



ARIZONA SUN CIRCUIT 2024 VENDOR INFORMATION

Dates: Vendor set-up will begin Thursday, February 29th, at 7:00 am. All vendors must be in place by noon on Friday, March 1st. Specific set-up times will be required by show management to facilitate entry, unloading and exit of vehicles. Tear down may begin no earlier than 6:00 pm, Sunday, March 10th (no major moving until after the last horse runs) and must be completed by 6:00 am, Monday, March 11th.

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

Inside Space~ 100 sq. ft. vendor spaces inside the climate-controlled Equestrian Complex (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. Westworld/AZQHA/Sun Circuit does not provide any setup equipment. The Equestrian Complex is open from 9:00 am to 6:00 pm each day of the show, please plan to have your booth open during these hours.

***Outside space**~ Various areas surrounding the different show arenas have been designated for vendors who prefer not to be in the Equestrian Complex. 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.

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.

***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.

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 BELOW for addresses)

Licensing~ All vendors will be required to provide an Arizona TPT License number to the vendor coordinator prior to set up. Said license/number must be obtained by and at the expense of the vendor. For questions, please contact the Arizona Department of Revenue listed below. The vendor is responsible for complying with all applicable local, state, or federal laws, regulations, or fees.

**ADDRESSES FOR CERTIFICATES OF INSURANCE:
ALL FOUR ENTITIES MUST BE INCLUDED ON YOUR CERTIFICATE(S)**

Arizona Quarter Horse Association
515 E Carefree Hwy PMB #405
Phoenix, AZ 85085

The City of Scottsdale
7447 E Indian School Road
Scottsdale, AZ 85260

The United States Bureau of Reclamation
Westworld of Scottsdale
16601 N Pima Road
Scottsdale, AZ 85260

American Quarter Horse Association
PO Box 200
Amarillo, TX 79168

Additional Contacts:

Arizona Department of Revenue

Business License
602.255.3381

<https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>

Cr8ive Event Rentals

480.840.0202

**If sending deliveries make sure to put on the outside of 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 on site. Packages may be retrieved at the Equidome show office/volunteer office.

Please do not request show staff to deliver your packages. If you plan to receive large packages, please bring a hand truck and be prepared to pick up your packages between 8am-6pm.

Ship to:
Sun Circuit Horse Show
Vendor Name & Business Name & Phone # (on site)
WestWorld of Scottsdale
16601 N. Pima Road
Scottsdale, AZ 85260