



AMERICAN ROYAL ASSOCIATION

IMPACTING THE FUTURE OF AGRICULTURE • SCHOLARSHIPS | EDUCATION | COMPETITION

Vendor Rules and Regulations

1701 American Royal Court, Kansas City, Missouri 64102 | 816) 221-9800

1. PURPOSE

The American Royal Association provides the Marketplace as a supplement to American Royal Shows to provide a showcase for products and services that appeal to Vendors and spectators.

2. GENERAL

The American Royal shall have full authority of interpretation of these regulations. All commercial exhibit contracts, when executed properly, shall be considered a binding agreement. Vendors shall abide by Federal, State, and City ordinances and regulations.

3. APPLICATION APPROVAL

The American Royal strives to provide visitors with a specific and targeted selection of popular, quality products, primarily with an agricultural focus. All applications will be reviewed for relevance to our constituent base and all vendor approvals are at the discretion of the American Royal. If your application is not accepted, your vendor fee will be refunded.

4. LIABILITY

Vendors agree that the American Royal assumes no responsibility for damage, or theft to property or any accident, injury or mishap which may befall you, your employees or members of the show public. Vendor agrees to indemnify and hold harmless The American Royal Association, the City of Kansas City, Missouri, their agents, officers, directors, employees, volunteers, and American Royal contract service providers 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 Vendor, its agents, employees, invitees, contractors, sub-contractors, or guests which occurs on the grounds of the American Royal Center. The American Royal will NOT be responsible for any damage incurred if you request American Royal equipment and/or employees to move your property during set-up or tear down of exhibit(s).

5. INSURANCE

Vendors must provide a certificate of insurance **30 DAYS PRIOR TO MOVE-IN** with a minimum of \$1,000,000 combined single limit bodily injury and property damage, including product liability, which names the American Royal Association and the City of Kansas City, Missouri as additional insured's with the term of coverage to include move-in and move-out dates. The certificate must provide for a thirty (30) day written notice of cancellation and reduction in limits to the American Royal. The certificates must be emailed to marketplace@americanroyal.com, or mailed to the American Royal no less than 30 days prior to the show. Vendors may be included as an Additional Insured on the American Royal policy for a fee of **\$100** – payable in advance with the initial booth payment. This insurance cannot be provided if ordered less than **2 weeks** prior to move-in. Only one payment of \$100 is required if doing multiple shows. **VENDORS CANNOT MOVE IN WITHOUT A CURRENT CERTIFICATE OF INSURANCE ON FILE.**

6. ASSIGNMENT OF SPACE

Prior year vendors will be given priority of space requests. Otherwise, considerations will be given to the date a contract is received, sponsor requirements, and the amount of space requested. The American Royal establishes the boundaries for all booth spaces. Every effort has been made to ensure the accuracy of all information concerning floor plans; however no warranties, expressed or implied, are made with respect to the floor plan. If the location of building columns, utilities, or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the Vendor to inquire concerning the location of its space. The American Royal reserves the right, in its sole discretion, to assign booth space, and will have the right to re-assign booth locations for overall betterment and appearance of the show. The American Royal reviews its floor plan annually. Therefore, requests for booth space similar to past locations may not be feasible. However, every effort is made to consider location requests. All vendors must be registered through the American Royal and only sell items out of their assigned space(s). Anyone found selling items without the permission of the American Royal or outside their assigned space may be fined in an amount 2 times the cost of a standard booth space and asked to leave the property.

7. PAYMENT

Payment is due in full at the time of registration. If you need to discuss payment of your account, please contact the American Royal at 816-221-9800 or marketplace@americanroyal.com. For any reason that payment has not been received, the vendor will not be permitted to move in until payment is made in full.

8. CANCELLATION/REFUND POLICY

In case of cancellation of the event or unavailability of the event due to war, governmental action or order, act of God, fire, strike, labor disputes, or any other cause beyond the American Royal's control, this Agreement shall terminate, and the Vendor shall be entitled to the return of the fee's for the event, less the prorated share allocated to the American Royal of the expenses incurred by the Royal in connection with the event. Refund of the Fees as provided in this section shall be the exclusive remedy of the Vendor against the American Royal in case the event is canceled or rescheduled through war, governmental action or order, acts of God, fire, strike, labor disputes, or any other cause beyond the American Royal of and from all claims for damage and agrees that the American Royal shall have no obligation except the above stated refund. Requests for refunds must be submitted to the American Royal and are subject to the discretion of the American Royal. Marketplace vendors may be eligible for a refund if the American Royal is able to fill their space with another vendor. Fees associated with space, minus a \$50.00 cancellation fee may be refunded. Refunds will not be issued for events that are less than 7 days away. A roll over of funds for future events is not allowed.



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9. BOOTH EQUIPMENT

If rental equipment is needed (drape and linens), Vendor must contract and make all arrangements and payments with George Fern Company for these needs. If Vendor opts to drape their space, they must be draped with an 8 ft. back drape and 3 ft. side drapes. Vendors cannot exceed the 8 ft. height limit of the booth. The maximum height in the front and first 5 ft. of the sides of the booth is 4 ft. high. Displays, signs and products must stay 4 ft. or below in the front 5 ft. of the booth to allow maximum view of all Vendors. Any exceptions must be approved in advance by the American Royal.

10. CARE OF BOOTH SPACE

The American Royal will arrange for the sweeping of aisles. Vendors will be responsible for the cleanliness of booth space. **All signage must be professionally made** and fit within booth dimensions without blocking the view of any other Vendor. Vendor MAY NOT use nails, staples, hooks, tacks, or screws to erect any decorations, or adhesives, including tape, that would deface the walls, ceilings, floors, facilities and equipment contained within the Complex. Vendors may not place anything in the aisles during the show. Vendor will be expected to leave booth in usable condition as was when moving in.

11. SIGNAGE AND DECORATIONS

There is no signage allowed outside of the assigned vendor booth space. This includes barns, walls, doors, windows, etc. Approved tape 3M 9589 (double side adhesive), 3M 471 (single side adhesive) and Gaffers tapes are the only approved products for booth markings and carpet applications within the facility. Applied tapes and any residue must be removed from all surfaces prior to move-out. Paint, shoe polish and unapproved tapes are not allowed to be used in the facility. No drilling of the structure is allowed. Any means of attachment must be non-destructive to the structure. Helium balloons are not allowed inside the facility. Glitter and adhesive-backed decals are not permitted in the facility or on the premises. All labor requirements for move-in/out, setup of display areas, etc. shall be the responsibility of show management and/or exhibitors and their service providers.

12. BOOTH ATTENDANTS

Each booth must be occupied by a representative during show hours.

13. MOVE-IN/MOVE-OUT

A move-in/move-out schedule will be provided in the welcome packet sent prior to the event and upon request. Vendors are responsible for moving in and out within the timeframe outlined on the schedule unless prior approval has been given by The American Royal.

14. ELECTRICAL

Each 10 x 10 sq. ft. Vendor space will have access to one 110-volt/20 amp electrical outlet. **The American Royal now requires a deposit for use of electrical pigtailed.** A \$20 cash deposit per pigtail will be collected at the time of issuance. You will receive your deposit back upon returning the pigtail(s). No other electrical equipment including extension cords, power strips, etc. will be provided by the American Royal.

15. INTERNET

Wi-Fi is available for Vendors during American Royal Shows (except for the Livestock Show where a limited free Wi-Fi will be available). Login information will be included in the welcome packet sent prior to the event.

16. TAXES

A list of all Vendors at the American Royal shall be furnished to the City of Kansas City and the State of Missouri upon their request. It is the Vendor's responsibility to complete the appropriate procedures for reporting and submitting all taxes due. Vendors are responsible for completion and submission of tax papers.

17. WEAPONS

No weapons are allowed on the property, including weapons carried by individuals with valid conceal and carry permits, per KCMO ordinance Article VIII. Section 50 – 269. KCMO adheres to a zero tolerance policy regarding violence. Any person or persons engaged in violent acts will be removed from the property immediately.

18. ANIMAL PERMITS

The presence of non-service animals within the ARA Complex must be approved by the ARA Director of Facilities prior to arrival and must be permitted through KCMO Animal Control. If animals are present as part of a vendor space, a \$100 Animal Display Fee will be owed per vendor to KCMO Animal Control. The ARA is not responsible for coordinating or obtaining animal permits for vendors. KCMO Animal Control contact is James Donovan: 816-513-9809 or james.donovan@kcmo.org. An animal control permit application can be provided by ARA upon request. All service animals are welcome at ARA events, however, all animals on the grounds must be within enclosure or on leash or lead.

19. USE OF LOGO

The American Royal has sole and exclusive right to produce, sell or give away products bearing its logo(s) and only its designated licensees may distribute such products at the show.