



SAN ANTONIO STOCK SHOW & RODEO

RETAIL VENDOR HANDBOOK



FEB 10-28

2021



SARODEO.COM/RETAILVENDOR





OUR MISSION:

"A VOLUNTEER ORGANIZATION THAT EMPHASIZES AGRICULTURE AND EDUCATION TO DEVELOP THE YOUTH OF TEXAS."



The San Antonio Stock Show & Rodeo is a 501(c)(3) non-profit organization which has donated more than \$223 million to the youth of Texas through scholarships, grants, endowments, junior livestock auctions, western art, calf scramble program and show premiums.



RETAIL VENDOR HANDBOOK

CONTACT INFORMATION



- RETAIL DIRECTOR (KELBY BELLOWS)..... (210) 225-5851 EXT 135**
- RETAIL DIRECTOR MOBILE..... (210)749-1588**
- RODEO POLICE/MEDICAL (FEB 6-28 ONLY)..... (210) 228-4837**
- SALE MAIN OFFICE..... (210) 225-5851**
- SALE FAX..... (210) 225-6864**

SALE MAILING ADDRESS:

PO BOX 200230, SAN ANTONIO, TX 78220

SALE PHYSICAL ADDRESS:

723 AT&T CENTER PKWY, SAN ANTONIO, TX 78219

IMPORTANT DATES

WHAT?	WHEN?
Formal Invitations/ Rejections Sent Out (Returning Vendors)	November 15, 2020
Deposit Deadline	December 15, 2020
Final Day to Cancel License Agreement with Refund	January 4, 2021
Final Payment Deadline	January 15, 2021

If signed agreement and deposit are not received by December 15, 2020, vendor space will be forfeited and reassigned by the Retail Director. If any portion of the License Fee remains unpaid after January 15, 2021, SALE may terminate the agreement and booth space will be reassigned by the Retail Director.



NOTICE

This handbook is part of the License Agreement. Non-compliance with any part of this book is considered a breach of the Agreement. A breach of the Agreement may be cause for Agreement termination and dismissal. Vendor will first receive a verbal warning with a reasonable amount of time to correct the situation. If the violation is not corrected, a written notice of correction will follow. Vendor will be given 24 hours to respond in writing with a plan to correct the matter to the satisfaction of the Retail Director. If the matter is not resolved, the Retail Director will determine what action will be taken to remedy the situation.

COVID 19 SAFETY INFORMATION



While participating in SALE events “social distancing” must be practiced and face coverings worn in strict compliance with local health regulations and ordinances to reduce the risks of exposure to COVID-19. Because COVID-19 is extremely contagious and is spread mainly from person-to-person contact, SALE has put in place preventative measures to reduce the spread of COVID-19. However, SALE cannot guarantee that its participants, volunteers, partners, or others in attendance will not become infected with COVID-19.

In light of the ongoing spread of COVID-19, individuals who fall within any of the categories below should not engage in SALE events and/or other face to face fundraising activities. By attending a SALE event, you certify that you do not fall into any of the following categories:

1. Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others;
2. Individuals who believe that they may have been directly exposed to a confirmed or suspected case of COVID- 19 or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for their treatment.

DUTY TO SELF-MONITOR:

Participants and volunteers agree to self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and, contact SALE at (210) 225-5851 if he/she experiences symptoms of COVID-19 within 14 days after participating or volunteering with SALE.

ASSUMPTION OF THE RISK. I acknowledge and understand the following:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
2. I knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID- 19, even if arising from the negligence or fault of the Released Parties; and I hereby knowingly assume the risk of injury, harm and loss associated with the Activity, including any injury, harm and loss caused by the negligence, fault or conduct of any kind on the part of the Released Parties.

TEMPERATURE SCREENING:

All patrons entering the fairgrounds will be subject to a temperature screening prior to entry.

2021 RETRO RODEO

Audience Group Overview:

LIVESTOCK EXHIBITORS

RODEO TICKET HOLDER

CARNIVAL PATRON

PRCA CARDHOLDER ACCESS

VOLUNTEER / SOCIAL AREA

CONCESSIONS / RETAIL



This is a draft of the 2021 San Antonio Stock Show & Rodeo Fairgrounds.
The final map will be posted closer to the event date.

MOVE-IN

GETTING HERE

All Vendors will enter through Gate "A" located off Houston Street to begin the check-in process.

Upon arrival, vendors will be temperature checked and directed to a staging area where they will receive a "Dash Pass" for their vehicle, containing the vendor's name and on-site contact number. This pass must be kept face-up on the dashboard throughout the duration of the event. If the contact information is not visible, the information pass is missing, or the Shops at the Rodeo vendor is not able to be contacted, the vehicle will be towed at the owner's expense.

CHECKING-IN

Once Vendors have received their "Dash Pass", they will then be directed to their building. There, vendors will find the check-in station located in their building where they will receive their car and vendor passes.

CREDENTIALS

Vendors will be issued car and vendor passes at check-in. An authorized signature is required to release those passes. These passes are issued according to size and space outlined in the license agreement.

Parking and Grounds Entry Credentials are non-transferable. Vendors are not allowed to give car and fairgrounds passes to other vendors. Car passes must be displayed while parked on Rodeo Fairgrounds.

Parking and Grounds Entry Credentials will be free of charge for the 2021 San Antonio Stock Show & Rodeo. An allotted amount of credentials will be provided to each vendor based on their booth size. If additional credentials are needed vendors may receive them during check-in. Vendor Credentials must be worn and visible at all times while working on the grounds.

GENERAL PARKING

Vendors will park in lot X, designated by SALE. Cargo trucks must be parked in back lane of the vendor parking lot. Mobile homes may not park in the vendor parking lot.

TRAILER PARKING

FREE PARKING

On-site parking will be provided free of charge in Lot X. Vendors will need a Trailer ID Sticker which will be issued at check-in should the owner need to be located. Trailers must be parked in the trailer designated area within the X lot.

SCHEDULE

Move-in times have been carefully scheduled to provide vendors with maximum set-up time and ease of entry. Vendors must arrive during their designated move-in time to ensure access to the building. If vendor arrives earlier than their designated move-in time they will not be able to drive directly to the building for offloading.

SAT
2/6

Freeman Boulevard | 8 AM - 3 PM

SUN
2/7

Animal Adventures | 8 AM - 3 PM
Dairy Center | 8 AM - 3 PM
Freeman Boulevard | 8 AM - 3 PM

MON
2/8

Animal Adventures (Booths 1-15) | 10 AM - 2 PM
Animal Adventures (Booths 16-30) | 2 PM - 6 PM
Dairy Center (Booths 1-15) | 10 AM - 2 PM
Dairy Center (Booths 16-29) | 2 PM - 6 PM
Freeman Boulevard | 10 AM - 6 PM
Coliseum Concourse | 10 AM - 6 PM

TUES
2/9

Animal Adventures (Booths 16-30) | 10 AM - 2 PM
Animal Adventures (Booths 1-15) | 2 PM - 6 PM
Dairy Center (Booths 16-29) | 10 AM - 2 PM
Dairy Center (Booths 1-15) | 2 PM - 6 PM
Freeman Boulevard | 10 AM - 6 PM
Coliseum Concourse | 10 AM - 6 PM

WED
2/10

Coliseum Concourse | 10 AM - 6 PM

THUR
2/11

Coliseum Concourse | 10 AM - 6 PM

Vendors located in the Dairy Center, Animal Adventures, and on Freeman Boulevard must be set up by Tuesday, February 9, at 6 PM. Vendors located in Freeman Coliseum must be completely set up by Thursday, February 11, at 6 PM.

Vendors are to be courteous and safe during move-in. Vendors must follow directions given by Security Officers, Show Staff, and Rodeo Retail Committee Members. Aisles, roads, and doorways are to be kept clear at all times.

All vehicles, trucks, and trailers must be unloaded and moved to the designated parking area before booth set-up begins. Parked trailers must be attached to the transport vehicle to ensure a quick move if necessary. Trailers left unattended in loading areas are subject to tow.

MOVE-OUT

BOOTH BREAK-DOWN

The Dairy Center, Animal Adventures, and Freeman Boulevard areas officially close at 7 PM on Saturday, February 27. The Freeman Coliseum area officially closes at 4:30 PM on Sunday, February 28. Vendors may begin to break down their booth after closing and if they so wish, may hand cart out to the parking lot.

INDOOR RETAIL VENDORS

SATURDAY/SUNDAY

All vendors will receive access to their building location based on a first-come, first-served basis. Vendors may not stage their vehicle or gain access to load near their building without a release ticket. Rodeo Retail Committee members will assist vendors into position for load-out and direct to their respective building when space near vendor booth is available. Please follow the instructions below.

- Vendors may begin breakdown and packing once their building has officially closed.
- When the booth is completely broken down and ready to load, the vendor may receive their "Release Ticket" from the Rodeo Retail Committee Member stationed on the floor.
- Vehicles with trailers need to obtain a separate "Trailer Release" form which will be provided during check-in.
 - A "Release Ticket" (accepted in physical or text format) and "Trailer Release", if applicable, provide access to stage in the X Lot.
- Once staged in the X Lot, Security and Rodeo Retail Committee Members will direct vendors to their load-out destination as space becomes available.
- Once vendors have loaded, they will be directed to exit through Gate "A" with the required "Trailer Release", if applicable.

OUTDOOR RETAIL VENDORS

Vendors must coordinate with Rodeo Retail Committee Members on loading vehicles and receiving Trailer Release Forms. Vendors must exit through Gate "A". A mandatory fire lane must be left open on the North side of Freeman Boulevard and the West side of Bickett.

SCHEDULE

SAT 2/27
 Freeman Boulevard | 7 PM - Midnight
 Dairy Center (All Booths) | 7 PM - Midnight
 Animal Adventures (All Booths) | 7 PM - Midnight

SUN 2/28
 Freeman Boulevard | 8 AM - 11 AM
 Dairy Center (All Booths) | 8 AM - 11 AM
 Animal Adventures (All Booths) | 8 AM - 11 AM
 Coliseum Concourse (All Booths) | 4:30 PM - Midnight

Vendors located in the Dairy Center, Animal Adventures, and on Freeman Boulevard must be Completely moved out by Sunday, February 28 at 11 AM. Vendors located in Freeman Coliseum must be completely moved out by Sunday, February 28 at Midnight.

FIRE LANE



A fire lane must be left clear in red marked areas above.



HOURS
— AND —
OPERATIONS

ELECTRICAL

Electric provided to vendors will be limited to (1) 15 amp plug. Vendors may not bring microwaves, space heaters, refrigerators, or any other appliances into their booth space. Extension cords will likely be needed to reach power source.

RETAIL VENDOR OFFICE HOURS

The Retail Vendor Office will no longer be open. If you are in need of assistance please contact the Retail Director. Volunteers in the Rodeo Retail Office will patrol each building daily and may also provide assistance as needed.

RETAIL VENDOR BREAK ROOM

The vendor break room is located on the Animal Adventures building behind the facade labeled "Sheriff". The break room will be open February 10-27, during Show hours. A microwave and coffee maker will be available. Please be responsible and keep the area clean.

RESTOCKING HOURS & OPERATIONS

Beginning Wednesday, February 10 (Dairy Center, Animal Adventures, and Freeman Blvd) and Friday, February 12 (Freeman Coliseum), vendors will be allowed to drive up near the building where their booth is located from 8 AM - 9 AM each morning (Dairy Center, Animal Adventures, and Freeman Blvd) and from 3 PM - 4 PM (Freeman Coliseum) for restocking. After that time all vehicles must be relocated to the appropriate parking lots. Please do not arrive for delivery at 9 AM, as security will not allow entry. This is the time to be LEAVING the area.

For security purposes, only one door will be open for access during restocking hours. Please make sure that employees enter and exit through the door designated by security or a committee member. Buildings are only accessible by presenting vendor credentials.

TELEPHONE & WIFI

All telephone service orders will be subject to availability. All material and equipment furnished for the telephone will remain the property of the Show.

Limited Wi-Fi will be provided by the San Antonio Stock Show & Rodeo at no cost in select buildings. The San Antonio Stock Show & Rodeo does not guarantee the quality or availability of service and encourages Vendors to provide their own hot-spot or cell service to support their internet needs at the event.

VENDOR PARKING LOT ENTRY/EXIT

Vendors must enter through Gate A and follow the route pictured to the right in order to access the vendor parking lot. Vendors will exit through Gate F at the end of each shift.

-  VENDOR ENTRANCE
-  VENDOR EXIT



SHOPS AT THE RODEO HOURS

DAIRY CENTER, ANIMAL ADVENTURES, FREEMAN BOULEVARD

February 10 - 27 (Junior Livestock Show)

Daily 10 AM - 7 PM

FREEMAN COLISEUM

February 12 - 27 (PRCA Rodeo)

Monday - Saturday 5 PM - 10:30 PM

Sunday 2 PM - 7:30 PM

February 28 (Charreada Rodeo)

Sunday 1 PM - 4:30 PM

FREEMAN COLISEUM (OPTIONAL)

February 22 - 25 (Youth Rodeo)*

Monday - Thursday 8 AM - 3 PM

*Please be aware if you choose not to open during the Youth Rodeo there will be guests in the building during the listed hours. Please ensure your booth is closed up neatly and securely during those dates/times.

VENDOR PARKING LOT ENTRY/EXIT





BOOTH DESIGN GUIDELINES

★ OVERVIEW ★

All booths will be evaluated and photographed during the event to identify if vendors have met and maintained the Show's standards of presentation. The results of the evaluations will be considered when offering invitations to future shows. Generally, the evaluations are based on booth appearance throughout the event, management and personnel practices, and compliance with the rules and regulations of the Shops at the Rodeo Handbook and the San Antonio Livestock Exposition, Inc. License Agreement. Any booth not in compliance or found to be offering merchandise outside of their approved category will be in violation and measures will be taken to remedy the violation. This will include removal of the unapproved merchandise, as well as non-renewal of an invitation to participate in future events.

*2021 Booth expectations will be relaxed; however, please contact the Retail Director if any major changes to booth display are expected.

ADVERTISING

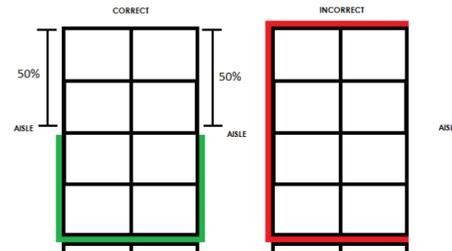
Vendor is permitted to advertise only in their assigned space. Advertising using posters, handbills, flyers, etc. on buildings, trees, restrooms, posts, parked vehicles, or other areas is not permitted.

APPEARANCE

If an item does not relate to vendor's specific theme or product, does not enhance the appearance of the vendor space, or is not for sale, it does not belong in view of the public (ex: boxes, containers, fans, food, soda cans, TVs, etc.).

AISLE CLEARANCE & ACCESSIBILITY

Merchandise, displays, fixtures, signs, or any other property of the vendor may not extend into the aisle. All elements of the booth must be contained within the marked space. Vendors who have a space that is accessible from two aisles must leave at least 50% clearance on all sides to allow patron access. See image.



AUDIO VISUAL

Booth sound of any kind must be kept at a level that does not interfere with neighboring vendors. If there is a discrepancy, the Retail Director may determine the sound level or require removal of the sound for the duration of the Show.

Video monitors and televisions that enhance and aid in the presentation of products will be allowed with Retail Director's approval. Viewing ballgames, TV shows, movies, etc. will not be permitted.

Microphones will not be permitted. "Hawking" or calling customers over to booth is prohibited. Exceptions must be submitted via the online Variance Request Form prior to the Show and approved by the Retail Director. Any approved microphone use will be subject to sound monitoring.

BOOTH COMPOSITION

Vendors are responsible for providing their entire booth display, including chairs, tables, and all fixtures. Vendors are expected to incorporate western/southwestern theme and/or accents into their booth design.

DO

- Use a solid, continuous backdrop
- Ensure walls are at least 8' in height, including side walls
 - Loose mannequins or display fixtures must be accompanied by a solid backdrop, must not be visible from neighboring booths, and must also remain in the 10' height limit
- Ensure booth is free-standing and is of sound structure
- Provide a professional sign with your booth name
- Provide professional "Sale" signage using "Show Special" or "Rodeo Special" verbiage (if applicable)
- Hide storage boxes and extra inventory out of public view (extra storage space will not be provided)
- Leave space at the front of your booth if you are demonstrating a product to accommodate potential crowds

DON'T

- Block building structures such as doors, utility fixtures, and air returns
- Block utility easements (or use utility easements for storage)
- Exceed 10' (including signs, props, mannequins, boxes, decor, etc.)
- Affix your booth to any walls, columns, poles, or other permanent building structures
- Use Tents, Canopies, or Easy-Ups as part of an indoor booth display
- Advertise above neighboring booth spaces, i.e. face all signage in toward your booth space only
 - If signs are double sided, the back should be covered for the duration of the Show

*If a vendor wishes to obtain an exception to these rules, an online Variance Request Form must be submitted and approved by the Retail Director.

BOOTH NAME SIGN

Each vendor shall prepare and hang their own sign indicating booth name. The sign must hang within the designated 10ft height limit unless an exception is made by the Retail Director.

BOOTH NUMBER SIGN

All vendors will be issued a booth number placard in their check-in packet. This number must be displayed in the top right, or left-hand corner of your booth.

BUILDING TEMPERATURES

The Show will make every effort to ensure the building temperatures are set at a comfortable level. Vendors located near entry and exit doors should be prepared for outside conditions, i.e. wind, cold, and heat.

CARPET

Carpet will not be provided in shopping aisles in 2021.

CLEANING

Show staff will not be responsible for vacuuming or mopping vendor booth space. Vendors who have trucks, trailers, and /or farm equipment may not wash those items on the fairgrounds due to health regulations.

Vendors are responsible for properly disposing of all trash associated with their booth. Trash must be tied closed to eliminate spillage in the area and placed inside the provided receptacles. Boxes and other large trash may not be disposed of in public waste receptacles. All boxes must be broken down and taken to the recycling bins or trash dumpsters. If at any time the trash or recycling builds up near your booth area and it is not being picked up promptly, please contact the Rodeo Retail Committee Office for assistance so the situation can be remedied.

CORD & HOSE COVERS

All cords and hoses in areas open to foot traffic must be covered with rubber floor molding or securely taped down and approved by Show safety coordinators.

DISPLAY EQUIPMENT & MERCHANDISE

Vendors shall provide adequate props to merchandise booth in an attractive manner. Displays and fixtures must be structurally sound and secure. Rodeo Retail committee members may require alteration of booth displays if they are deemed unsafe. Fire Marshal rulings do not allow the use of hay or hay bales for merchandising props inside buildings.

PORTABLE BUILDINGS

Outdoor Vendors may have small portable buildings on skids to be used as a sales office, i.e. Connex boxes. Buildings used as sales office should be visually appealing and "dressed" with appropriate signage.

RENTALS

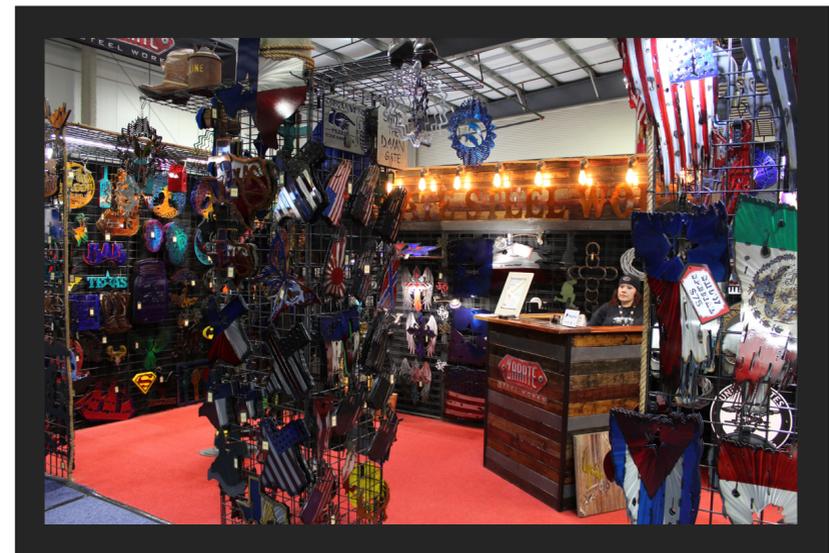
Chairs, draped tables, carpet, lifters, trashcans, etc. may be purchased from the contracted decorating service. An order form may be requested by contacting Illusions.

Michelle Reyes - mreyes@therkgroup.com
(210) 685-6391
illusionsrentals.com

PROHIBITED ITEMS

The San Antonio Stock Show & Rodeo reserves the right to prohibit the sale or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility with the San Antonio Stock Show & Rodeo's mission, policies, and values. We reserve the right to deem products unacceptable at any time and have the items removed from the booth, or in some circumstances, the vendor removed from the Show. Items that will not be considered for sale, display or give-away, include, but are not limited to:

- **Alcoholic Beverages**
- **Balloons**
- **Drones of any kind**
- **Drug Paraphernalia**
- **Hover Boards**
- **Lasers and Laser Pens**
- **Live animals, fish, and reptiles**
- **Merchandise containing inappropriate slogans, graphics, or suggestive sexual connotation**
- **Pornographic Materials**
- **Products made from any Endangered Animal**
- **Selfie-Sticks**
- **Tattoos and Body Piercing Products or Services**
- **Tobacco Products**
- **Weapons: Including but not limited to guns and ammunition, knives, swords, spears, arrows, etc. whether real, toy, or replica. Vendors who use knives to prepare food may do so only for this purpose. Knives shall be kept in prep area while in use. While not in use, knives should be stored away in secure area and not left out in the open.**



ZARATE STEEL WORKS - GRAND CHAMPION BOOTH 2020



BOOTH OPERATION GUIDELINES

BOOTH STAFFING

Booth owner shall ensure that all employees staffing the booth are familiar with the products and services being sold as well as the rules and guidelines in this Handbook. Any situation occurring in a vendor's booth or involving a vendor's employee requiring the attention of the Retail Director or a Rodeo Retail Committee Member will be documented as an incident and may directly affect the owner. Vendors are responsible for any claims, liabilities, and actions relating to the conduct of their personnel.

CHANGE

Please come daily with sufficient change. The Rodeo Retail Committee Office will not have the capability to provide change, and there is no facility on the fairgrounds that can assist with providing change.

CONDUCT

The San Antonio Stock Show & Rodeo promotes equal opportunities and participation with no distinctions based on race, color, gender, sexual orientation, religion, disability, national origin or other considerations. Notwithstanding other provisions included in this Handbook, violation of this policy could result in immediate termination of the vendor's lease agreement, requiring the vendor to vacate the leased space and forfeit all monies paid to date.

FOOD VENDORS

HEALTH DEPARTMENT RULES

Vendors selling food or handing out food samples of prepared or pre-packaged food products in their booths must abide by the following rules set forth by City of San Antonio Health Department or any other governing agencies.

1. Retail Director will maintain the Food Manager License Certificate for the show.
2. Vendors selling food within their booth will:
 - a. Submit fee for the required Health Permit Certificate; the fee is \$32.96 per day, \$593.28 for the show.
 - b. Display a list of the Health Regulations in their booth.
 - c. Have each individual working in their booth read and abide by the rules.

CONCESSIONAIRE FEE

A mandatory \$300.00 Fee will be assessed to all vendors selling a food product that can be immediately consumed.

DRESS

Special dress or attire is not required; however, all vendors should be dressed appropriately and professionally.

GOLD BADGE DISCOUNT

Vendors are given the opportunity to offer a special discount or purchase incentive to San Antonio Stock Show & Rodeo Staff and Volunteers that are wearing a Gold Badge. Participation in this program is optional. If a vendor wishes to offer a discount or incentive (i.e. buy one item get a second free or special gift with purchase), a special sign identifying participation in the Gold Badge Discount Program will be given to all vendors upon check-in.

LARGE ITEM PICK-UP

Vendors selling large or heavy items (i.e. furniture or large art) should coordinate with the Rodeo Retail Committee Office regarding a plan for assistance to accommodate customers with their purchases. Items that are too large to be transported off the fairgrounds during operating hours can be scheduled for pick up during restocking hours 8 AM – 9 AM.

RETURN/ REFUND & EXCHANGE POLICY

To maintain good relations with the public and promote customer service, the San Antonio Stock Show & Rodeo does not support or condone a "No Refund" policy. Vendors are encouraged to set a reasonable Return/Refund and Exchange Policy for use during and after the Show.

SERVICE ANIMALS

Service animals are defined as dogs (or miniature horses when reasonable) that are individually trained to do work or perform tasks for persons with disabilities. Such animals are welcome in areas where the public is normally allowed to go. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, hand signal, or other effective controls. All service animal pet waste must be disposed of properly. All other animals, including comfort animals, emotional support animals, and therapy animals are prohibited.

SMOKING

Smoking is prohibited in all indoor venues. This includes the use of e-cigarette and vaping devices.

SUB LEASING

Vendors' assigned space is for their sole, exclusive, and personal use. As such, vendors are not allowed to sub-lease or allow any person or business to use the contracted space.

TEXAS SALES & USE TAX ID

Vendors must obtain a Texas sales and use tax permit if they are engaged in business in Texas and they:

- sell tangible personal property in Texas;
- lease tangible personal property in Texas; or
- sell taxable services in Texas.

The statutory definition for "tangible personal property" is "personal property that can be seen, weighed, measured, felt, or touched or that is perceptible to the senses." All Retail Vendors who participate in the San Antonio Stock Show & Rodeo are required to provide proper credentials to remain in good standing.

TIP JARS/DONATIONS

Solicitation of tips and donations is not allowed at any vendor's booth.

WEATHER

Regardless of the weather, all booths are to remain open during the posted hours of the Show. Vendors located outdoors should make provisions to protect their set-up and stock from the sun, wind, inclement weather, flooding, etc.



SHIPPING

AND

RECEIVING

HOW TO ADDRESS

In order to increase efficiency and accuracy, vendors MUST address all packages according to the reference below. If a package is not addressed properly, the likelihood of the item being lost is high.

SAMPLE:

"ATTN" OR "C/O" RODEO RETAIL
"NAME OF EXHIBITOR"
"BUSINESS NAME, BUILDING, & BOOTH NUMBER"
3201 E HOUSTON STREET
SAN ANTONIO, TX 78219

Packages that are addressed to vendors personal name will be much harder to identify and may cause delay in processes.

US POST OFFICE

There is no U.S. Post Office on site. The closest U.S. Post Offices are located at the following addresses:
515 Pierce Ave, San Antonio, TX 78208
4950 E Houston St, San Antonio, TX 78220

Vendors will be required to retrieve any packages sent via USPS from the nearest Post Office location as they will not be accepted.

UPS - CHOICE PROVIDER

UPS packages will arrive at our operations facility located at the far West end of the fairgrounds. A Rodeo Retail volunteer will contact vendors who have packages ready for pick-up in operations daily. Vendors must pick-up and sign off for all deliveries at this location. All packages must be picked up within 24 hours, including and especially large orders and orders received on pallets.

SALE and Rodeo Retail Committee Members will not be held liable for lost or damaged packages.

DHL, FED EX, OR OTHER

Packages sent via DHL or another carrier will arrive at our operations facility. A Rodeo Retail volunteer will contact vendors who have packages ready for pick-up in operations daily. Vendors must pick-up and sign off for all deliveries at this location. All packages must be picked up within 24 hours, including and especially large orders and orders received on pallets.

SALE and Rodeo Retail Committee Members will not be held liable for lost or damaged packages.





**MEDICAL,
SECURITY,
— AND —
EMERGENCY RESPONSE**

MEDICAL

The Medical Committee of the San Antonio Stock Show & Rodeo staffs first aid stations on the grounds and in the Freeman Coliseum to provide minor and emergency medical attention to patrons, exhibitors, and contestants visiting the show. In the event of an emergency, please notify any of our staff or police personnel in your area to ensure that appropriate emergency personnel are notified and dispatched. In case of a medical emergency, please call (210)228-4837.

SECURITY

The show will provide 24-hour limited security from the time vendors arrive on the fairgrounds until they leave the premises. However, the San Antonio Stock Show & Rodeo is not responsible for any claims of damages or theft. Incidents of theft, loss, or damage should be reported to Show Security and the Rodeo Retail Committee Office on the same day of the occurrence. If the incident occurs late at night, it is the vendor's responsibility to make a report the following day as soon as they arrive to the fairgrounds.

While the San Antonio Stock Show & Rodeo provides reasonable security in all retail areas, additional security or safekeeping of the vendor's inventory, merchandise, goods, displays, and other items is the sole responsibility of the vendor. Please make sure that the booth is staffed with the appropriate number of people to deter shoplifting, especially on heavy traffic days. Vendors should take measures to secure the booth overnight.

EMERGENCY PLAN

S.A.L.E. has an Emergency Plan that includes protocols for fire, bomb threats, explosion, severe weather, accidents and catastrophic events. Threat assessments are conducted each year with local authorities which include fire, police and FBI. As each situation will be different, S.A.L.E.'s Executive Director/CEO, Chairman of the Board and/or President will work with S.A.L.E. Chief of Police to determine the appropriate action.

The Executive Director & CEO, Chairman of the Board and/or President will assume the responsibility for coordinating emergency actions with the Chief of Police or, in his absence the Assistant Chief of Police.

In any case, a designee may act with the authority of the named position or officer stated in this plan. In the event an emergency situation is observed by a vendor, the vendor should immediately inform Police. The Chief of Police (or Chief of Police) will notify the Executive Director & CEO, Chairman of the Board, and/or the President.

The Police Office located at Gate A (West Gate) serves as the Command Post for all emergencies. Phone numbers for Police are:

- S.A.L.E. Police Dispatch – (210) 228-4837

S.A.L.E. has a communication plan for emergency situations. Information to the news media or the public concerning emergency activities will be released by the Chief Marketing Officer at the direction of the

Executive Director & CEO, Chairman of the Board and/or the President. In regards to social media, vendors should be mindful that they are representatives of the San Antonio Stock Show & Rodeo, and as such they should be careful not to speculate on facts or provide eyewitness accounts on their social media pages. Instead they should use their social media influence to direct friends and followers to the official statement on the San Antonio Stock Show & Rodeo website (www.sarodeo.com), and official social media outlets (www.facebook.com/sarodeo).

EVACUATION

An evacuation of the facilities can only be authorized by the Executive Director & CEO, Chairman of the Board and/or the President. If an evacuation is authorized, the Chief of Police will coordinate and execute the Emergency Evacuation Plan for the facilities.

CIVIL AUTHORITY EVACUATION

The San Antonio Stock Show & Rodeo, along with all other large venue and public gathering places and events around the country, has been advised by Federal, State, and Local Authorities that an emergency evacuation of the premises may be ordered by any of those authorities at any time. This decision would be driven by information available to those authorities that (1) may not be available to the San Antonio Stock Show & Rodeo, or classified by the authorities, and therefore the San Antonio Stock Show & Rodeo could not share it with our exhibitors; (2) could arise out of an actual or threatened act of terrorism; (3) or arise from any number of other public safety concerns the authorities have for the safety of the public at our show.

If an evacuation order occurs, you will be asked to leave the premises immediately. Your cooperation is not only required by law but for your own safety and the safety of other members of the public at the show. San Antonio Police Department (SAPD) and San Antonio Stock Show & Rodeo uniformed Police Officers will direct the evacuation. We are further advised that any evacuation will be for persons only and no other property, animals, trailers or anything but your immediate means of transportation will be allowed off the premises. This is for the purpose of achieving the most timely and efficient clearing of the public from the threatened area. Do not attempt to load personal property, merchandise, animals, or anything but yourself and your family and friends into your vehicle and leave the premises immediately.

The evacuation plan calls for certain, designated Law Enforcement personnel, San Antonio Stock Show & Rodeo management, and maintenance personnel to remain on the show grounds to secure the premises.

In the unfortunate event this occurs, the San Antonio Stock Show & Rodeo will do everything possible to care for personal property, animals, commercial exhibitors merchandise, etc. until the authorities remove the evacuation order and you are allowed back onto the show grounds. No one will be allowed back on to the grounds until the authorities issue that order. San Antonio Stock Show & Rodeo Police and SAPD will enforce the order strictly and in accordance with instructions from the authorities.

DRAWINGS, LEAD TAKING, AND PRIZES

DRAWINGS

All Drawings to occur during the 2021 San Antonio Stock Show & Rodeo must be approved and prescheduled before 7 PM on February 27, 2021. A Rodeo Retail Committee member must be in attendance at the time of the drawing. The vendor agrees to submit name, mailing address, email address, and phone number of winner, description and dollar amount of prize, and method of awarding the prize to the winner.

LEAD TAKING & PRIZES

Lead taking, prizes or give-away drawings for prizes by the vendor which require the patron to submit name, mailing address, email address, and phone number to be eligible must be approved by Retail Director by submitting a Procedure Approval Form located online on the [Retail Vendor Information](#) page. The vendor will assume responsibility for the delivery of prizes. Lead slips may ask name, address, email, phone number, and product-related questions ONLY. Violations of this provision will make the vendor liable to expulsion from the San Antonio Stock Show & Rodeo and confiscation of lead slips and forfeitures of all monies paid.

FIRST OFFENSE

Vendor must hand over all unauthorized lead slips to Rodeo Retail staff. All unauthorized lead slips must be removed and only authorized lead slips may be passed out.

SECOND OFFENSE

Vendors/booth will be removed from the grounds.



SALT SOOTHERS - 2020



RETAIL VENDOR HANDBOOK

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