



VENDOR GUIDELINES

TAX AND LICENSE - required only if vendors is placing items above the pipe and drape, bringing in a vehicle or special equipment.

All vendors must obtain a sales tax license with the City and State to participate in the City of Glendale's festivals. Your license must be obtained before the event during regular business hours at the Tax and License office. You may obtain a Glendale license or permit by contacting the Tax & License Department at 623-930-3190 or in person at 5850 W Glendale Ave on the 1st floor.

TENT

Tent must be a pop-up (e.g. EZ-Up) with a white canopy top. You must bring your own outdoor tent lighting, clamp lights are suggested but halogen lights are permitted. Food vendor tents must be flame retardant with appropriate seal or certificate for approval by the Glendale Fire Marshal. You will also need to bring your own tables, chairs, linens, etc. It is required that you provide weights to hold down your tent, at a minimum of 20 pounds per leg.

HEALTH DEPARTMENT

All vendors with any type of food items must submit a temporary permit application and be **pre-approved** by the Maricopa County Health Department Special Events Program. Health permits must be displayed in your booth throughout the festival. For more information, call the Maricopa County Health Department at 602-506-6978, contact by e-mail at specialevents@mail.maricopa.gov, or visit the Special Events website at: <http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>. All pertinent laws, ordinances and regulations pertaining to health and public safety shall be strictly observed.

FIRE INFORMATION of Glendale Fire Prevention Office requires all vendors that use a flammable compressed gas, example propane, to perform a leak check of all connections which need to be witnessed by the onsite inspector. Each vendor is required to provide a spray bottle of commercial leak test solution or a spray bottle of soapy water to perform the test. If a leak is found, the leak must be repaired prior to use of the propane container.

- If you are using any propane or open flame, please read fire code information. A fire extinguisher, minimum classification 2A10BC, shall be placed in all cooking tents. Where deep fat frying occurs, an additional Class K fire extinguisher is required. Any fire extinguisher used during events must have an inspection performed by a third party company and a tag attached and dated within the last year.
- Any food truck that performs food preparation and cooking shall maintain all required fire extinguishers and if cooking involves the use of deep fryers, grills and/or griddles shall have a commercial kitchen hood with appropriate fire suppression system that meets UL 300 listing. The commercial hood system shall be maintain and cleaned as needed with the fire suppression system being inspected and tagged by a competent commercial third party on a 6 month schedule. There will be no exceptions to this requirement.

CANCELLATION POLICY

In the event that the Glendale Glitters Spectacular Weekend is prevented by an Act of God, acts or regulation of public authorities, interruptions or any cause beyond Glendale's control, the city of Glendale shall not be responsible for refunds or damage to persons or property. If the vendor decides not to participate in the festival, for any circumstance, after paying the fees due, a refund will not be issued.

Vehicle Displays for Exhibits/Trade Shows, Concerts, Raffle Prizes, Etc.

- All fuel tank fill caps shall be closed and sealed to prevent the escape of flammable vapors and tampering.
- Fuel in the fuel tanks shall not exceed one quarter of the tank capacity of five U.S. gallons (18.9L), whichever less.
- Fueling or removing fuel from the tank inside the building is PROHIBITED.
- Both battery cables shall be removed from the main battery while the vehicle is on display in the building. Both loose battery cable ends shall be taped to cover all exposed metal.
- If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), Nitrous Oxide (NOS), propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valves shall be closed.
- RV's, campers, tractor-trailers, and other vehicles with more than 120 sq feet of ceiling shall have an operational smoke detector per divided section.
- Vehicles shall not be moved during show hours. Exception. Vehicle Auctions.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.
- All vehicles shall be inspected to ensure compliance with the above requirements. For this reason, access to the vehicle and keys shall be available to the fire inspector at all time. All vehicles being inspected at a designated time normally works best.
- If the vehicle's battery is inaccessible, a kill switch may be acceptable. The kill switch shall be in the off position and the handle removed.
- If the vehicle uses a magneto ignition system, the vehicle shall be grounded and bonded in an approved manner. Typically, it is acceptable to disconnect and remove the spark plugs and tape so not metal exposed.
- Vehicles, including motorcycles or any other motorized devices that are demonstrating, competing, performing tricks or other similar activities, such as monster trucks, motorcycles and the like shall have a dedicated crash/rescue and EMS team.
- No repairs involving welding or breaking of any fluid lines shall be permitted inside the building. All refueling or defueling shall be conducted outside, and a minimum distance of 20 feet away from the building.

The Glendale Fire Department's Fire Marshal's Office has the following requirements:

- No open flames
- No combustible/flammable liquids
- No combustible/flammable gases
- Single story
- No retail sales or excessive handouts from the booths (single day use for handouts)
- No combustible materials above 12 feet and minimal combustible materials above eight feet
- No cover of the booth or tents allowed. Material under 8' can be any type of material, anything over 8' must be fire retardant and a proof of the material/item being fire retardant must be supplied upon request or the item will be removed.
- **All booths will be inspected and at the discretion of the inspector modifications may be required**

SAMPLE AGREEMENT/CONTRACT

Note: This is from an Organization that recently held a Tradeshow at our Hotel and is what they sent out to their Exhibitors. (Sending this in case you are interested in using any of the following wording)

AGREEMENT. Exhibitor hereby agrees to be bound by the terms of the "Agreement" which are the Official Rules of the Trade Show. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) any rules or regulations of the facility where the Trade Show is held; (iii) the terms of all agreements and leases between Organization hosting the and the managers or owners of said facility; and (iv) the terms of any and all leases and agreements between Organization hosting the event and any other party relating to the Trade Show. Exhibitor shall not, nor shall Exhibitor permit others to do anything to the Booth or do anything in the facility which would cause a difference in conditions from those previously approved by the insurance carriers of AACM or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties and/or any such increase resulting from a violation of this section.

ASSIGNMENTS AND SUBLEASE. Exhibitor shall not sublet the Booth or any equipment provided by Organization hosting the event, nor shall Exhibitor assign this Agreement in whole or in part without written notice to and approval from AACM. No more than one (1) AACM Affiliate Partner Company is allowed in a booth at any time.

BOOTH CONFIGURATION AND DECORATION. Exhibitor is required to keep all materials, items, decorations, activities, activities of guest(s), and all other personnel in the booth, within the confines of the Exhibit Space, as referenced in section "Standard Booth Equipment" of the Agreement. Any Exhibitor who exceeds or oversteps the Exhibit Space will be required to immediately alter their Exhibit Space to the satisfaction of Organization hosting the event at its sole discretion. Exhibitors are responsible for 100% of the tear-down, clean-up and removal of all items used as part of their exhibit or kept in their exhibit space. Additional cleaning charge may be added - be sure you clean your booth space on departure.

BUSINESS APPOINTMENTS AND NON-REGISTERED GUESTS. Exhibitors may not invite non-registered / non- Organization hosting the event guests into the Show.

CANCELLATION OR POSTPONEMENT OF TRADE SHOW. In the event that the Trade Show is postponed due to any occurrence not within the control of Organization hosting the event , whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Agreement, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in the cancellation of the Trade show, the obligations of the parties under this Agreement shall be automatically terminated and all rental payments made under this Agreement shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by Organization hosting the event in connection with the Trade Show.

Exhibitor agrees that its sole and only entitlement in the event of postponement or cancellation shall be a refund of rental payment, and by signing this Agreement forever waives, on behalf of itself, its officers, agents or employees, successors, heirs and assigns, any additional claim of actual or consequential damage as a result thereof.

CHILDREN. The Trade Show is a professional event and educational venue. It is not an appropriate place for children. No one under the age of 18 is allowed in the Exhibit Hall, Luncheon or Happy Hour at any time.

CHOICE OF LAW. This Agreement shall be construed according to the laws of the State of Arizona.

EQUIPMENT. Booth equipment provided by Organization hosting the event or its Official Drayer shall be returned to Organization hosting the event or its Official Drayer at the end of the term herein, complete and in good condition, normal wear and tear excepted. Exhibitor shall have no right, title or interest in such equipment, but only the right to use it under this Agreement. All other equipment shall be provided by Exhibitor at its own expense. All draping and decorative materials used by Exhibitor shall be flame proof. All booth equipment shall be in keeping with and consistent with all rules, codes, and regulations referred to under Agreement above. All demonstrations and displays shall be confined to Booth Space.

EXCLUSION. Organization hosting the event shall have the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers un-suitable to or not in keeping with the character of the Trade Show. Organization hosting the event shall have the right to demand modification of the appearance of dress of persons or mannequins used in connection with displays or demonstrations.

HANDLING AND STORAGE. Organization hosting the event and the owners or management of the facility where the Trade Show is to be held shall not accept nor store display materials or empty crates, and Exhibitor shall make its own arrangements for shipments, delivery, receipt and storage of such materials and empty crates. Such arrangements may be made through the Official Drayer if desired, and Exhibitor shall in any event provide the Official Drayer with copies of all bills of lading. All shipments and deliveries to the Trade Show shall be prepaid. Exhibitor shall not incur any obligation to the Official Drayer merely by reason of providing copies of any bills of lading hereunder.

HEIGHT RESTRICTIONS AND USE OF EXHIBIT SPACE. Height for all booths, display equipment, or signs shall be EIGHT FEET, unless an exception is obtained in writing from Exhibit Management sixty (60) days prior to the day of the event. When granted an exception for an additional height, Exhibitor agrees that all exposed sides of such addition must be finished. If the Exhibitor uses a specially built display, such display must utilize the entire EIGHT FOOT height limit on rear walls and THREE FOOT height limit on side walls where they adjoin neighboring booths. If any portion of such walls are unfinished, the Exhibitor must arrange and pay for necessary draping to cover the unfinished walls facing his neighbors. Exhibits not conforming to these specifications or which, in design, operation or other-wise, are objectionable in the opinion of AACM, will be prohibited. Height restrictions shall include but are not limited to balloons, header signs, custom-built displays, etc. No signs of any kind or nature, may hang from the ceiling of the Exhibit Hall. In addition, the following activities are prohibited: live animals, distribution of open alcoholic beverages (unless previously approved), and cooking of and/or distribution of food, with the exception of pre-packaged snack foods (i.e., candy, nuts, pop-corn, etc.).

PLEASE NOTE THIS SECTION:

NO EXHIBITOR MAY DISMANTLE HIS DISPLAY OR REMOVE MATERIAL PRIOR TO THE OFFICIAL CLOSING OF THE TRADE SHOW. EXHIBITORS SHALL PROPERLY MAN THEIR BOOTHS DURING ALL EXHIBIT HOURS OF OPERATION. FAILURE TO COMPLY WILL BE CAUSE FOR AACM TO REFUSE FUTURE EXHIBITING PRIVILEGES.