 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 the aisle, show management will have vendor redesign the booth.

Dress

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

Food Vendors

The Arizona National Livestock Show has a different process for handling any and all concessionaire stands that apply for space at the show. Concessionaires must be in compliance with operating a food service in Maricopa County (visit <https://www.maricopa.gov/3976/Special-EventsFarmers-Markets> to for specific information).

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>

Large Item Pick-Up

Vendor selling large or heavy items (i.e. furniture or large art) should coordinate with the Vendor 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 souvenir sales committee.**

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.

Returned Checks

If a check to the Show is returned for ANY reason, your 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’ 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.

Arizona Sales and Use Tax ID

Vendors must obtain the correct tax permits if they are engaged in business in Arizona if 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.

Tip Jars/Donations

Solicitation of tips and donations is not allowed at any vendor’s booth. Any booth with a tip jar will be in violation of their Show contract and subject to a violation notice place in their file which may affect future consideration of Show participation.

Trash Disposal

Vendors 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 the Vendor Coordinator 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 located outdoors should make provisions to protect their set-up and stock from sun, wind, inclement weather, flooding, etc.

DRAWINGS, LEAD TAKING, & PRIZES

Drawings

All Drawings to occur during the Arizona National Livestock Show must be approved and prescheduled prior to 6:00pm on 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 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 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.

EMERGENCY PLAN AND EVACUATION

Will be supplied at a later date.

FOOD BOOTHS HEALTH DEPARTMENT AND GENERAL 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 the 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.
 - a. Once permit is acquired, please send the permit number to the Vendor Coordinator.
- 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 concessionaires are required to supply this information whether they have a hood or not.
 - a. Vendor Coordinator will send out the proper form with contracts.
- 3) **All concessionaires** must have a grease trap to catch any water runoff in the fairground sewage.

Concessionaire Fee

Your space and location is NOT GUARANTEED until a security deposit of \$200 is paid upon application. Refusal to pay will result in forfeiture of event space. Your 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). If your application is not approved, you will be refunded your deposit.

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 26.....	1:00 pm-6:00pm
Opening Day, December 27 through December 30	9:00am-6:00pm
Closing Day, December 31	9:00am-4:00pm

** The 26th 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.

Guest Services Office Hours:

The guest service booth will be open between the hours of 8:00 a.m. to 5:00 p.m.

Vendor Coordinator Office Hours:

Business office hours are 8:00am-7:00pm 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 feel free to visit or call the office with any questions or concerns. The Office number is (602) 258-8568.

Restocking Hours

Hours for restocking are from 6:00pm - 8:00am prior to opening each show day. All vehicles must be moved off show grounds by 8:00am. 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 6pm to 8am. Maps with specific location of this area will be included in the Registration Packet you receive at move-in, along with your parking passes. Parking at the show is limited due to another event taking place in the North Parking lot. Please be prepared to park in general parking.

PROHIBITED ITEMS

We reserve the right to prohibit the sale or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility with the Arizona National Livestock Show's mission, policies and values. We reserve the right to deem products unacceptable at any time and have the item and have the items 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.

SECURITY

The show will provide 24-hour limited security from the time our vendors are on the grounds until they leave the premises. 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 Coordinator, and the Show office on the same day of the occurrence. If the incident occurs late at night, 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.

Service Animals

Service animals are defined as dogs (or miniature horses when reasonable) that are individually trained to do work or perform tasks for persons with disabilities. Such animals are welcome in areas where the public is normally allowed to go. 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.

SERVICE OFF SHOW GROUNDS

Listed below are the few of the local businesses in the immediate area of the Arizona National Livestock Show to refer to for any needs.

Home Depot	4848 N 43rd Ave, Phoenix, AZ 85031	(623) 849-0125
Costco	1646 W Montebello Ave, Phoenix, AZ 85015	(602) 293-4524
Safeway	340 E McDowell Rd, Phoenix, AZ 85004	(602) 252-4538
Walgreens	705 E McDowell Rd, Phoenix, AZ 85006	(602) 258-4865
CVS	1525 N Central Ave, Phoenix, AZ 85004	(602) 256-2124
Wells Fargo	3002 N Central Ave, Phoenix, AZ 85012	(602) 528-7540

Chase	2901 N 7th Ave, Phoenix, AZ 85013	(602) 589-4300
USPS	3905 N 7th Ave, Phoenix, AZ 85013	(800) 275-8777
UPS	530 E McDowell Rd #107, Phoenix, AZ 85004	(602) 258-1995
FedEx	3801 N Central Ave, Phoenix, AZ 85012	(602) 241-9440