



Exhibitor Contract: International Off-Road & UTV Expo – Arizona

Exhibitor Name:	Contact Name:
Street Address:	Contact Title:
City, State, Zip:	Office Number:
Website:	Cell Number:
Email:	Fax Number:

This license agreement is hereby submitted to exhibit at the December 01, 02, 03, 2017 International Off-Road and UTV Expo presented by AZ Expos, Inc., at Westworld in Scottsdale, Arizona. Send this agreement and payment to: AZ Expos, Inc., PO Box 6146, Chandler, AZ 85246-6146 (here within AZ Expos).

Restricted Products: Restricted products include, but are not limited to, literature, graphic displays, clothing, and/or promotional items which are pornographic, racist, sexist, or contain nudity. No illegal goods or selling of weapons is allowed. All items are subject to review by the Expo Staff and all decisions must be respected.

Insurance: All Exhibitors MUST provide a Certificate of Liability Insurance to Show Management by Sept. 15th, 2017. See Exhibitor Package for Details. Exhibitors will not be allowed to move-in without this document.

Exhibit Booth: Exhibit fees include space rental, exhibit badges, and vendor parking. Additional amenities like electricity are separate. In addition, there will be NO subletting of booths. Each company is required to have a Contract & Certificate of Insurance before they will be allowed to setup. Requests can be submitted to have booths next to one another but are not guaranteed.

50% deposit of total balance due is required with signed contract to hold space. Remaining balance is due by Sept. 15th, 2017 to guarantee space. Contracts and/or payments submitted after Sept. 15th, 2017 must include full payment and be in the form of a credit card, certified check, cashier's check, or money order to secure space.

Payment Information: The fee reflects payment by cash, check, or bank wire transfer. Credit Card payments are subject to 3% surcharge. A \$25 fee will be added to account for all bank returned checks.

Cancellations/Refunds: All booth cancellations and/or changes must be submitted in writing. No refunds are granted within 30 calendar days of the show. If Exhibitor cancels within 30 calendar days of the event, or if the Exhibitor fails to actually occupy the assigned booth space Exhibitor is responsible for any and all monies due at the time cancellation is received. Exhibitor shall remain liable for the full balance due under these terms, and be responsible for any and all costs associated with the collection of such including, but not limited to collection costs, reasonable attorney fees, court costs, and interest.

EXHIBITOR CONTRACT - 2017 International Off-Road & UTV Expo

Phone Number: (480) 899-6458 ~ Fax: (480) 782-1774 ~ Email: sales@arizonaexpos.com



**In the event of a natural disaster, fire, rain, wind, storm, extreme heat, or any other unforeseen event, act of god, or catastrophe AZ Expos, Inc. is not in obligation to refund any part of vendor or sponsorship monies. Exhibitor accepts the risks of participating at an outdoor event.*

Business License: If selling merchandise, Exhibitor is **required** to have a City of Scottsdale Sales Tax License and State of Arizona business license. See Exhibitor Packet for more information.

Products Displayed: Companies displaying products or any material which we determine, in our discretion, to be inappropriate, including but not limited to, materials that are offensive, disparaging, discriminatory, and/or racist may be asked to remove the products or their exhibit.

No products of any nature may be sold with any of the said event, copyright material, logos, trademarks, or AZ Expo events names or dates on them. Exhibitors with such products and their exhibits will be removed from the Expo and Exhibitor will forfeit their booth payment and will not be allowed back into the show, nor allowed to exhibit at future shows.

Sponsors: IOUE Sponsors are not responsible nor have an authoritative figure at the IOUE. Sponsors have no say or legal merit in any activities taking place prior to, at, during, or after the AZ Expos event. IOUE Sponsors are responsible for activities at their exhibit location(s) only.

Acceptance: Exhibitor has read the terms & conditions of this Contract and the Exhibitor Terms & Guidelines. Exhibitor understands that this Contract shall be legally binding between AZ Expos, Inc. and the Exhibitor only upon acceptance in writing by AZ Expos, Inc. Exhibitor also understands that any changes in the information in this Contract must be provided to AZ Expos, Inc. in writing. This Contract may be executed in counterparts with all such counterparts constituting one Agreement. Person signing this Agreement is an authorized person of the Company and able to execute this Agreement on the Company's behalf. This Agreement may be executed and delivered by facsimile and a facsimile signature shall be treated as an original.

Failure of the Exhibitor to set-up within specified Set-Up Hours, automatically forfeits their exhibit space. Exhibitors must be set up 1 hour prior to show opening.

Exhibitor understands that the Promoter has sole discretion regarding all aspects of the show; including but not limited to booth assignments, location, show hours, and/or other related decisions the Promoter deems necessary and in the best interest of the show.

ALWAYS READ BEFORE SIGNING

Booth Rate (Per Expo Management): _____

Booth Size: _____

Print Name: _____

Sign Name: _____

Date: _____



EXHIBITOR BADGES

Please provide the name of each person that will require an exhibitor badge and wristband. These are to be provided to **WORKING EXHIBITOR STAFF**. The number of badges are determined by booth size. You may request up to 4 additional badges and wristband @ \$10.00 each. Payment for additional badges must be made by check or credit card only and must be sent with this form by the deadline.

IF YOU WISH TO PURCHASE BADGES AT THE SHOW, THEY WILL BE AVAILABLE FOR \$15 EACH.

Badges and wristbands will be distributed at the show office during check in. Please have your ID ready when collecting your badges.

Exhibitor Name:

BOOTH SIZE	NUMBER OF BADGES
10X10, 10X20	2
10X30, 10X40 20X20	4
20X30, 20X40	6
20X50 OR LARGER	8

Name of Booth Personal (Print First & Last Name)

1.
2.
3.
4.
5.
6.
7.
8.

Additional Requested Badges (\$10 Each, Maximum 4)

1.
2.
3.
4.

NO ONE WILL BE ALLOWED ON SHOW GROUNDS BEFORE OR AFTER SHOW HOURS WITHOUT AN EXHIBITOR BADGE / WRISTBAND.

Badge and Wristband must be worn at all times after start of the show. Badges & Wristbands are property of show management and are non-transferable.

If you have questions, please call us at: 480-899-6458

Arizona Expos
 Tel 480.899.6458 ~ Fax 480.782.1774
 PO Box 6146 Chandler, Arizona 85246-6146



ARIZONA DEPARTMENT OF REVENUE

Transaction Privilege Tax Licenses are **REQUIRED** if selling within the state of Arizona.

Arizona Department of Revenue

1600 W Monroe, Div Code 16, Phoenix, AZ 85077
602-716-6438

For information about the needed Transaction Privilege License, visit <https://www.azdor.gov>.

- Make checks payable to the 'Arizona Department of Revenue'.
- Send all Payments to the above listed address.
- Direct all questions concerning the state licensing to Michelle Holman at the Department of Revenue.
- Exhibitors already licensed in the State of Arizona should have a copy of their license available at the event in case a representative from the Department of Revenue stops by.

CITY OF SCOTTSDALE TAX DIVISION

Transaction Privilege Tax Licenses are **REQUIRED** if selling within the City of Scottsdale.

To obtain your 'Transaction Privilege Tax License' please contact...

City of Scottsdale Tax and Licensing Registration
P.O Box 1586, Scottsdale, AZ 85282-1586
Phone Number: 480-312-2400

License Name: Annual Sales Tax License

Description: Licensing of the collection of tax from the final consumer for the business operating anytime in a calendar year.

Associated Fees*: \$50.00 License / Renewal Fee (subject to change)

Ordinance Booklet: Annual Sales Tax License Ordinance Booklet

Application Materials: Transaction Privilege (Sales) Tax Application

Additional Requirements: Business Operating 30 Days or More.

Direct all questions concerning city licensing to the City of Scottsdale Tax Division.

Exhibitors already licensed in the City of Scottsdale should have a copy of their license available at the event in case a representative from the Department of Revenue stops by.



EXHIBITOR RULES

Westworld requires the following rules be adhered when using the facility and grounds. AZ Expos, Inc. and Westworld personnel will enforce these rules as necessary.

Thank you in advance for your cooperation!

Vehicles used for display inside exhibitor booths may be driven in the facility during setup and driven out during tear down **ONLY**, per Westworld & Arizona Expos.

ALL VEHICLES ON DISPLAY must have less than ¼ (one-quarter) tank of gas or 5 gallons of gas (whichever is less) per City of Scottsdale Fire Department. This includes Tractor Trailers, Semi's, and RV's.

All Propane Tanks **MUST** be disconnected with Brass Fittings in the Valve.

All vehicles on display **MUST** have at least one battery cable disconnected, taped gas cap, and an oil pan under the vehicle, per Westworld.

NO FLAMMABLE LIQUIDS are allowed without a permit issued by the City of Scottsdale Fire Department, per Westworld.

Exhibitors selling products that cannot be carried out by a customer must make alternate arrangements for product delivery. Large items and / or vehicles sold during the course of the expo cannot be removed from the expo until after the close of the show at 4pm on Sunday, per Westworld & Arizona Expos.

Please Note: Vendors should inform Show Management of High Dollar Sales. A receipt must be show or item must be escorted by the vendor before the consumer will be allowed from the premises. This helps prevent and reduce theft.

All exhibitors must comply with the rules of Westworld of Scottsdale, City of Scottsdale Fire Marshall, and the instructions of Show Management. Exhibitors, their representatives, and / or guests not conducting themselves in a professional manner may be asked to leave the venue, forfeit all monies, and may not be invited to future Arizona Expos, Inc. Shows.

Noise level must be kept at a reasonable volume as deemed by show management.

No outside food or drinks.

Exhibitor Badges & Wristbands **MUST** be worn at all times during show hours. Cut or Removed wristbands can be replaced for \$10.



CERTIFICATE OF INSURANCE

All exhibitors are required to carry a Certificate of Liability and provide show management with a copy prior to move in. This may be obtained through your insurance provider or from the below listed provider.

The Certificate of Liability **MUST** include the following:

- Name & Address of the Insurance Broker issuing the certificate.
- Show Dates must fall within the effective and expiration dates of the policy (Nov 30th, 2017 – Dec 3rd, 2017)
- Coverage must be at least \$1,000,000.
- Description of the Event and where it's held:
 - Dates of the Event (Dec 1st, 2017 – Dec 3rd, 2017).
 - International Off-Road & UTV Expo.
 - Westworld of Scottsdale.
- The following must be listed as 'Additional Insured Endorsement':
 - Arizona Expos.
 - P.O Box 6146, Chandler, AZ, 85246
 - Company of the Americas, Inc. / COA Inc.
 - P.O Box 6146, Chandler, AZ, 85246
 - Westworld of Scottsdale.
 - 16601 N Pima Rd, Scottsdale, AZ 85260

CERTIFICATE OF INSURANCE MUST BE RECEIVED NO LATER THAN SEPTEMBER 15th, 2017.

Send Certificate of Insurance too:

Email: sales@arizonaexpos.com

Fax: 480-782-1774

Address: PO Box 6146, Chandler, AZ 85246

**NO SETUP OR PARTICIPATION WITHOUT RECEIVING THE
CERTIFICATE OF LIABILITY.**



MOVE-IN / MOVE OUT TIMES & SHOW SCHEDULE

Thursday (November 30th, 2017)

Indoor Display Rigs & Trailers ONLY	9:00am – 12:00pm
General Exhibitor Move In & Setup	12:00pm – 8:00pm
Outdoor Display Rigs, Trailers, and RV*	12:00pm – 8:00pm

Friday (December 1st, 2017)

General Exhibitor Move In & Setup	9:00am – 4:00pm
International Off-Road & UTV Expo Show Hours	5:00pm – 9:00pm

Saturday (December 2nd, 2017)

International Off-Road & UTV Expo Show Hours	9:00am – 6:00pm
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Sunday (December 3rd, 2017)

International Off-Road & UTV Expo Show Hours	9:00am – 4:00pm
Exhibitor Move Out	4:00pm – 10:00pm

Rigs and Trailers used as part of a display **MUST** move in on Thursday, November 30th, 2017, beginning at 9:00am. Move in for Rigs & Trailers ends at 12pm on Thursday unless scheduled in advance. Vendors must have wristbands on during show hours. All Vendors must be moved out by 10:00pm, December 3rd, 2017.

**ALL VENDORS MUST CHECK IN BEFORE YOU WILL BE ALLOWED TO SETUP.
VEHICLES WILL BE INSPECTED UPON CHECK IN.**

PARKING & CAMPING

Event Parking:

Park in the Designated Area (it will be designated to you upon check in). When arriving in the morning, show the attendants your Badge / Wristband and you will allow you to park. Anyone selling from vehicles outside of the Expo will be towed / removed at the owner's expense.

On Site Camping:

RV Reservations can be made by calling the Westworld RV Office at 480-312-6802. AZ Expos has nothing to do with contracting, renting, or maintenance of RV Spaces.



SWAG BAG'S

Arizona Expos is putting together 'Swag Bag's for our consumers. We would love to include several items in each bag. We are asking our vendors contribute items to put into these bags.

Some examples include:

- Shirts (Various Sizes)
- Stickers
- Hats
- Coozies
- Lanyards
- Pens
- Flashlights
- Patches

RAFFLE ITEMS

Arizona Expos is also gathering raffle items to give out during the course of the show. This is a great opportunity to have your name mention on Social Media, Website, and during the Expo. These items should be higher in value and you will be responsible for getting the item(s) to the winner. Please include a description & value for each item.

Some examples include:

- Speakers
- Wheels
- Tires
- Wraps
- Maintenance / Repair Discounts
- Communication Gear
- Navigation Gear
- Battery / Device Charging Systems
- Safety Gear
- Tools
- Seats / Seat Covers
- Gift Cards / Certificates