



# Victoria Livestock Show

*Founded by the Victoria Jaycees*

PO Box 2255, Victoria, Texas 77902

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

November 6, 2011

Dear Commercial Exhibitor,

Welcome to the 2012 Victoria Livestock Show Commercial Exhibits program! Your business/organization will play an integral role in entertaining our approximately 12,000 guests over 4 days.

This year we have revised the requirements for exhibitors to include a complete listing of products and/or services available at your booth. Food vendors must also include prices along with all items to be sold. We created a handbook which includes important dates, operating hours, set up and tear down procedures, fire and health regulations, booth operations, signage, parking, badges, rules and policies. It is the responsibility of each Commercial Exhibitor to read this information, know the rules, and ensure that their staff does the same. Please take the time to read through this information and educate your staff. In order to ensure the success of the Show, everyone needs to understand and follow the policies and procedures.

All exhibitor packages must be received by January 9, 2012. 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.

1. A completed exhibitor information form.
2. A complete listing of products and services. Food exhibitors must include pricing with the menu. Photos or samples of products are helpful and encouraged.
3. A completed, signed exhibitor contract.
4. A check, cashier's check or money order for the total amount due.

Please submit your application to:

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

Receipt of the required items does not guarantee the applicant commercial exhibit space. If you are selected for the 2012 Show, you will be notified of your booth assignment. If your request is declined the booth rental fee will be returned to you. Please answer all questions completely. Available booth 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 9, 2012), there will be a \$50 late fee.

If there is anything I can do to help you with Indoor Exhibits, please feel free to contact myself by phone, 361-655-6347, or e-mail [missy\\_sappington@yahoo.com](mailto:missy_sappington@yahoo.com) (preferred) or Clint Maddox 361-212-5529 for any Outdoor Exhibits.

Sincerely,

Missy Sappington  
Indoor Commercial Exhibits Chairman  
Clint Maddox  
Outdoor Commercial Exhibits Chairman



**66<sup>th</sup> ANNUAL  
VICTORIA LIVESTOCK SHOW  
COMMERCIAL EXHIBITS PROGRAM  
HANDBOOK**

**March 1- 4, 2012**

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

**Missy Sappington  
Indoor Commercial Exhibits Program Chairman  
[Missy\\_sappington@yahoo.com](mailto:Missy_sappington@yahoo.com)  
(361) 655-6347**

**Clint Maddox  
Outdoor Commercial Exhibits Program Chairman  
(361) 212-5529- Clint Maddox  
(361) 894-5553- Velda Maddox  
[www.victorialivestockshow.net](http://www.victorialivestockshow.net)**

**VICTORIA LIVESTOCK SHOW  
P.O. BOX 2255  
VICTORIA TX 77902  
(361) 576-4300**

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# OVERVIEW

The purpose of this document is to provide a clear understanding of matters pertaining to the Victoria Livestock Show Commercial Exhibits Program. We have attempted to include all information that a commercial exhibitor will need to successfully participate in our event. If, however, you have any questions related to the program please feel free to contact the Commercial Exhibits Program Inside or Outside Chairman, at the telephone numbers shown on the cover page. Requests for information can also be made by contacting the Victoria Livestock Show Information Office at (361) 576-4300.

## COMMERCIAL EXHIBIT PROGRAM MANAGEMENT

The Commercial Exhibits Program Chairmen of the Victoria Livestock Show shall have full responsibility for the operation of the Commercial Exhibits Program and shall act on behalf of the Victoria Livestock Show. The Commercial Exhibit Program Chairmen and other duly authorized representatives of the Victoria Livestock Show are authorized to enter into agreements related to rental of commercial exhibit space.

Use of commercial exhibit space during the Victoria Livestock Show will require a signed Commercial Exhibitor Contract between the lessee and the Victoria Livestock Show through its duly authorized representatives. No oral agreements for commercial exhibit space will be valid.

The Victoria Livestock Show reserves the right to change, alter, amend or cancel any or all of the regulations contained herein at any time.

Violations of these regulations or any portion thereof will be considered as violation of the Commercial Exhibitor Contract.

***A COPY OF THIS DOCUMENT MUST BE KEPT IN THE BOOTH FOR REFERENCE.***

# GENERAL INFORMATION

## 2012 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.

<u>Date</u>	<u>What is Due</u>
<b>January 9, 2012</b>	Executed 2012 Commercial Exhibits Contract with completed Exhibitor Information Form, list of merchandise to be sold (food exhibitors must also provide prices) and payment in full.
<b>January 20, 2012</b>	Deadline to submit request for variance.
<b>February 1, 2012</b>	Deadline to submit changes to product list or menu
<b>February 29- March 1, 2012</b>	Scheduled move-in for all Commercial Exhibitors. See move-in dates/times for schedule.
<b>March 1, 2012</b>	All Commercial Exhibits open to the public at noon. Food Exhibitors may open for business after completing set up and obtaining and displaying a valid health permit from the Victoria County Health Department.
<b>March 4, 2012</b>	Commercial Exhibits close at 5 p.m. Move-out begins per move-out procedures.

## COMMERCIAL EXHIBIT BOOTH OPERATING DATES AND HOURS

All commercial exhibit booths must be open and operating on the stated dates and during the stated hours. Failure to do so represents a contract violation that could result in immediate remedial action and/or forfeiture of future invitations to exhibit at the Show.

Thursday, March 1, 2012	12:00 pm to 9:30 pm
Friday, March 2, 2012	10:00 am to 10 pm
Saturday, March 3, 2012	10:00 am to 10 pm
Sunday, March 4, 2012	12:00 pm to 5:00 pm



## **RESERVATIONS FOR 2012 VICTORIA LIVESTOCK SHOW COMMERCIAL EXHIBIT SPACE**

Reservations from 2012 Commercial Exhibitors for commercial exhibit space during the 2013 Victoria Livestock Show will be accepted at the close of the 2012 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. 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, February 29, 2012, continuing throughout the Show, and ending Tuesday, March 6, 2012 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 361-578-4770.

## **MOVE-IN AND MOVE-OUT INFORMATION**

### **MOVE-IN DATES AND TIMES**

The dates and times listed below are the earliest times the exhibitors in the designated area may begin move-in. Move-in times have been carefully scheduled around other activities at Victoria Community Center to give commercial exhibitors the maximum possible set-up time. No move-in at any times other than those stated in this handbook will be allowed.

<b>Move-in Date</b>	<b>Move-in Times</b>	<b>Exhibit Locations</b>
Wednesday, February 29, 2012	8:00 am – 8:00 pm	Inside Exhibitors
Wednesday, February 29, 2012	12:00 pm – 8:00 pm	Outside Exhibitors
Thursday, March 1, 2012	8:00 am – 12:00 pm	All Locations

## MOVE-IN PROCEDURES

Move-in times have been carefully scheduled in an effort to complete set up for all commercial exhibitors allowing the maximum possible set-up time while ensuring the safety of the all parties involved. No move-in at any times other than those stated herein will be allowed.

Convention Decorators are scheduled to arrive at 8:00 am to set up the pipes and drapes for inside booth spaces. Wall exhibit spaces will be set up first, followed by the interior spaces. Those Exhibitors that have been assigned a space against the wall that will display large items should plan to move those items into position by 10:00 am on Wednesday, February 29, 2012. All other large display items should be moved into position from 11:00 am – 2:00 pm.

Outside commercial exhibitors must arrive by 12:00 noon on Wednesday, February 29, 2012 to guarantee booth position. All outside exhibitors will be directed to their assigned booth space. Any outside exhibitor that is not on site at noon will lose their assigned booth space, which will be re-assigned to an adjacent commercial exhibitor, and will be placed in an available outside space upon arrival.

All exhibit booths must be set up, decorated in complete form, and approved by Victoria Livestock Show no later than 12:00 noon on Thursday, March 1, 2012. In the event the exhibit is not completed, Victoria Livestock Show shall be entitled to enter upon and take possession of the leased space without any obligation to give prior notice of its intent to do so. Victoria Livestock Show may then re-let the space on such terms as it may deem advisable.

## CHECK-IN PROCEDURES

**All commercial exhibitors MUST check with the Commercial Exhibits Program Chairmen 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 \$5.00 each.
6. Beginning Thursday, March 1, 2012 exhibitors will be required to park in the designated parking areas.
7. Inside Exhibitors: Field between North Street and Carnival operation.
8. Outside Exhibitors: Parking lot behind Community Center Arena (Enter from Ben Wilson St.)

## **MOVE-IN LOGISTICS**

Please plan and execute your move-in in a courteous and safe manner. The Commercial Exhibits Committee members and Show staff are available to assist you with the move-in process. Please follow these guidelines during move-in:

1. The Exhibitor is responsible for informing personnel, suppliers, decorators, etc. of parking regulations.
2. Please do not, at any time, completely block aisles, roads, or doorways with vehicles, trailers, merchandise, or booth materials.
3. **Do not leave trailers unattended in the dock area.** This impedes the move-in process for other commercial exhibitors, as well as the setup efforts of the Show's staff. All unattended vehicles will be towed, and offenders may forfeit future invitations to exhibit in the Victoria Livestock Show.

## **ADDITIONAL INFORMATION FOR INSIDE COMMERCIAL EXHIBITORS**

The Front Portico Entrance is for the arrival and departure of Victoria Livestock Show visitors during the event. Parking of vehicles is not allowed on any part or portion of the Portico Walkway or in any landscaped area. Entry is located at the driveway on the east side of the building and includes an overhead door for large items. ALL Commercial Vehicles are to park in the Commercial Exhibitor Parking Lot ONLY.

Beginning on Thursday, March 1, 2012 all delivery of supplies and all other materials should be coordinated with the Commercial Exhibits Program Chairmen. Do not leave vehicles parked at delivery entrances for extended periods. Deliver items and relocate vehicle to the parking lot.

## **ADDITIONAL INFORMATION FOR OUTSIDE EXHIBITORS**

Exhibitors with outside booth spaces, including food vendors, should enter the grounds from the Ben Wilson Street entrance.

Outside commercial exhibitors must arrive by 12:00 pm on Wednesday, February 29, 2012 to guarantee booth position. All outside exhibitors will be directed to their assigned booth space. Any outside exhibitor that is not on site at noon will lose their assigned booth space, which will be re-assigned to an adjacent commercial exhibitor, and will be placed in an available outside space upon arrival.

Outside Exhibitors should bring extension cords to accommodate 500 feet. Extension cords will not be provided by the Show. Assistance with electrical issues will be provided from 4:00 pm to 8:00 pm. Exhibitors should advise the Commercial Exhibits Program Chairmen if electrical assistance is needed.

## MOVE-OUT DATES, TIMES AND PROCEDURES

Move-out times have been carefully scheduled around other activities at Victoria Community Center to allow commercial exhibitors to begin move-out as early as possible while ensuring the safety of the Show's visitors. No move-out at any times other than those stated in this handbook will be allowed.

Due to the limited amount of time allowed to the Victoria Livestock Show for clean-up of the exhibition facilities, **all inside exhibits must be completely moved out of the buildings by 8:00 p.m. on Sunday, March 4, 2012.** Any merchandise or booth materials remaining in the buildings after this time are subject to being removed from the premises by forklift at the owner's risk. The Victoria Livestock Show is not responsible for loss or damage of property.

Move-out Date	Exhibit Location	Move-out Times
Sunday, March 4	Inside Commercial Exhibitors (Dome)	5:00 pm to 8:00 pm
Sunday, March 4	Outside Exhibitors (except Food Vendors)	5:00 pm to 10:00 pm
Monday, March 5	Food Vendors (with approved Variance Request)	8:00 am to 12:00 pm

### MOVE-OUT LOGISTICS

1. Please do not, at any time, completely block aisles, roads, or doorways with vehicles, trailers, merchandise, or booth materials.
2. **Do not leave trailers unattended in the dock area.** This impedes the move-out process for both commercial and livestock exhibitors, as well as the teardown efforts of the Show's staff. All unattended vehicles will be towed, and offenders may forfeit future invitations to exhibit in the Victoria Livestock Show.
3. **All trash must be removed from the exhibitor's booth space.** Any exhibit that has trash remaining after move-out could forfeit future invitations to exhibit at the Victoria Livestock Show.
4. **All exhibits must be completely moved out of the buildings by 8:00 pm on Sunday, March 4, 2012 unless a variance request is granted.**

## BOOTH OPERATIONS

### BOOTH STAFFING REQUIREMENTS

It is the responsibility of the commercial exhibit booth owner(s) to ensure that all employees staffing exhibits are:

1. Familiar with the information included in this Handbook;
2. Knowledgeable about the products/services being sold in the commercial exhibit booth;
3. Appropriate in appearance; and
4. Courteous to all Show visitors, exhibitors, staff and volunteers.

Any situation occurring in an exhibitor's booth space or involving the commercial exhibitor that requires the attention of a Show representative will be documented as an incident. A representative of the

exhibitor's booth is required to sign the incident report at the time the report is prepared. A copy of the completed, signed incident report will be left with a representative in the exhibitor's booth.

## **BOOTH DECORATING**

Vendors are encouraged to incorporate a Western theme into the design and decoration of their booth.

Inside Commercial Exhibit booths are limited to 8 feet high. Exhibits must be free standing and may NOT rely on building structure for support. **CANOPIES AND EZ UP'S ARE NOT ALLOWED.**

Vendor space is limited to the purchased square footage. Vendors may not use area around their space for storage, cooking or other purposes without a written, approved variance from the Commercial Exhibits Chairmen.

Decorating is the responsibility of the Lessee. Decorations will be displayed within the facility leased for the scheduled event. Decorations may be of any type or design as long as they do not obscure, conceal or confuse exit doors or signs, interfere with emergency ingress or egress, violate the fire code or cause damage to the Community Center. Decorations may be freestanding or hung on walls with magnets only or with Velcro on carpeted panels. Tape, pins, tacks, staples etc. are not allowed. Decorations may not be hung from ceilings without prior approval. The Victoria Livestock Show and Community Center do not provide devices for attachment of decorations.

No portions of the sidewalks, entries, plaza walkways, passageways, doors, aisles, vestibules or other ways of access to the public utilities of the premises shall be permitted to be obstructed, nor shall any windows, ventilators or lighting fixtures be obstructed.

The use of the following items is regulated for fire safety. Combustible decorative materials such as, but not limited to, cotton batting, paper, foam plastics, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves, and similar material shall not be used.

### **Exceptions:**

- Materials are treated and maintained flame resistant in accordance with NFPA 701 (Certificate required)
- Foamed plastics and materials containing foam plastics shall be accepted when tested in accordance with UL 1975 (Certificate required)
- When the aggregate area of such materials is less than 10% of the floor or wall area, pending approval of the Fire Marshal

No open flames such as candles or flame used for heating devices, or cooking devices may be used in the community center without prior approval of the Fire Marshal.

## **ALL EXHIBITORS – ELECTRICAL EQUIPMENT**

1. Electrical equipment and installations shall comply with the Electrical Code.
2. Extension cords and flexible cords shall not be used as a substitute for permanent wiring.
3. Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extensions cords, serve only one portable appliance.
4. The amperes of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
5. The extension cords shall be maintained in good condition without splices, deterioration, or damage.

6. Extension cords shall be grounded when serving grounded portable appliances.
7. Multi-plug adapters, such as multi-plug extension cords, cube adapters, strip plugs, and other devices that do not comply with this code or the Electrical Code shall not be used.

## **AUTOMOBILE EXHIBITORS – ADDITIONAL REGULATIONS**

1. Armor-All or like products used on tires or other vehicles parts must be applied before the vehicle is brought inside the building. Use of any such product, which results in the product getting on facility floors, will result in an excessive cleaning fee assessment.
2. Vehicles tires must be placed on carpet, cardboard or like product to protect the floor surface.
3. Each vehicle may have no more than (1/4) tank of fuel, or 5 gallons, whichever is less.
4. Vehicles, boats, or other motor craft equipment shall not be fueled or defueled within the building.
5. Gas caps must be taped closed or fitted with locking cap.
6. Batteries leads must be disconnected.
7. Keys to all vehicles must be turned in to the Commercial Exhibits Program Chair or his/her designee before the official opening time each day.
8. Exhibitors are responsible for cleaning vehicles and exhibit space.
9. Exhibits must adhere to the height and signage rules as outlined in this handbook. **On the final day of Show, vehicles may not be moved from the building until authorized by the Commercial Exhibits Program Chairmen.**

## **FOOD EXHIBITORS – ADDITIONAL REGULATIONS**

### **GENERAL**

1. A final menu, complete with pricing, must be provided to the Commercial Exhibits Committee of the Victoria Livestock Show for approval by February 1, 2012..
2. Microwaves must be kept on the back counter and a sign with a minimum of 2-inch lettering stating “MICROWAVE OVEN IN USE” must be placed in plain sight.
3. Outdoor food exhibitors are responsible for any damage to the surface of the asphalt. To minimize damage, plywood may be placed under cooking equipment, grease barrels, etc.
4. Charges for damages will be billed after the Show. To avoid charges, bring any pre-existing damage to the attention of the Commercial Exhibits Program Chairman or Assistant Chairman, prior to occupying the space.

### **HEALTH PERMIT**

Food exhibitors **must** purchase a health permit from the Victoria City-County Health Department Environmental Health Division prior to move-in by contacting the following:

**VICTORIA CITY-COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION**  
2805 N. Navarro  
Victoria, Texas 77901  
361-578-6281  
FAX: 361-579-6348

Each food vendor is must complete required forms and return them to the Health Department for review at least one week prior to the event. A copy of the permit must be provided to the Commercial Exhibits Committee at check-in.

## **LP GAS SERVICE**

Exhibitors utilizing LP Gas service must comply with the City of Victoria Fire Code.

## **SIGNAGE**

Great signage is great business! We encourage exhibitors to mark their booth space well, so our visitors can find you and remember you.

## **GENERAL REQUIREMENTS**

1. At check-in, the Show will provide a sign displaying the exhibitor booth name and booth number. The sign must be prominently displayed in the booth
2. Signs may not hang from the ceiling or be attached to building walls or columns.
3. All exhibitors must post a return policy in a prominent location in the exhibitor booth space.

## **ADDITIONAL REQUIREMENTS FOR FOOD VENDORS**

1. Food exhibitors must display, in plain sight, a menu board complete with prices. Menu boards must plainly state whether or not tax is included in the price.
2. Signs must be placed within the exhibitor's leased space and may not block the view of neighboring exhibits.
3. Signs that revolve or blink are prohibited.
4. Signs that read "Discount," "Clearance," "For Sale," or have similar language, are not acceptable.
5. Signs that read "Show Special" are acceptable.

## **SALES TAX**

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

## **EXHIBITOR BADGES**

Each inside exhibitor is allotted two (2) Exhibitor Badges for each exhibit space leased. These badges **MUST** be worn by any Exhibitor or their personnel that wish to enter the Commercial Exhibit Hall prior to or after the operating hours. The exhibitor badges are included in the exhibitor packet that is picked up at check-in. Exhibitor badges are to be provided only to individuals working in the exhibitor's booth space. Duplication, sale, gifting or exchange of exhibitor badges is prohibited.

## **PARKING/ADMISSION PASSES**

The Victoria Livestock Show does not charge for parking during the event. However, an admission fee of \$2.00 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 February 29, 2012 through March 4, 2012, per exhibit space leased. Additional admission passes may be purchased for \$5.00 each from the Commercial Exhibits Program Chairmen at Check-In.**

The Victoria Livestock Show has designated as much parking as possible to be available to our visitors. Beginning March 1, 2012, Commercial Exhibitors should park in the following areas:

Inside Exhibitors: Field between North Street and Carnival operations

Outside Exhibitors: Parking lot behind Community Center Arena (enter from Ben Wilson St.)

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.

## GENERAL POLICIES AND PROCEDURES

### RULES, REGULATIONS AND GUIDELINES

#### GENERAL

1. **Sub-leasing of booth space by an exhibitor is not allowed.** Booth space is only to be used by the exhibitor and for the products stipulated in the contract. Signage for any other exhibitor than the one stated on the contract is not allowed.
2. **Exhibitors may not solicit from outside their designated exhibit space.** The only exception to this rule will be sales of merchandise by the Victoria Livestock Show, its designated agent(s), and those with express written permission.
3. **ALCOHOLIC BEVERAGE POLICY: The Victoria Livestock Show strictly prohibits the consumption or distribution of alcoholic beverages within or from exhibit spaces during operating hours, move-in, or move-out.** Violation of this rule could result in immediate termination of the exhibitor's lease agreement, requiring the exhibitor to vacate leased space and forfeit all monies paid to date.
4. **SMOKING POLICY:** No smoking is allowed within exhibit spaces. Smoking is prohibited in all areas inside the Victoria Community Center and Victoria Jaycee Hall.
5. Exhibitor may not conduct a registration for a drawing of any kind unless approved by the Commercial Exhibits Program Chairman.
6. The general distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines, or other literature or promotional materials must be submitted to the Commercial Exhibits Program Chairman for approval.
7. Solicitation of funds for any political, educational or charitable corporation or association or any other corporation, association, group, individual, or cause of any kind or character is strictly prohibited.
8. **Animals are not permitted on the grounds unless they are part of an authorized show or exhibit. Assistance Dogs are the only exception.**
9. Indoor Exhibitors **MAY NOT** exhibit, set up, or place any promotional materials, signs, vehicles with signs, etc. in the parking lot or on the outside premises or they will be told to remove it. If it is not removed, we will have it removed at the owner's expense. Political campaign signs, vehicles, and distribution of campaign materials etc. are strictly forbidden on the premises except within the confines of a properly leased indoor booth.

## MERCHANDISE

1. All products offered for sale in your booth must be listed on your contract or have written authorization from the Commercial Exhibits Program Chairman.
2. No copyrighted merchandise may be displayed or offered for sale without proper authorization.
3. **ABSOLUTELY NO lasers or weapons (i.e. guns, knives, spears, arrows, bull whips, etc.), whether real, toy, or replicas may be sold or displayed in any exhibit space.**
4. The Victoria Livestock Show reserves the right to prohibit any merchandise that, in the Show's sole judgment, is highly controversial or that may detract from the general character of the Show (i.e., the Confederate flag).
5. All merchandise must be displayed and stored within the marked boundaries of the assigned exhibit space. Exhibitors may not utilize the utility aisles behind their booth space for storage.
6. **No balloons**, of any type, may be sold or distributed.

## DEMONSTRATIONS AND MASCOT APPEARANCES

1. Product demonstrations must be held within booth space and must not restrict traffic flow in the aisle.
2. Celebrity or mascot appearances may occur within your booth space, but must not restrict traffic flow in the aisle. **Notification of appearances must be made in writing to the**
3. **Commercial Exhibits Program Chairman or Assistant Chairman at least 48 hours in advance of said appearance.**
4. Mascots may not roam in public areas (outside the leased booth space) unless written approval is granted by the Commercial Exhibits Committee.
5. No sound systems, musical instruments, noise makers, loudspeakers, microphones, or other sound amplification or broadcast devices of any kind may be used without prior written consent of the Show, consent of which may be withheld at sole discretion of the Show.
6. Should any demonstration, celebrity, or mascot appearance restrict the flow of traffic through any exhibit area, the fire marshal and/or representatives of the Show have the right to require the appearance or demonstration to cease.

## MOTORIZED VEHICLES

1. Motorized vehicles, including golf carts, are prohibited on the fairgrounds at all times except during restocking hours. **NO EXCEPTIONS.**
2. All motorized vehicles must be properly permitted.
3. Open alcoholic beverage containers are not allowed on any cart or in any vehicle.
4. Drivers are not to be under the influence of any controlled substance.
5. Pedestrians **ALWAYS** have the right-of-way. Drivers are to be courteous and patient.
6. All cart and vehicle users are to abide by all instructions of Show management regarding cart and vehicle usage on the grounds.

## GRATUITIES

If any Show employee, volunteer or officer asks you for free gifts or services such as money, food, merchandise or free rides, report it to the Victoria Livestock Show Coordinator immediately. Exhibitors are not expected to offer nor are they obligated to extend free or discounted merchandise or food to employees, volunteers or officers of the Victoria Livestock Show.

## CLEANLINESS

The Show furnishes janitorial service for aisles in the buildings and areas used by the public. It is the responsibility of each exhibitor to keep his exhibit space clean and clear of debris. If an area requires the Show's attention, please contact the Commercial Exhibits Chairman or Assistant Chairman.

1. Trash receptacles are located in the Commercial Exhibit Hall for inside exhibitors and dumpsters are located near the outside commercial exhibits area. Exhibitors are responsible for all garbage associated with their exhibit.
2. Boxes and other large trash may not be disposed of in public waste receptacles. All boxes must be broken down and taken to trash dumpsters.

## 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.

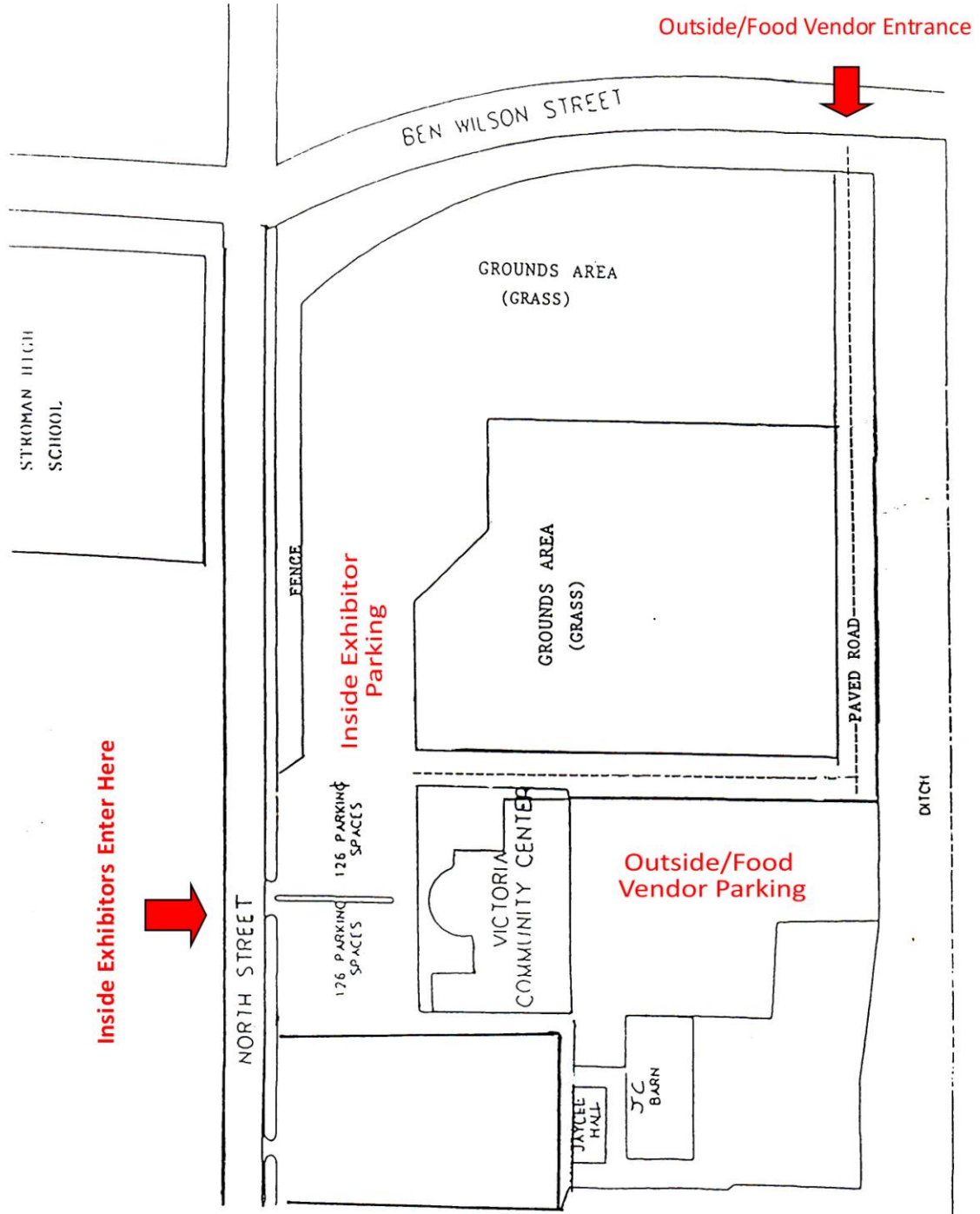
The Victoria Livestock Show management reserves the final, absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident to the Victoria Livestock Show. It further 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 2012 Commercial Exhibits Contract and 2012 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



**2012 VICTORIA LIVESTOCK SHOW**  
**COMMERCIAL EXHIBIT PROGRAM INFORMATION**  
**February 29- March 4, 2012**

**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: \_\_\_\_\_

**BOOTH INFORMATION:**

**# of Booths**

Inside spaces (Inside Dome) \_\_\_\_\_ at \$ 375 = \$ \_\_\_\_\_

Outside spaces (without electricity) \_\_\_\_\_ at \$ 300 = \$ \_\_\_\_\_

Outside spaces (with electricity) \_\_\_\_\_ at \$ 350 = \$ \_\_\_\_\_

Outside Food Concession Spaces \_\_\_\_\_ at \$ 400 = \$ \_\_\_\_\_

Space(s) Requested: 1st Choice: \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

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

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

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

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

**OUTSIDE FOOD VENDORS:**

Food items to be sold:

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

## 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.
- 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.
- Vehicles and Accessories:** automobile displays, trailer accessories, vehicle accessories, golf carts, ATVs, utility vehicles
- Universities:** college/university recruiting materials
- 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 9, 2012, TO:**

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

# 2012 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. **The concessionaire or food vendor will submit a list of all food, beverages or other items to be sold at least two (2) weeks before the Fair to the VICTORIA LIVESTOCK SHOW.** If list not turned in, any food duplicated with any other vendor will be taken off of the menu that day no questions asked. The Fair will not be responsible for income or food lost or spoiled from this action.
8. 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: \_\_\_\_\_