



# **2019 Sun Circuit**

Vendor Information  
March 2nd - 10th, 2019

**Dates:** Vendor set-up will begin on Thursday February 28th , 7 am- 6 pm and continue through Friday March 1st , 7 am-6 pm. 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 end of classes Sunday, March 10th and must be completed by 8:00am Monday, March 11th.

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

**Inside Space~** 100 sq. ft. vendor spaces inside the climate-controlled North 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 do 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.

**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 2nd, 2019. 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.**

**Security~** Will be provided during the event and begins on March 1st at 6:00pm and will continue every evening from 6:00pm - 9:00am throughout the event. Security will end Sunday March 10th. **NO SECURITY ON SUNDAY MARCH 10th.**



## 2019 Arizona Sun Circuit

### Vendor Pricing

#### Inside Spaces

<u>Square Feet</u>	<u>Price per square ft</u>
100	\$7.00
200 to 400	\$6.75
500 to 800	\$6.50
Above 800	\$6.25

#### Outside Spaces

##### Wendell Arena

Wendell Arena Ringside

Wendell South Fence

##### Price

\$1,100 - Plus Sponsorship

\$800 - Mobile Trailers

\$300 for 10x10 pop up tents

##### General Space Location

All Other Areas

Horse Trailers / Trucks

##### Price per square ft

\$2.50

Trucks - \$300 per vehicle

Trailers - \$300 per trailer

\*\* Up to 12' W X 30' L

( \$20.00 for each additional linear ft.)

#### Pedestrian Permit (Limited Number Available)

\$300.00

A Pedestrian Permit is for those vendors who do not require a permanent space and who provide a service that necessitates doing business in and around the barn areas. Under no circumstances will a vendor of this type be allowed to conduct business without a pedestrian permit, proof of insurance and all necessary licenses. Use of a vehicle other than a golf cart to conduct business is not permitted.

# ARIZONA SUN CIRCUIT

MARCH 2nd -10th, 2019

Please complete the application clearly and completely, then email or mail to the address below. Please do not send any money with this application form. If you are approved to be a Sun Circuit vendor, you will be contacted and sent a Vendor Contract, at which time you will need to send your deposit for the space. **All vendor spaces must be PAID IN FULL prior to vendor's arrival. Credit cards will be accepted for payment of vendor fees with a 4% convenience fee.**

Name of Business \_\_\_\_\_

Contact Person: \_\_\_\_\_

MailingAddress : \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_ Telephone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Business/Products \_\_\_\_\_

Type and size of vendor space desired: \_\_\_\_\_ **Inside space** Size requested \_\_\_\_\_

Electrical needs \_\_\_\_\_

Other special needs \_\_\_\_\_

**Outside space** (trailer must include awning, hitch and display area/or self- supplied freestanding tent)

Size requested \_\_\_\_\_ Electrical needs \_\_\_\_\_

Other special needs \_\_\_\_\_

Are you or would you like to be a sponsoring vendor? \_\_\_\_\_

## **COMPLETED APPLICATIONS SHOULD BE MAILED OR EMAILED TO:**

Arizona Sun Circuit  
Emily Frazier  
28438 N 46th Pl  
Cave Creek, AZ 85331  
Email: [emilyfrazier9@gmail.com](mailto:emilyfrazier9@gmail.com)  
Phone: (480) 276-0258



## Sun Circuit Vendor Contacts

### Insurance Information

**\*\*Indicates mandatory added**

#### **Insured for Insurance Certificates**

#### **\*\*Arizona Quarter Horse Association**

515 E. Carefree Hwy PMB #405

Phoenix, AZ 85085

Fax 623-869-7676

#### **\*\*American Quarter Horse Association**

P.O. Box 200

Amarillo, TX 79168

Fax 806-349-6412

#### **\*\*City of Scottsdale**

#### **Special Event Licensing**

Attn: Tom Borin

7447 E. Indians School Rd

Scottsdale, AZ 85260

Fax 480-312-6807

Phone 480-312-7932

#### **\*\*The United States Bureau of Reclamation**

WestWorld of Scottsdale

16601 N. Pima Rd.

Scottsdale, AZ 85260

480-312-6807

#### **Additional Contacts:**

#### **Arizona Department of Revenue**

Business License

275 Germann Rd.

\_Gilbert, AZ 85297

**\*\*If sending deliveries** make sure to put outside the packages Your first and last name, that you are a vendor at the **Sun Circuit Horse Show** and phone number where you can be reached.

**Ship to:**

**Sun Circuit Horse Show**

*Vendor Name & Business Name & Phone #*

WestWorld of Scottsdale

16601 N. Pima Road

Scottsdale, AZ 85260