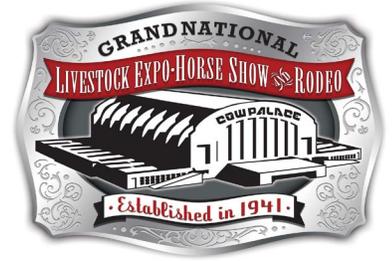




2023 VENDOR HANDBOOK



In the following, the Grand National Livestock Exposition, Horse Show and Rodeo and its Show Management, employees, officers, and agents shall be referred to by the abbreviation “GNR”, and the Commercial Vendors, Exhibits, Vendors or Dealers shall be referred to as “Vendor” or “Vendors.”

The Vendor Handbook is an attachment to and an integral part of the Agreement for Commercial Vendor Space. The following information should be read and reviewed prior to the signing of an Agreement for Commercial Exhibit Space and Non-Profit Booth/Space. By signing the above-mentioned agreement, each Vendor is acknowledging that they have read the following information and agrees to abide by the rules and regulations herein.

BOOTH CRITERIA

Space applications will be reviewed, and spaces assigned according to the following criteria (in no particular order):

- Type and quality of the product.
- Appearance of the booth setup.
- Authenticity of merchandise.
- Space and electricity need of the booth.
- The decision of GNR Management on any matter shall be final.

STATEMENT OF UNDERSTANDING AND COMPLIANCE

- All Vendors will be shown or made aware of the location of their booth at the time of check-in.
- All Vendors must guarantee that they will open their booth every day at the determined time set by the GNR Management and will **remain open and staffed by an adult over the age of 18 years of age**, until the determined closing time of the GNR.
- Vendors will always keep their booths clean and professional.
- All storage will be kept hidden from sight of the general public.

PURCHASE RESTRICTIONS AND SPECIFICATIONS

- Vendor **may not** consign or substitute another Vendor for them under any circumstances.

LIABILITY INSURANCE, SELLER'S PERMIT & NON-PROFITS and INDEMNIFICATION

Event Insurance

All Vendors must provide an original evidence of authorized insurance with a per occurrence limit of **\$1,000,000.00** for the term of the agreement (including move-in and move-out dates) which must include this exact wording (a sample is attached):

******“the State of California, the 1-A District Agricultural Association, their directors, officers, agents, servants and employees, are additional insured but only insofar as the operations under this contract are concerned”.***

Vendors can either submit an acceptable Certificate of Liability Insurance directly from their insurance carrier **OR make a check payable to the Cow Palace for a fee of \$125.00** for Special Events Coverage.

Food Vendors can either submit an acceptable Certificate of Liability Insurance directly from their insurance carrier **OR make a check payable to the Cow Palace for a fee of \$150.00** fees for Special Events Coverage.

This provision is offered only as a service to Vendors, and GNR does not undertake to act as risk manager, insurance agent or broker.

Personal or company checks will not be accepted after September 1, 2023

All payments made by credit or debit card are subject to a 4% convenience fee.

****Under no circumstances will any Vendor be allowed to set up without valid insurance on file and with the specific language as stated above.**

INDEMNIFICATION

Renter further agrees to defend, indemnify and save harmless the Association and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any Worker's Compensation law and Renter him/herself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges herein granted.

Seller's Permit

All Vendors are required to have a valid California Board of Equalization Seller's Permit. Vendors can request a copy of the Temporary Seller's Permit application if one is needed. It is the Vendor's responsibility to contact the State Board of Equalization and to receive and undertake the appropriate procedures for reporting and submitting all taxes due. The State Board of Equalization can be contacted at www.boe.ca.gov or by calling 1-800-400-7115.

Effective July 1st, 2018 if you are a retailer who makes sales of tangible personal property (merchandise) on the real property of a California state-designated fair ("state designated fairground") you must separately state the amount of those sales on your California Department of Tax and Fee Administration (CDTFA) sales and use tax return, as required under Assembly Bill 1499 (AB1499) (Chapter 798, Stats. 2017)

Non-Profit Vendor

Must have Proof of Insurance as well as provide 501c3 Tax Identification Number and may ***not*** sell any products without the prior written consent of Cow Palace Management; violation will cause immediate removal off Cow Palace Grounds.

SCHEDULE

Performance Dates & Hours

Vendor selling hours are as follows:

- Thursday, October 5th exhibitors 8 a.m.-6 p.m. (move in and set up/ability to sell to Jr show)
- Friday, October 6th 9 a.m. – 2 pm optional 2pm-10 pm required.
- Saturday, October 7th 9 a.m. – 2pm optional 2pm-10pm required.
- Sunday, October 8th 9 a.m. – 2pm(wrap up and move out)

The performance dates of the 2023 Grand National Livestock Exposition, Horse Show and Rodeo are Friday, October 6th & Saturday, October 7th. The Junior Livestock show will be daily Thursday October 5th through Sunday October 8th, 2022.

During the days of the show, Vendors will be allowed to enter their booth one hour before it opens and stay one half-hour after it closes, with proper credentials.

Move-In, Unloading and Set-up

Vendors with trailer booths **MUST** arrive for set-up Wednesday October 4th from noon-5pm. Vendors w/out trailers set-up 8am – 6pm on Thursday October 5th. After set up, all vehicles must be moved to designated vendor parking area. **Any earlier move-in will need approval by the GNR Management AND must be in writing. Check-In: Gate 11 – South Hall.**

Following move-in, Vendors must park trailers and trucks in an area designated by GNR.

Move-out

All Vendors may move-out on Sunday, October 8th from 2pm–6pm. **Any additional time needed must be approved by GNR Management AND must be in writing.**

PLEASE NOTE: NO vehicles will be allowed on the GNR / Cow Palace premises (where public have access to) until 1 hour after closing each night. This area must be kept clear for guests exiting the premises. Vendors must have vendor loading pass to enter gate each night after closing. Vendors will be charged for excessive trash left behind upon vacating their space at the end of the GNR.

- All vendors receive one (1) 20 amp power hook up included in space rental
- One (1) 8 foot table (if needed) included in rental fee (if needed)
- Two (2) chairs (if needed) included in rental fee (if needed)
- All vendors will receive **2 general admission rodeo tickets** for Friday night performance if requested.
- All vendors will receive two (2) parking passes, included in their space rental, which can be used for a vehicle, stock trailer, truck, cargo trailer. Additional passes can be purchased for \$25 each.
- IF the signed contract, proof of insurance, all payments, and a high resolution photo are received by **August 1st, 2023**, the vendor information will be included in the digital rodeo program (if applicable) , on our website, and will get one post on one of our social media platforms promoting their booth.
IF the signed contract, proof of insurance, all payments, and a high resolution photo are received by **September 1st, 2023**, the vendor information will be included on our website and will get one post on one of our social media platforms promoting their booth.

**** See below for Insurance, Utilities, R.V. and other fees.**

Application Deadline & Payment of Space – Returning Vendors

A completed application must be submitted.

Executed Contract; TOTAL Rental Fees; Certificate of Insurance; Waiver; RV/Stock Truck Application; et al., are due as stated on the contract.

Vendors with outstanding payments and no proof of insurance and/or required documentation will not be permitted to move into the show and/or grounds.

All payments shall be retained by GNR in the event Vendor fails to fulfill the contract or payment terms, or withdraws from the show for personal or upon the request of the GNR staff due to breaking contractual obligations and/or rules.

If for any reason a payment check is returned by the designated bank, a cashier's check, money order or cash in the amount of the payment plus a ***\$50.00 returned check fee*** will be due within one (1) week after the Vendor

has been notified of the returned check. All subsequent payments must be made by cashier's check, money order, cash or credit card (with additional convenience fee).

Refund Information

Any Vendor, who wishes to cancel 60 days prior to the event, will receive a refund of 50% of paid fees. 60 days or less space fees will not be refunded for any reason. (If applicable)

Utilities

The use of splitters is NOT PERMITTED. Please note that if you do not submit your utility requirements no electricity will be provided.

Assignment of Space

GNR will make every effort to assign returning Vendors their previous year's space, (if applicable) but with no guarantees. GNR reserves the right to reassign space as needed.

NO portion of your display may extend beyond the perimeter of your assigned space area. Do not block entry or exit ways. Do not impede walkways or interrupt the flow of foot traffic in any way.

Admissible Exhibits/Products

GNR reserves the right to decline or prohibit any exhibit, Vendor or product and to permit only such matter and conduct as it may approve. This reservation covers persons, things, conduct, printed matter, advertising and all materials, which GNR deems may affect the show. GNR may restrict the display and/or advertising of products not noted on the original contract application, or products creating any impropriety, confusion or offensive environment for the general public.

Orderliness of Exhibit

All packing cases, debris and crates must be removed from the exhibit prior to the time of opening. There will be no merchandise, display racks, packing cases or debris allowed in the aisles or walkways of concourse during hours of operation.

The exhibit must be completely cleared by 5:00 pm, Sunday, October 9th, 2022. If the exhibit is not cleared, GNR has the right and is hereby authorized by the Vendor to remove materials at the Vendor's risk and expense. In this case, GNR assumes no liability for loss or damage to Vendor's materials.

PA Systems/Videos

No public address systems may be used in any exhibit. The operation of sound/picture projectors, radios, videos, etc. or any type of equipment that will interfere with another Vendor may not be permitted. Such items must be cleared through GNR prior to the opening of the event and in writing.

Giveaway Items

No gum, stickers, bumper stickers, balloons and/or any other items that GNR management may deem as a threat to the general public or are not listed as one of the Vendor's approved products.

NEW - Refer a Vendor

If you refer a commercial vendor, and their application is accepted, we will provide you with two (2) dress circle tickets for one performance of the Grand National Rodeo as a thank you. Make sure you and/or your company is referenced on their application.

SPACE RESTRICTIONS and RULES

Event Staffing

Vendors are required to staff their booth space during event hours of operation, no exceptions. Vendor's booth must be staffed with an adult (over 18 years of age) at all times.

Booth Design/Tables

All displays must conform to the regulations of the Daly City Fire Department and the State Fire Marshall's Office at all times.

Canopies, tents, awnings, tarp on roofs are NOT allowed inside any buildings. No staples or tacks on tables.

Keep in mind that fire and safety codes will apply to your choice of tables, table coverings and chairs.

Tables and chairs will be made available after Vendor has checked in. GNR may not have the staffing to personally deliver tables and/or chairs to your booth, so please plan accordingly. No table coverings are provided.

- Booths/tables to be kept clean and presentable with no scattered literature and debris.
- Do not sweep trash or place used trash bags into walkways or into another booth space. It is your responsibility to place all refuse into the proper containers.
- Booth storage and supplies are hidden from public view in an attractive and professional manner.
- Professional computer generated signage. No handmade signs allowed.

GNR can also provide pipe and drape (10' X 8' 3 sides) for your booths for a fee of seventy five dollars (\$75) LIMITED availability.

GENERAL INFORMATION – All Vendors & Non-Profits

Receipts/Sales

Vendors should provide receipts or sale slips for merchandise sold to all customers at their location. All business transactions transpire within the confines of the Vendors leased space. Vendors or Vendor's agent(s) or employee(s) shall not conduct business outside of their leased space.

Security and Theft Protection

Vendors are allowed in the Marketplace one hour prior to opening and must have their assigned credentials. It is each Vendor's responsibility to secure his/her booth items. The Vendor assumes any risk of loss in the event his/her display is not staffed when Vendors are allowed in the Marketplace.

All products, equipment, supplies, etc., left on Cow Palaces property will be done so at the Vendor's own risk. A system of security supervision will be maintained, however, it must be clearly understood that the GNR, Cow Palace, and its employees are not responsible for any theft, loss, or damage to property. Vendors may, at their own expense, employ security to guard their property during show hours, but the personnel of such security must be satisfactory to the GNR management. Vendors may want to remove any property they deem valuable at the end of each day for safekeeping off of the GNR / Cow Palace property.

Passes/Gate Entry

All Vendors will receive their parking passes and credentials allowing them entry into the facility on day of move-in, October 6th, 2022, unless other arrangements are made by GNR staff. Misused or transferred passes or badges will be confiscated by CP/GNR and result in evictions of said space with no refunds. No more than 4 wristbands per 10x10 will be provided, and then will increase by 2 additional wristbands per additional space.

Parking Gate #8, located off Martin Street, is the Vendor parking entrance gate. Gate # is the Vendor admission gate. (Please see attached map)

R.V. / Storage Vehicle Parking

NEW DRY RV/ELECTRIC CAMPING RATES (Limited spaces)

Dry Camping

- *Oct 5th, 6th, 7th, 8th* *\$100*

Camping with Electric/Water Hook ups (extremely limited spaces)

- *Oct 5th, 6th, 7th, 8th* *\$225*

All vehicles must have parking permit visible in front windshield.

Vendors will be provided with 2 free GENERAL parking pass for in and out privileges. Parking will be in designated vendor parking areas, Additional discounted parking passes can be purchased at check-in.

A completed R.V. / Stock Truck Registration Form must be submitted at time of Vendor Application.

Storage Fees

Any equipment (i.e., trailers, stock trucks, display vehicles, booth display materials) left on grounds more than 1 day after the closing of the GNR will be subject to a \$100.00 per day storage fee. Please make arrangements with the GNR administration before placing any equipment for storage. Do not attempt to store display panels, merchandise signs, banners, tables, chairs or other small display equipment without prior consent from the GNR management.

Showers

There are NO showers or bathing facilities provided by GNR for Vendors.

Think Green / Save Water

The GNR like much of the nation has made a commitment to “think green” and to act and do business accordingly. While we currently do not mandate our Vendors to use compostable products, please make sure any products such as bags, cups, plates, etc. are paper and, we strongly encourage you to consider additional ways you can assist us in being more environmentally friendly and “greener.” All cardboard must be broken down flat and placed in the designated drop area.

Water is not available in most areas. IF you require a water hook-up, you must submit your request in writing to the GNR administration office before you confirm your space. We encourage water conservation at all times.

SERVICES:

Mail

Vendor’s mail can be picked up in the Administration office. It is the Vendor’s responsibility to check in periodically for messages and mail. The GNR staff will only deliver emergency messages to booth locations. Vendor Office is located in the MAIN ADMINISTRATION BUILDING. Office hours will be posted on the door.

Deliveries

Deliveries for Vendors are accepted at the Cow Palace starting Monday October 2nd, 2023. **NO C.O.D.’S ACCEPTED.**

Packages must be addressed as follows:
Cow Palace /GNR

ATTN: _____ (Vendor's Name)

2600 Geneva Avenue

Daly City, CA 94014

****Please include a cell phone number on package.**

All packages are required to be picked up no later than 5:00 p.m. on day of delivery. Cow Palace will not be held responsible for package(s) security and/or storage. It is the Vendor's responsibility to sign for and pick up their own deliveries. The Cow Palace/GNR assumes no responsibility for lost, stolen, or damaged parcels.

Any parcels delivered after October 9th, 2023 will be refused by Cow Palace/ GNR staff.

REGULATIONS:

Worker's Compensation Insurance

The Vendor agrees that all responsibility for employees, agents and personnel for which the Vendor may be liable under Workmen's Compensation law shall be that of the Vendor.

All Vendors must comply with the policies and procedures of the State Department of Industrial Relations pertaining to Worker's Compensation Insurance. Vendors should be prepared to produce necessary documentation regarding Worker's Compensation Insurance in the event of an Industrial Relations inspection.

Fire Marshall and Safety Regulations

All Vendors must comply with all State Fire Marshal regulations, inspections, and recommendations before and during the event. The Health and Safety Codes of California will govern all exhibits. All electrical installation must conform to the Electrical Safety Codes of California.

Other Regulations

Vendors shall strictly adhere to regulations of outside governmental agencies including, but not limited to, the State Board of Equalization, State Fire Marshal and San Mateo County Environmental Health.

Alcohol Restrictions

Vendors are not allowed to sell, dispense for sample, or bring personal alcoholic beverages into the public area. Violation of this policy may result in ejection from the GNR and Vendor may be further withheld from participation in future GNRs

Smoking

Cow Palace is a Non-Smoking Facility. Smoking (including E-Cigarette and "vaping"), is strictly prohibited other than outside designated areas.

Animals

No dogs, cats, birds, reptiles, livestock and/or equine will be allowed in Vendor's Booth, Market Place Area, Concourse, Livestock Barns and/or public areas, unless a certified service animal.

Motor Vehicle Display Requirements

- Fuel tanks must be less than ¼ fill. LPG tanks (if equipped) must be completely empty.
- Fuel tank opening must be locked or sealed to prevent the escape of fuel tank vapors.
- Battery must be disconnected.

Signs and Flyers

All Vendors must provide their own signs. **No handmade signs are permitted.** Vendors are limited to one identification sign, no larger than 5'6" wide and 2' tall, and two small menu boards, no larger than 16" x 20". Please do not clutter your stand with signs. Do not distribute flyers or samples outside of you leased space.

(The Cow Palace/GNR has exclusive product licenses for certain products. Check with the Cow Palace/ GNR management to confirm which products are considered exclusive.) Any signs with logos from other companies must be removed or covered.

FOOD VENDOR

Health Permit

Vendors selling, demonstrating, or giving away samples of food or beverages must have a valid health permit. The San Mateo County Department of Health and Environmental Services will inspect all food and beverage related booths. It is Vendors responsibility to contact San Mateo County for all the necessary forms and fees.

ALL FEES for the Health Department must be MADE PAYABLE to the HEALTH DEPARTMENT, but PAID THROUGH the GNR OFFICE. Do not make health permits payments directly to the Health Department. ALL COMPLETED HEALTH PERMITS DOCUMENTS AND FEES MUST BE IN OUR OFFICE NO LATER THAN SEPTEMBER 1th, 2023. NO EXCEPTIONS.

Exclusive Rights

The Cow Palace/ GNR reserve the right to retain exclusive concession rights (through its provider) on certain food and drink items. Vendors will preclude this food and/or drink items from distribution unless otherwise stipulated by the Cow palace/ GNR management.

Display Food Areas

All food Vendors must be kept neat and clean and must conform to all health, fire and safety codes. Food Vendors are responsible for their leased space area, 6' on all sides of their space area and any seating table, or condiment areas they provide to patrons.

Fire and Safety Regulations

The Health and Safety Codes of California will govern all booths. All electrical installation must conform to the Electrical Safety Codes of California. The Fire Marshal will be on grounds making routine inspections throughout the GNR. **OPEN FLAMES, BUTANE AND PROPANE TANKS ARE STRICKELY PROHIBITED INSIDE ANY BUILDING.**

Fire Extinguishers

ALL FOOD VENDORS MUST PROVIDE THEIR OWN FIRE EXTINGUISHERS. Fire extinguishers must have a minimum rating of 2A10BC and shall have a tag attached or bear a printed date proving that it has been serviced within 12 months prior to the opening day of GNR by a licensed servicing company.

Grease Disposal

Food Vendors must place grease in sealed 5-gallon containers. When containers are full, Vendors must place sealed grease containers at the rear of their location and plan for grease pick-up. Disposal of grease into drains or any other method not mentioned above is a violation of health codes and may cause immediate termination of your Vendor Agreement.

Appliance Usage Limits

Each Food Vendor will be limited to use of the following appliances unless otherwise approved by Cow Palace/ GNR management:

- Do not exceed 4 floodlights, 150 watt each per space or stand.
- 2 refrigerators or 1 freezer and 1 refrigerator per stand.
- GNR management must approve all microwave ovens intended for use.
- All appliances that are found to be unsafe or unnecessary must be removed, repaired or replaced.

- GNR MUST BE NOTIFIED PER APPLICATION ON INTENDED APPLIANCES TO BE USED.