

Exhibitor Contract

ARIZONA OFF-ROAD & SAND EXPO -



ASOE/ARIZONA RV & TRAILER EXPO - ARTE 2015 PH: (480) 899.6458 ~ FAX: (480) 782.1774 ~
EMAIL: Arizonaexpos@gmail.com

READ BEFORE SIGNING -PLEASE PRINT OR TYPE CLEARLY.

Exhibitor Name _____ Exhibitor Key Contact _____
Street Address _____ Title _____
City _____ State _____ Zip Code _____ Phone _____
Exhibitor Website _____ Cell Phone _____
Email Address _____ FAX _____
Description of products/services to be displayed / sold: _____

This license agreement is hereby submitted to exhibit at the September 25, 26, 27, 2015 Arizona Off-Road & Sand Expo and Arizona RV & Trailer Expo presented by Arizona Expos, Inc., at WestWorld in Scottsdale, Arizona. Send this agreement and payment to: Arizona 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. 1, 2015.** See Exhibitor Package for Details. Exhibitors will not be allowed to move-in without this document.

Rates: Standard rate for a 10' x 10' indoor or outdoor space is \$400.00 per booth. See rate sheet for additional rates and details.

Exhibit Booth: Exhibit fees include space rental, exhibit badges, and Exhibitor Service Kit. An 8' ft. draped back wall and 3' ft. draped side curtains are included for inside spaces only. Outdoor vendors may rent these items from the decorator.

50% deposit of total balance due is required with signed contract to hold space. Remaining balance is due by **Sept 1, 2015** to guarantee space. Contracts and/or payments submitted after **Sept. 1, 2015** must include full payment and be in the form of a 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.

In the event of a natural disaster, fire, rain, wind, storm, extreme heat, or any other unforeseen event 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 a partial outdoor event.

Business License: If selling merchandises 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 its products or exhibit.

All apparel being sold at the ASOE/ARTE must be approved by the Show Manager. No vendors will be allowed to sell shirts without this permission. Exhibitors failing to meet the above guidelines will be closed and not allowed to continue exhibiting.

Specify Booth Rate per Show Management _____

Specify Booth Size _____

No products of any nature may be sold with any of the 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: ASOE/ARTE Sponsors are not responsible nor have an authoritative figure at the ASOE/ARTE. Sponsors have no say or legal merit in any activities taking place prior to, at, during, or after the AZ Expos event. ASOE/ARTE 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.

Exhibitor understands that early tear-down and move-out voids Exhibitors option for renewal for any future Arizona Expos, Inc. event.

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.

VEHICLES CAN NOT BE STARTED/OPERATED DURING SHOW HOURS -includes both indoor and outdoor exhibitor locations.

READ BEFORE SIGNING

FAX SIGNED CONTRACT TO 480.782.1774

or SCAN & EMAIL TO: arizonaexpos@gmail.com

SHOW

____ AZ Off-Road & Sand Expo

____ Arizona RV & Trailer Expo

DESIRED LOCATION

____ Indoor Space

____ Outdoor Space

Authorized Signer Name _____ Signature _____ Date _____



ARIZONA SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

CREDIT CARD AUTHORIZATION

I hereby authorize **ARIZONA EXPOS.** to charge my VISA/MASTERCARD for the following:

Company Name: _____

Name on the Credit Card: _____

Billing Address: _____

Credit Card No: _____

Expiration Date: _____

Purchase Amount: _____

Signature of Card Holder: _____

Print Name: _____

Telephone _____ Date: _____

Note: Credit Card transactions will appear on your statement under "Arizona Expos"

Include a picture of your Drivers License & the front and back of the Credit Card with this form for verification.

Please fax ASAP to 480-782-1774

Comments:

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



ARIZONA SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

CERTIFICATE OF INSURANCE

All licensed businesses 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.

The Certificate of Liability must include the following:

- Name and address of the insurance broker issuing the certificate.
- Be sure the event dates fall within the effective and expiration dates of the policy.
- Coverage must be at least \$1,000,000.00.
- Description of the event and where it is being held:
 - WestWorld
 - City of Scottsdale, Arizona
- The following must be listed on the Additional Insured Endorsement:
 - Arizona Expos, Inc.
 - Company of the Americas, Inc/COA Inc.
 - WestWorld
 - City of Scottsdale
- **CERTIFICATE OF LIABILITY MUST BE RECEIVED BY AZ EXPOS NO LATER THAN Sept 1, 2015.**
- **FAX CERTIFICATE OF LIABILITY TO 480-782-1774.**
- **No Set-Up or Participation in any AZ Expo Event Prior to AZ Expo Approval and receipt of Certificate of Liability.**

If you need temporary Insurance for this event please contact:

* K&K Insurance: www.kandkinsurance.com, 1-800-328-2317



ARIZONA SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

**ARIZONA SAND & OFF-ROAD EXPO – ASOE
ARIZONA RV & TRAILER EXPO - ARTE
MOVE-IN / OUT TIMES**

Thursday, Sept. 24, 2015

Display Rigs, and Trailers	8am – 11am
General Exhibitor Move-in and Set-Up	8am – 10pm

FRIDAY, Sept. 25, 2015

General Exhibitor Move-in and Set-Up	8am – 4pm
Show Hours	5pm – 9pm

SATURDAY, Sept. 26, 2015

Show Hours	9am – 7pm
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SUNDAY, Sept. 27, 2015

Show Hours	9am – 4pm
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Exhibitor Move-out	4pm -10pm
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- Rigs/ Trailers used as part of the display **MUST** move in on **Thursday March 19, 2015**, beginning at 8am. Move in for Rigs and Trailers ends at 12pm on Thursday. Vendors must have a wristband and an exhibitor badge on at all times during move-in and show hours. All Vendors must be moved out by 10pm, Sept. 27, 2015.



ARIZONA SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

Exhibitor Badges

are provided to working exhibitor staff based on the following:

Please provide the name of each person that will require an exhibitor badge and wristband. You may request up to 4 additional badges and wristband @ \$8.00 each. Payment for additional badges must be made by check only and must be sent with this form by the deadline.

Badges will be sent to vendors prior to the show and wristbands will be distributed at the show office during check in. Please have your booth personnel bring their ID to collect their badges.

THIS FORM MUST BE SUBMITTED NO LATER THAN Sept. 1st, 2015

EXHIBITOR NAME _____

NAME OF BOOTH PERSONNEL (print first & last name)

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

# of Booth Spaces	# of Badges
1-5	2
6-10	4
11-20	6
21-30	8

ADDITIONAL BADGES REQUESTED @ \$8.00 EACH (Only 4 additional are permitted per Vendor.)

1. _____
2. _____
3. _____
4. _____

TOTAL DUE FOR ADDITIONAL BADGES: _____ X \$8.00 = _____

Please send check along with this form to AZ Expos, Inc., PO Box 6146, Chandler AZ 85246-6146

NO ONE WILL BE ALLOWED ON SHOW GROUNDS BEFORE OR AFTER SHOW HOURS WITHOUT AN EXHIBITOR BADGE AND WRISTBAND. Badge and wristband must be worn at all times, including Move-In and Move-Out. Badges and wristbands are property of show management and are non-transferable.

There will be **NO WILL CALL** for any passes or tickets at the show.

**If you need assistance, 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 SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

ARIZONA DEPARTMENT OF REVENUE

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

	ADDRESS	PHONE
Arizona Department of Revenue Michelle Holman	3191 N. Washington, Ste. 1 Chandler, AZ 85225	480-545-3530

- Please make your checks payable to the Arizona Department of Revenue.
- Please send all payments to the above listed address.
- Please direct all questions concerning state licensing to Michelle Holman at the Department of Revenue.
- Vendors already licensed by the State of Arizona should have a copy of their license available in the event a representative from the Department of Revenue stops by the booth.

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CITY OF SCOTTSDALE TAX DIVISION

**Transaction Privilege Tax licenses are required
when selling within the City of Scottsdale.**

To obtain your Transaction Privilege Tax license contact:

**City of Scottsdale
Tax and Licensing Registration
P.O. Box 1586
Scottsdale, AZ 85252-1586
Tel: 480-312-3111**

License Name:	Temporary Sales Tax License
Description:	The licensing of the collection of tax from the final consumer for business operating for 30 days or less.
Associated Fees:	<ul style="list-style-type: none">• \$25.00 License Fee
Ordinance Booklet:	<u>Temporary Sales Tax License Ordinance Booklet</u> (pdf/458kB/131 Pages)
Application Materials:	<u>Transaction Privilege (Sales) Tax Application</u> (pdf/129KB/3 Pages)
Additional Requirements:	<ul style="list-style-type: none">• Business operating 30 days or less.

- Please direct all questions concerning city licensing requirements to the City of Scottsdale Tax Division.

Vendors already licensed by the City of Scottsdale should have a copy of their license available at the event; a representative from the City of Scottsdale will stop by the booth.

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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!

1. Vehicles used for display in exhibitor booths may be driven in the facility during set-up and driven out of the facility during tear down **ONLY**, per the WestWorld
2. All vehicles on display must have less than $\frac{1}{4}$ (one-quarter) of a tank of gas or 5 gallons of gas – whichever is less, per the Arizona State Fairgrounds.
3. All vehicles on display must have at least one battery cable disconnected, cables and locking or taped gas caps, and an oil pan under the vehicle, per the WestWorld
4. Vehicles on display **CANNOT** be started, moved, or removed from the booth once the show starts, per the WestWorld.
5. No flammable liquids are allowed without a permit issued by the Phoenix Fire Department, per the WestWorld.
6. 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 4 pm on Sunday, per WestWorld.

Please Note: Vendors need to inform Show Management of high dollar sales. A Docket Ticket must be obtained from Show Management and shown to show Management by the customer when exiting the premises with a large/expensive ticket item. No large tickets items will be allowed to leave the premises during show hours without the appropriate signed Docket ticket or Vendor escorting the customer out the door. This helps to prevent and reduce theft.

7. All exhibitors must comply with the rules of the WestWorld 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.

Badge and wristbands must be worn at all times during Move in and Move out, and during show hours.



ARIZONA SAND & OFF-ROAD EXPO – ASOE ARIZONA RV & TRAILER EXPO - ARTE

Hotels

HOTEL	PHONE NUMBER	ADDRESS	CITY	STATE	ZIP CODE	DISTANCE
Marriott Hotel McDowell Mountain Scottsdale	(480) 502-3836	16770 North Perimeter Drive	Scottsdale	AZ	85260	0.5 mile
Scottsdale Links Resort	(480) 563-0500	16858 North Perimeter Drive	Scottsdale	AZ	85260	0.6 mile
Hilton Garden Inn North Scottsdale	(480) 515-4944	8550 E. Princess Drive	Scottsdale	AZ	85255	0.9 mile
Wingate by Wyndham Hotel Scottsdale	(888) 595-3511	14255 North 87th Street, AZ 101 - Exit 38	Scottsdale	AZ	85255	1.4 mile
Sheraton's Desert Oasis Condo Hotel Scottsdale	(480) 515-5888	17700 North Hayden Road	Scottsdale	AZ	85255	1.4 mile
Scottsdale Villa Mirage Condo Hotel	(480) 473-4000	7887 East Princess Blvd	Scottsdale	AZ	85255	1.6 mile
Fairmont Princess Hotel Scottsdale	(480) 585-4848	7575 East Princess Drive	Scottsdale	AZ	85255	1.8 mile
Hampton Inn & Suites Scottsdale	(480) 348-9280	16620 North Scottsdale Road	Scottsdale	AZ	85254	3 miles
Sleep Inn North Scottsdale	(480) 998-9211	16630 North Scottsdale Road	Scottsdale	AZ	85254	3 miles
Courtyard by Marriott Hotel North Scottsdale	(480) 922-8400	17010 North Scottsdale Road	Scottsdale	AZ	85255	3 miles
Residence Inn by Marriott North Scottsdale	(480) 563-4120	17011 North Scottsdale Road	Scottsdale	AZ	85255	3 miles
SpringHill Suites by Marriott Airpark Scottsdale	(480) 922-8700	17020 North Scottsdale Road	Scottsdale	AZ	85255	3 miles
Extended Stay America Hotel Scottsdale	(480) 607-3767	15501 North Scottsdale Road	Scottsdale	AZ	85254	3 miles
Westin Kierland Resort & Spa Scottsdale	(480) 624-1000	6902 East Greenway Parkway,	Scottsdale	AZ	85254	3 miles
Fairfield Inn by Marriott North Scottsdale	(480) 483-0042	13440 North Scottsdale Road	Scottsdale	AZ	85254	3 miles
Country Inn & Suites by Carlson Scottsdale	(480) 314-1200	10801 North 89th Place,	Scottsdale	AZ	85260	4 miles
Best Western Scottsdale Thunderbird Suites	(480) 951-4000	7515 East Butherus	Scottsdale	AZ	85260	1.8 mile

Arizona Expos

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PO Box 6146 Chandler, Arizona 85246-6146

Rates Effective November 1, 2014 October 31st, 2015

Information & Online Ordering

www.commonwealthexpo.com



Submit To: Commonwealth Electric Company

100 North 3rd Street, Phoenix, AZ 85004

PH 602.253.5881 Fax 602.253.5530



expo@commonwealthelectric.com

Event: AZ Off Road/AZ RV & Trailer Expo				Dates: September 25-27, 2015		
				Event #: 471021		
For Discount Payment Price we must receive your order and payment prior to this				09.11.15		
DEADLINE DISCOUNT DATE OF:						
Company Name:				Booth #		
STANDARD ELECTRICAL DROPS						
Quantity	Description	Discount	Regular	Amount	<p>If you require services not listed on this form please call for a quote.</p> <p>24 Hour Services: Rates are DOUBLE the Outlet Rate Check if Required</p> <p>208V Services: There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service.</p> <p>ELECTRICAL LABOR: Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is located outside.</p> <p>Okay to Proceed (layout with scaled orientation attached) Order will be installed prior to exhibitor move-in.</p> <p>Layout to follow.</p> <p>FOR SUPERVISED LABOR ONLY</p> <p>Exhibitor supervision requested, required a MINIMUM of (1) hr of labor.</p>	
Standard Outlet 120V A.C. 60 Cycle						
	500 Watts (5 Amp)	\$90.00	\$121.50			
	1000 Watts (10 Amp)	\$115.00	\$155.25			
	2000 Watts (20 Amp)	\$167.00	\$213.00			
Single Phase 208V A.C. 60 Cycle** Requires MINIMUM (1) hr Labor**						
	20 Amp	\$228.00	\$291.00			
	30 Amp	\$273.00	\$348.00			
	50 Amp	Call for Price Quote & Availability				
	60 Amp					
	100 Amp					
Three Phase 208V A.C. 60 Cycle** Requires MINIMUM (1) hr Labor**						
	20 Amp	\$301.00	\$384.00			
	30 Amp	\$357.00	\$455.00			
	50 Amp					
	60 Amp					
	100 Amp					
Rental Items						
	Extension Cord 15'	\$30.00				
	Extension Cord 25'	\$32.00				
	5-way power strip	\$30.00				
	3-way adaptor	\$20.00				
Labor						
	ST (M-F 8am-4:30pm)	\$88.00				
	OT (M-F 4:30pm-12am & Sat 8am-12 am)	\$132.00				
	DT (M-F 12Am-8am& all Sundays/Holidays)	\$176.00				
By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations. State of AZ or Federal Tax Exempt form must be submitted with order to receive Exemption		Total Order		Date/Time Requested		
		8.1% Sales Tax		Onsite Contact		
		Labor Amount		Onsite Contact Cell#		
		Total Due				
Company Name				Phone	Fax	
Address				City	State Zip	
Email Address				Onsite Contact		
Signature				Print Name		
Paid by: CK AX MC VS		CC #		Exp Date:		
Cardholder Signature				Print Name		



Commonwealth Electric Customer Information

Payment Policy:

Payment in Full is required on all outlets when order is placed. PURCHASE ORDERS are not considered payment. There will be an additional \$25.00 service charge on all returned checks.

Tax: All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the STATE OF ARIZONA, please attach SALES TAX EXEMPTION CERTIFICATE to your order.

Discount Rates: available on orders **and** payments received ten (10) business days prior to show move-in. See the order form for exact date.

Regular Rates: are applied to all orders received AFTER the DEADLINE for DISCOUNT date and orders received on the show floor.

International: payment must be in US Dollars, money order, or credit cards.

Receipts and Confirmations: are available upon REQUEST.

Claims: will not be considered unless filed in writing by exhibitor prior to close of show.

Credit: will not be given for outlets or equipment once they have been installed, regardless of usage.

Unpaid Balances: all balances must be paid prior to show open and any unpaid balances are subject to 1 ½ % thereafter.

Contract Agreement: Lessor will not be responsible for strikes accidents, fires, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that exhibitor has read and agrees to all conditions and regulations as stated on this contract.

Outlets & Equipment:

Each outlet ordered is ONE SINGLE plug-in

Outlets will be located on the floor at the back of the booth or in the most convenient location for CECM. Exceptions include orders submitted with layouts-see layout section.

Outlets are provided at an ADDITIONAL charge and are not part of the booth package unless otherwise indicated on our CECM form.

Outlets are to be ordered separately by each exhibitor and may not be shared with other exhibitors.

Building utility outlets are not a part of the booth space and are not to be used by exhibitors unless specified otherwise

Property: All materials and equipment furnished by CECM for this service order, shall remain the property of CECM and be removed only by CECM at the close of show. At the close of show, please leave all Commonwealth equipment in your booth to be collected.

Special: Exhibitors are responsible for supplying converters-220V to 120/110V-for international equipment. Exhibitors are responsible for GFI, if GFI is required. CECM can provide converters from 220V to 120/110V or GFI's at an additional charge.

Labor:

Requirements: You need to add a minimum of one hour labor to your order if...

You order 208V service or higher. A minimum of one hour of labor is required for EACH 208V connection. Please note your connector for each 208V service on the order form. See the Service Desk to request connect and disconnect.

Request your outlet anywhere but the back of the booth or send a layout for the location of your outlet.

Request exhibitor supervision for the placement of your electrical outlet.

Order an electrical outlet over 20amps 120V.

Request power to be dropped from the ceiling or located overhead.

Request eight (8) or more electrical outlets.

Installation:

CECM will not be responsible for any cutting or altering of any floor covering in order to bring power to a booth in a specific location.

See the Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208V connect/disconnect.

Usage: Usually but can vary:

Up to 500 Watts:	TV, VCR, Radio, Expo Reader
Up to 2000 Watts:	Vacuum, hair dryers, heat lamps

Indicate BOOTH ORIENTATION on your layout.

Wattage/amperage is usually marked on the back or bottom of appliance or machine

Total light bulb wattage to determine usage

Conditions and Regulations:

All equipment, regardless of source of power, must comply with all federal, state and city safety codes.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

All exhibitors' cords must be of the 3-wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.

Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.