



## Victoria Livestock Show

*Founded by the Victoria Jaycees*

PO Box 2255, Victoria, Texas 77902

[www.victorialivestockshow.com](http://www.victorialivestockshow.com)

**"Let's Stirrup Some Fun"**

October 15, 2017

Dear Commercial Exhibitor,

Welcome to the 2018 Victoria Livestock Show Commercial Exhibits program! Your business/organization will play an integral role in entertaining our approximately 12,000 guests over 4 days.

All exhibitor packages must be received by January 31, 2018. Before submitting your package, please review all information included with this document. Items that must be included with your application are listed below. Incomplete applications will not be considered for booth placement.

Please submit your application to:

Commercial Exhibits Chair  
Victoria Livestock Show  
P.O. Box 2255  
Victoria, TX77902-2255

Receipt of the required items does not guarantee the applicant commercial exhibit space. If you are selected for the 2018 Show, you will be notified. If your request is declined the rental fee will be returned to you. Please answer all questions completely. Available spaces will be offered first to past Victoria Livestock Show Commercial Exhibitors and the remaining spaces will be assigned upon receipt. If your contract and money is not received by the specified date (January 31, 2018), there will be a **\$50 late fee**.

If there is anything I can do to help you, please feel free to contact myself by phone,

**361-655-6347**, e-mail [missy.sappington@gmail.com](mailto:missy.sappington@gmail.com)

Sincerely,

Missy Sappington  
Commercial Exhibits Chair

# **72<sup>nd</sup> ANNUAL VICTORIA LIVESTOCK SHOW**

## **FOOD VENDOR HANDBOOK**

**March 1<sup>st</sup> – March 4<sup>th</sup>, 2018**

**Victoria Community Center  
2905 E. North Street  
Victoria, Texas 77901**

**Missy Sappington  
Commercial Exhibits Chair  
[missy.sappington@gmail.com](mailto:missy.sappington@gmail.com)  
(361) 655-6347**

**[www.victorialivestockshow.com](http://www.victorialivestockshow.com)**

**Rules and dates subject to change and revision.  
Please refer to most current information on our website.**

**VICTORIA LIVESTOCK SHOW  
P.O. BOX 2255  
VICTORIA TX 77902**

# GENERAL INFORMATION

## 2018 IMPORTANT DATES AND TIMELINE

The following information is due in the Victoria Livestock Show (the "Show") offices on or before the specified dates. Please note other important timeline information.

<b><u>Date</u></b>	<b><u>What is Due</u></b>
<b>January 31, 2018</b>	Executed 2018 Commercial Exhibits Contract with completed Exhibitor Information Form, list of merchandise to be sold and payment in full.
<b>January 15, 2018</b>	Deadline to submit request for variance.
<b>February 28, 2018</b>	Scheduled move-in for all Commercial Exhibitors. See move-in dates/times for schedule.
<b>March 1, 2018</b>	All Commercial Exhibits open to the public at noon.
<b>March 4, 2018</b>	Commercial Exhibits close at 6 p.m. Move-out begins per move-out procedures.

**OUTSIDE FOOD VENDORS-** All spaces outside (15'x30' each) will be provided with electricity and water. Please see page 15 for additional electricity information.

## RESERVATION INFORMATION

Reservations will be taken by the Commercial Exhibits Chairman. All correspondence, requests for information, reservations, contracts, documentation and payments should be directed as follows:

Attn: Commercial Exhibits Chair  
Victoria Livestock Show  
P.O. Box 2255  
Victoria, Texas 77902-2255

Telephone reservations and information may be obtained at:

Phone: (361) 655-6347 – Missy Sappington  
Email: [missy.sappington@gmail.com](mailto:missy.sappington@gmail.com)

Commercial Exhibit Space will be rented first to returning 2017 Victoria Livestock Show Commercial Exhibitors; thereafter space will be rented on a first come, first served basis. Reservation request conflicts will be resolved by the Commercial Exhibits Program Chair or his/her authorized Representative.

Telephone reservations will be accommodated by the Victoria Livestock Show Commercial Exhibits Program Chair. Reservations for the commercial exhibit space will not be confirmed unless a

signed Commercial Exhibitor Contract and payment in full are received by the Commercial Exhibits Program Chair, no later than ten (10) calendar days after the date of reservation. If the signed Contract is not returned within ten calendar days following the issuance, the reservation is automatically void.

## **RESERVATIONS FOR 2018 VICTORIA LIVESTOCK SHOW COMMERCIAL EXHIBIT SPACE**

Reservations from 2017 Commercial Exhibitors for commercial exhibit space during the 2018 Victoria Livestock Show will be accepted at the close of the 2018 Show upon receipt of down payment in an amount equal to one-half (1/2) of the rental fee for the space reserved.

## **CANCELLATION TERMS AND CONDITIONS**

### **MORE THAN 30 DAYS PRIOR TO EVENT**

Cancellations for rentals of commercial exhibit space or portion thereof will result in refund of monies paid by Commercial Exhibitor less a 10% cancellation fee.

### **LESS THAN 30 DAYS, BUT NOT MORE THAN 15 DAYS PRIOR TO EVENT**

Cancellations for rentals of commercial exhibit space or portion thereof will result in refund of monies paid by Commercial Exhibitor less a 50% cancellation fee.

### **LESS THAN 15 DAYS PRIOR TO EVENT**

Cancellations for rentals of commercial exhibit space or portion thereof will result in 100% forfeiture of rental fee including any deposits or applicable late fees.

## **PAYMENTS AND FEES**

### **PAYMENTS**

Payments are accepted in the form of Personal or Corporate Check, Cashier's Check, Money Order or Cash. Personal checks are accepted only from the Lessee's personal or business account and only up to 30 days prior to the first day leased as stated on the Rental Contract. **Postdated and third party checks are not an acceptable means of payment.**

Payment of Contract total (exhibit space fee(s) plus deposit) is required within 10 days of the reservation date. If no advance reservation is made, the total exhibit space fee is due when submitting an executed contract requesting available space. If space is not available, said payment will be refunded to the requesting exhibitor.

Contracts issued for space within 15 days of the first reserved day of said event, must be paid in full within 10 calendar days of the issuance of the contract. Payments within the 15-day limit will be accepted in the form of Cashier's Check, Money Order or Cash only.

### **RETURNED CHECKS/INSUFFICIENT FUNDS**

Any check returned for any reason non-paid from the bank will result in a \$35.00 handling fee. Checks must be picked up and paid for by Cashier's Check, Money Order or Cash. Such occurrences will result in future rental payments being accepted only by Cashier's Check, Money Order or Cash.

## **HELPFUL INFORMATION**

### **ATM**

An ATM is located within the facility and shall be free of charge to the Commercial Exhibitors. Transaction fees may be assessed to individuals using the machine.

### **ELECTRICAL**

One 110-volt electrical outlet (one plug only) providing 500 watts of power per 100 square foot of exhibit space is included in the exhibit fee for inside exhibitors. Please provide detailed information on your electrical needs when completing the Victoria Livestock Show Commercial Exhibitor Information Form. A representative of the Victoria Livestock Show Commercial Exhibits Program Committee may contact Commercial Exhibitors that require extensive electrical service. **We recommend that you bring your own marked electrical cords to tie in to the outlets.**

### **TELEPHONE & INTERNET SERVICE**

Telephone service will not be provided for commercial exhibitors. Commercial Exhibitors are responsible for establishing telephone service if it is required for credit card processing,

Wireless internet service is available in the Victoria Community Center.

### **FIRST AID**

In the event of an emergency, the first responder should call 911, if needed.

### **SECURITY**

The Show will provide 24-hour **limited** security beginning at 6:00 p.m. on Wednesday, March 1, 2018, continuing throughout the Show, and ending Tuesday, March 6, 2018 at 8:00 a.m. The Victoria Livestock Show **is not** responsible for stolen or damaged merchandise, displays, etc.

Please make sure your booth is staffed with the appropriate number of people to deter shoplifting. If you notice any missing or damaged items, contact the Information Office, inform them of the nature of the problem, and request a security officer's assistance. Please report thefts.

The Information Office may be reached at [vlstreasurer@gmail.com](mailto:vlstreasurer@gmail.com)

### **CHECK-IN PROCEDURES**

**All commercial exhibitors MUST check with the Commercial Exhibits Program Chairperson prior to beginning move-in or unloading exhibits.** Check-in hours are listed in the "Move-In Dates and Times" section above. Commercial exhibitors should expect the following to happen during check-in:

1. Exhibitors will provide the name, local address and telephone number of the person in charge of the exhibitor's booth. If the exhibitor has a telephone in the booth, that number is to be provided as well.
2. Copies of any permits or licenses that have not been received by the Commercial Exhibits Program Chairman must be submitted before set up can begin.
3. Exhibitors receive their exhibitor packets, which include the grounds passes, exhibitor badges and other important Show information.
4. Exhibitors receive their booth sign, which must be prominently displayed in the exhibitor's booth space.

5. Exhibitors will have the opportunity to purchase additional exhibitor admission passes at a cost of \$10.00 each.
6. **Beginning Thursday, March 1, 2018 exhibitors will be required to park in the designated parking areas.**

## **BOOTH OPERATIONS**

### **SALES TAX**

Exhibitors are required to charge the appropriate sales tax on all sales and comply with all reporting requirements.

### **PARKING/ADMISSION PASSES**

The Victoria Livestock Show does not charge for parking during the event. However, an admission fee of \$5.00 per person is charged. Proceeds from the admission fees collected fund our Scholarship Program.

**Each commercial exhibitor will receive two (2) admission passes, good from March 1, 2018 through March 4, 2018, per exhibit space leased. Additional admission passes may be purchased for \$10.00 each from the Commercial Exhibits Program Chair at Check-In.**

The Victoria Livestock Show has designated as much parking as possible to be available to our visitors. Beginning March 1, 2018, Commercial Exhibitors should park in the following areas:

Parking is limited, and passes do not guarantee access to parking. Exhibitors may not duplicate or sell assigned admission passes under any circumstances. Any exhibitor who violates this risks losing their invitation to future Shows. All admission passes are non-transferable. Credential duplication is strictly prohibited.

If an admission pass is found that is not assigned to you, it must be immediately turned into the Commercial Exhibits Program Chairman or Assistant Chairman.

### **OUTSIDE FOOD VENDORS - ADDITIONAL**

1. **Vendors will need to line up at the gate between the Community Center and the Jaycee Hall BEFORE 11:00 AM on Wednesday February 28, 2018 to be moved into spaces for setup. We do not save spots. You will be placed in the order that you line up at gate.**
2. Water connection will be provided; Vendors will need to provide their own hoses to connect to water.
3. Electricity, 1- 20 AMP 120V Duplex Receptacle will be provided per Vendor. Additional electricity, a fee of \$10.00 for 20 AMP Duplex will be charged, 30 AMP 120V will be fee of \$20.00 and 50 AMP 220V will be fee of \$30.00. Use of generators is prohibited.
4. Waste water tote will be provided for all liquid waste. There will be no spilling or dumping of water, grease or other substance on the grounds.

5. Vendors will place all trash in dumpsters provided not 55 gallon trash cans.
6. Vendors will be provided (2) Parking Spaces directly behind their booth. No campers will be allowed.
7. A Food Service Permit from Victoria County Health Department is required for each vendor.
8. Food Vendors have option to open for service on Wednesday February 28, 2018 at 5:00 PM and also have the opportunity to stay open Monday March 5, 2018 at 4:00 PM for the Victoria Livestock Show Auction.

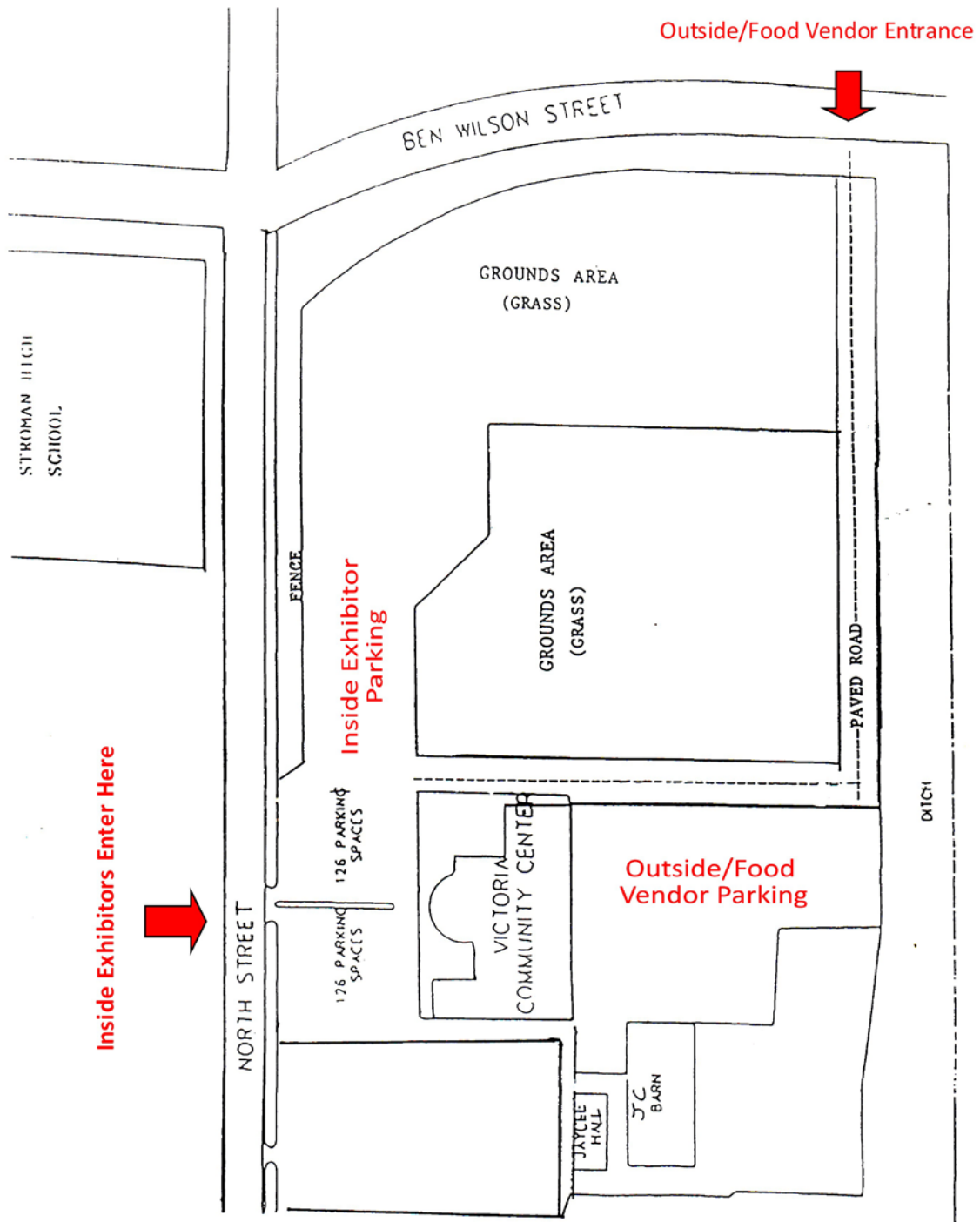
## **LEGAL AND ENFORCEMENT SUMMARY**

Commercial Exhibitors shall comply with all city, county, state and federal laws, and with regulations pertaining to the Victoria Livestock Show and Victoria Community Center. The Exhibitor is responsible for informing personnel of the Victoria Livestock Show rules and regulations. A violation of any Law or Regulation by the Commercial Exhibitor or employees may result in cancellation of the Lease and/or discontinuation of use of the facility.

The Victoria Livestock Show management reserves the final, absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident to the Victoria Livestock Show. It further reserves the right to determine unforeseen matters not covered by these rules and to amend or add to these rules as in its judgment as it may determine necessary.

1. **Failure of an exhibitor to abide by all rules, regulations, specifications, guidelines, and requirements as set forth in the 2018 Commercial Exhibits Contract and 2018 Commercial Exhibitor Handbook may, at the sole discretion of the Victoria Livestock Show, result in forfeiture of all monies, rights, and privileges.**
2. By this reference, the Handbook is incorporated into and becomes a part of the signed lease agreement. By signing the agreement, the Lessee (exhibitor) agrees to abide by the Rules and Regulations of this Handbook. It is also agreed and assured that all employees have been made aware of its contents.
3. **Any incident of non-compliance with any part of this book is considered a breach of agreement and may be cause for immediate expulsion from the Show.**
4. Exhibitors are bound by the terms on the lease agreement they sign at the time of securing the exhibit space. In addition, they are under the strict supervision of the Victoria Livestock Show management and its agents.
5. Victoria Livestock Show management reserves the right to establish and enforce whatever rules are necessary for the regulation of exhibits.
6. Exhibitors must comply with all rules, regulations, and requirements of the fire marshal, the Victoria City County Health Department and any governmental entity having jurisdiction over these premises.
7. The Victoria Livestock Show makes no representations or warranties, expressed or implied, as to the number of visitors or estimated sales of exhibitors.

# Victoria Livestock Show Grounds





**2018 VICTORIA LIVESTOCK SHOW**  
**COMMERCIAL EXHIBIT PROGRAM INFORMATION**  
**March 1, 2018 – March 4, 2018**

**COMPANY INFORMATION:**

Booth Name (as advertised to the public): \_\_\_\_\_

Company Name (as it would appear on the lease): \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Fed. Tax ID # (required): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EXHIBIT HISTORY/EXPERIENCE**

Have you or your company ever exhibited at the Victoria Livestock Show? \_\_\_\_\_

If yes, when was the last year? \_\_\_\_\_

List other shows/fairs where you have exhibited and when: \_\_\_\_\_  
\_\_\_\_\_

Food Vendor (with Electricity 120AMP 120V Duplex) \_\_\_\_\_ at \$ 500 = \$ \_\_\_\_\_

**Additional Electricity**      1-20AMP 120V Duplex      \_\_\_\_\_ at \$ 10 = \$ \_\_\_\_\_

   1-30 120V Receptacle      \_\_\_\_\_ at \$ 20 = \$ \_\_\_\_\_

   1- 50AMP 220V Power      \_\_\_\_\_ at \$ 30 = \$ \_\_\_\_\_

We will:      Sell our merchandise directly: \_\_\_\_\_ Take orders while exhibiting: \_\_\_\_\_

                                 Have merchandise on exhibit only: \_\_\_\_\_ Other: \_\_\_\_\_

Brief Description of Booth: \_\_\_\_\_  
\_\_\_\_\_

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Note any additional considerations (i.e. electrical, water, etc.): \_\_\_\_\_  
\_\_\_\_\_

**Food Vendors please provide a full menu with your contract.**

## EXHIBIT CATEGORY

From the list below, please select a single category that best represents your exhibit.

- Agricultural Equipment/Buildings:** tractors, trailers, mowers and mowing implements, portable buildings, barns, fencing, siding, gates, etc.
- Agricultural Products:** products for breeding, livestock health and welfare, ranch and homestead products, etc.
- Art:** framed and unframed art, prints, photography and sculpture by an artist, photographer or dealer
- Attraction:** on-site photography, rides, handwriting analysis, astrology, spin or sand art, etc.
- Children's Items:** children's clothing, toys, games, plush animals, etc.
- Church/Ministry**
- Clothing & Shoes:** boots, shoes, jackets, coats, etc. Check all that apply:
  - Western  Women's  Children's
  - Non-Western  Men's
- Communications:** radio/television promotions, magazine publications, service providers, etc.
- Fashion Accessories:** costume jewelry, fashion belts, novelty hats, sunglasses, etc.
- Furniture:** furniture for home or office
- Food:** food prepared on site for on-site consumption
- Government/Public Service:** government, not-for-profit agencies and public awareness material
- Health/Beauty:** health and beauty aids
- Home, Gift & Garden:** decorative items, rugs, candles, gift items, housewares, cooking items, etc.
- Jewelry:** jewelry
- Leather Goods:** belts, wallets, purses, etc.
- Service and Information Providers:** banks, membership sales, property sales, insurance, utility companies, animal breed associations, etc.
- Specialty Foods:** food products that are packaged for home consumption and not prepared on site
- Specialties:** unique product or specialty item
- Tack and Animal Supplies:** tack, grooming equipment and supplies, feed and nutrition, show equipment, etc.
- Universities:** college/university recruiting materials
- Vehicles and Accessories:** automobile displays, trailer accessories, vehicle accessories, golf carts, ATVs, utility vehicles
- Western Specialties:** products with a western theme, animal skins, rustic gifts, iron works, etc.

## TERMS/AGREEMENT

The undersigned agrees to abide by the rules and regulations of the Victoria Livestock Show as stipulated in the commercial exhibit lease agreement, should space be available. By signature on this form, you authorize the Victoria Livestock Show to secure information concerning any of the above facts and allow third parties to furnish such information to the Victoria Livestock Show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED INFORMATION FORM, PRODUCT LIST OR MENU WITH PRICES, COMPLETED AND SIGNED VENDOR CONTRACT AND LEASE AGREEMENT WITH RENTAL FEE, BY JANUARY 15, 2018, TO:**

Commercial Exhibits Chairman  
Victoria Livestock Show  
P.O. Box 2255  
Victoria, TX 77902-2255

# 2018 Victoria Livestock Show Commercial Exhibit Program Vendor Contract and Lease Agreement

**LESSEE:** \_\_\_\_\_ **LEASE TERM:** \_\_\_\_\_

**# Of Booths:** \_\_\_\_\_ **Booth Type:** \_\_\_\_\_ **Rental Fee:** \_\_\_\_\_

1. The VICTORIA LIVESTOCK SHOW ("Show"), hereinafter referred to as LESSOR, hereby leases and lets to above named LESSEE the space indicated in the LEASED SPACE described above during the dates above listed by LEASE TERM, for the consideration of the amount above stated. And, said LESSEE hereby accepts said space and agrees to pay the amount stated above in full on the execution of this contract to the LESSOR on the Date of Contract stated above.
2. In the event the LESSEE fails to fulfill or violates any terms of this contract or withdraws from the Show, for any reason less than 15 days prior to the event, all money paid shall be retained by the LESSOR. If LESSEE cancels the contract more than 15 days but less than 30 days prior to opening day of the event, fifty per cent (50%) of the amount paid shall be retained and shall be the property of the LESSOR, and fifty percent (50%) shall be refunded to the LESSEE. If LESSEE cancels the contract more than 30 days prior to opening day of the event, ten per cent (10%) of the amount paid shall be retained and shall be the property of the LESSOR, and ninety percent (90%) shall be refunded to the LESSEE.
3. The merchandise, exhibit materials, and equipment which will be placed in the LEASED SPACE by the above named LESSEE are described on the attached sheet.
4. LESSEE agrees that in the event of any proposed change or addition in merchandise, exhibit material, or equipment to be placed in the LEASED SPACE from that listed above, or any changes in LESSEE'S expressed intention with respect to selling or taking orders for merchandise, LESSEE will submit a written request to the LESSOR, setting forth such requested change or addition, and LESSEE understands that the LESSOR reserves the unqualified right to approve or disapprove any such change or addition. Neither this Contract nor any of the privileges granted herein or any part thereof may be assigned, sublet, subleased or otherwise transferred without the prior written consent of LESSOR.
5. LESSEE hereby acknowledges that LESSEE has read the Exhibition Space Agreement attached hereto and incorporated by reference herein for all purposes as fully as though same were in the body of the Contract and Lease Agreement furnished by the LESSOR and LESSEE recognizes that LESSEE knows the provisions of said rules and acknowledges that they are a part of this contract; LESSEE agrees that LESSEE'S use and occupancy of the LEASED SPACE shall be in all respects subject to such rules, and agrees to fully comply with such rules. No agreement other than those contained herein shall be binding upon the parties hereto unless in writing, signed by an authorized representative of the LESSOR.
6. The VICTORIA LIVESTOCK SHOW reserves the right to refuse any vendors, concessionaires, or exhibitors for any reason with no refund given to vendor, concessionaire, or exhibitor with no questions or reasons asked or given.
7. Lessee agrees to indemnify and hold harmless the Victoria Livestock Show, its agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by any act, omission or neglect of Lessee or Lessee's agents, employees, invitees, contractors or guests. Lessee agrees to use and occupy the space at Lessee's own risk and hereby releases Lessor, its agents, officers, employees and invitee from all claims for any damage, loss or injury to any persons or property to the full extent permitted by law occurring in or about the Leased Space, including but not limited to, damages, resulting from the acts of other Lessees, theft, vandalism, fire and other casualty damage or damages arising out of any defects in the premises

In witness whereof, the above agreement is signed by both parties hereunto on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Victoria County, Texas.

LESSOR:

LESSEE:

Approved and accepted for the \_\_\_\_\_

VICTORIA LIVESTOCK SHOW

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_