

VENDOR CHAIR

Shopping at the National rates very high on the list of preferred activities. Vendors sell every kind of craft and many services and are always a popular aspect of National Specialty Events Week. They also have special requirements that must be taken into consideration.

Many vendors work out of their vehicles, so you will need to determine if these can be parked within a favorable distance of the show site. Others have elaborate table setups and need electricity--is this available? Sometimes the needs are not compatible (the area with the electricity may not be adjacent to the show site). Don't stick the vendors in an isolated area where they will get no traffic; locate them in a visible space where people can easily find them. A location that many people pass daily is ideal, such as on the way to the restrooms, or the food concessions.

Because commercial vendors are making money from their presence at the National, they should be charged a rental fee. This fee should include supplying them with tables and chairs if possible. If this is not possible, the vendors must be notified that they will have to supply their own. A standard fee of \$75 to \$100 for three days has been satisfactory at previous events. You may also suggest that a vendor donate an item of equal value in lieu of the fee to LRC for the general raffle.

Rescue groups, and other not-for-profit organizations are not considered vendors and are not charged a vendor fee. They may be located in the vendor area.

Labrador Retriever people who have exhibited at previous Nationals, major companies who frequently send representatives to Nationals, and local vendors who may only go to this one are all good vendor candidates. If possible, a local pet supply company should be available for the last minute purchase of collars, leads, etc. It is also nice if these people can sell cooked liver for bait.

You may have individuals who want you to limit the number of vendors selling similar items. Sometimes they will offer you an item to raffle in exchange for this limit. In general, this has not been proven to be a good idea. The other vendors selling similar items resent it and the shoppers are denied the opportunity to see and purchase different wares. Tradition has shown that the more vendors present, the better for all concerned. If you do choose to accept an item from a vendor for a raffle, be sure to have a written contract with

that vendor spelling out exactly what, if any, favors will be granted in return for the donation.

If your club has a member who is also a vendor, this might be a good person to appoint as chair of this committee, since they are familiar with the problems and needs of vendors and will be on the spot to assist.

Vendors should be solicited at least nine (9) months in advance of the National. They should sign a letter of intent to attend and return it to the Vendor Chair. The fees should be sent to the Vendor Chair and forwarded to the National Specialty Event Treasurer. .A reasonable deadline for Vendor reservations and prepayment should coincide with the deadline for entries. When the premium lists are published, each vendor should be sent one so they have all the information. They should be supplied with a map and directions to the site, the location of the vendor area and their specific assignment in that location. Marking spaces in advance reduces the possibility of conflict when vendors arrive to set up. They should be told when they can (and cannot) set up --they may want to set up the night before, which may or may not be acceptable with the site requirements. A list of all vendors should be printed in the catalog and may be included in the hospitality bag.

An on site club representative needs to be available during Vendor set-ups. Make sure the Vendor Chair and assistants are ready in advance of the specified set-up time with all the areas marked off. Like the exhibitors, the vendors will descend *en masse*; if you're not prepared for them, chaos will reign. The Vendor Chair and the Grounds Chair should coordinate location assignments and to referee any disagreements. While Vendors make at least a portion of their living from this activity and should be self-sufficient, it is always nice to have additional hammers, tape, etc. available.