



2018 Sun Circuit

Vendor Information
March 3rd - 11th, 2018

Dates: Vendor set-up will begin on Thursday March 1st (6am – 6pm), Friday (6am-6pm) after 6 pm all vendors must be in place. Specific set-up times may be required by show management to facilitate entry, unloading and exit of vehicles. Tear down may begin no earlier than 5:00pm Sunday, March 11th and must be completed by 8:00am Monday, March 12th.

Three types of vendor spaces are available (see space pricing sheet)

Inside Space~ 100 sq. ft. vendor spaces inside the climate-controlled South Hall (multiple contiguous spaces can be reserved for vendors requiring more than the basic 100 square feet). Basic electrical service is provided for lights, charge card machines, etc. Supplemental electrical can be obtained at additional cost. Vendors are responsible for bringing all setup equipment, West World / Sun Circuit does not provide any setup equipment.

The Vendor Area is open to the public from 9:00am to 6:00pm each day of the show.

Outside space~ Various areas surrounding the different show arenas have been designated for vendors who prefer not to be in the inside vendor area. Some basic electrical is provided depending on location and supplemental electrical service can be obtained at additional cost. Water hook up is generally not available.

****Pricing for outside spaces will be based on the TOTAL FOOTPRINT** the vendor uses, including (but not limited to) awnings, trailer tongue, trailers used for display and or storage, outside display areas, etc.

Wendell Arena ~ Ring side placement is for sponsors only. Space assignment will be made by highest value sponsor to lowest value sponsor. **** Vendor coordinator must approve all mobile trailers.** Wendell vendors will be provided ONE- 30 AMP plug, additional power needs will be the responsibility of the vendor to order by providing a supplemental electrical form to the vendor coordinator by February 23rd, 2018. Estimated price for additional 30-amp plug is \$120. If supplemental order form is not received prior to this date, any additional power needs will **NOT** be accommodated.

Pedestrian Permit ~ A *limited* number of pedestrian permits will be available to vendors who would like to market their services and who do not need a stationary vendor space. This permit is limited to pedestrian or golf cart activities and does not permit use of a car, truck or similar vehicle within the show grounds for commercial purposes. This permit does not include use of a stall. Insurance and all necessary licenses are still required.

Insurance~ All vendors must provide proof of insurance prior to coming onto the grounds. Insurance is required in the amount of \$1 million per occurrence and \$2 million general aggregate. The following must be named as additional insured on the policy: Arizona Quarter Horse Association, The City of Scottsdale, The United States Bureau of Reclamation, and the American Quarter Horse Association. (See contact sheet for addresses)

Licensing~ All vendors will be required to obtain a temporary sales license. Said license must be obtained by and at the expense of the vendor. Please contact the City of Scottsdale at 480-312-7932. The vendor is responsible for complying with any applicable local, state or federal laws, regulations, or fees

****Please note that every attempt is made to place each vendor in an advantageous location. If necessary, however, priority will be given to vendors who participate as sponsors and to vendors with seniority.**