

# Arabian Horse Association of Arizona Presents

64th Annual Scottsdale Arabian Horse Show & Shopping Expo

## February 14-24, 2019

At WestWorld - 16601 N Pima Rd - Scottsdale, Arizona 85260



## Be Part of The Largest & Most Prestigious Horse Show in the World!!

### -THE LARGEST ARABIAN HORSE SHOW IN THE WORLD-

Don't miss a moment of the world's premier horse event, as more than 2,300 of the world's finest Arabian horses arrive in picturesque Scottsdale, Arizona to compete for more than \$2,500,000.00 in prize money and most importantly, the coveted title of SCOTTSDALE CHAMPION.

### \*64 YEARS OF SUCCESS\*

The year 2018 marks the 63<sup>rd</sup> Anniversary of the Scottsdale Arabian Horse Show. The Arabian Horse Association of Arizona has committed itself to the promotion of the Arabian horse and all aspects of the show that make the Scottsdale Arabian Horse Show a premier destination. Focusing on bringing more visitors to the show, the Association is dedicated to increasing the visibility of our commercial exhibitors and encouraging more time and sales in the exhibit areas. One of the largest Arabian Horse shows in the world and one of the largest events in Scottsdale. This is the year for your business to be promoted and showcased by the Scottsdale Arabian Horse Show. Start the New Year with a great show.

### -BEAUTIFUL AND INVITING ATMOSPHERE-

There is no better time to visit Scottsdale than in February. This year's show runs February 14<sup>th</sup>- 24<sup>th</sup> and is held at WestWorld, 16601 N Pima Road. The Scottsdale Arabian Horse Show transforms the show grounds of WestWorld into a shopper's paradise, a diner's delight and a people watching extravaganza. Don't miss your opportunity to be a part of Scottsdale and have your business benefit from this local, national and international crowd.

## COMMERCIAL EXHIBITOR PERKS

Listing in the Scottsdale Show Program and web-site, admission badges & passes, piped and draped booth spaces, base power supplied, WIFI access, company booth sign in booth, Public Announcements, designated trailer parking, social media exposure!

### Commercial Exhibitor information:

Reita Lathrop - Commercial Exhibitor Coordinator  
480.515.1124/commercial@scottsdaleshow.com

### Food Vendor Information:

Roger Kneebone - Food Vendor Coordinator  
602.515.6066/rdkneebone@aol.com



## Welcome To The Largest Arabian Horse Show In The World

### Scottsdale Arabian Horse Show & Shopping Expo

### February 14-24, 2019 WestWorld ~ Scottsdale, Arizona

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Dear Potential 2019 Commercial Exhibitor,

We will be celebrating the 64th anniversary of the largest Arabian Horse Show in the world in Scottsdale, Arizona! The Scottsdale Arabian Horse Show is widely regarded as a world class equestrian lifestyle event that attracts people from all over the world.

The Scottsdale Arabian Horse Show has continued to develop a shopping expo and international food court that attracts people from around the world. Our goal is to host an outstanding venue where people can buy unique products ranging from jewelry, art, clothing, household items, gifts and a tremendous display of equestrian apparel and horse equipment. Don't forget the incredible food courts with something for everyone!

There are several exhibit areas available: North Hall is our main commercial exhibit area with over 300 10x10 booths located in an enclosed heated and air-conditioned event center which is the main entrance to the entire event. Wendell Arena is a popular outdoor exhibit area where many of our most popular In-hand/breeding and performance classes are held. We do have other areas available throughout the grounds as well and we can discuss these options with you at your convenience. For food vendor information please contact Roger Kneebone at (602) 515-6066 or by email [rdkneebone@aol.com](mailto:rdkneebone@aol.com) he will provide you will a food vendor contract.

To be considered for placement at this event you must complete the following application in its entirety and submit it by the first deadline of November 1<sup>st</sup>, with applications you must include a deposit and product photos. Applications received after November 1<sup>st</sup> acceptance and placement depend on space availability. We sell out quickly, priority is given to exhibitors who get their applications in on time. We will start placing exhibitors following this deadline and it is not until after this time that we will know if we can accommodate new exhibitors. Once we have placed all exhibitors a confirmation packet will be emailed out at the beginning of December and will include your booth space location, map, trade show set-up information, tax application, insurance options etc.

We look forward to another successful year, thank you for your interest and we look forward to possibly seeing you at Scottsdale.

For those of you who would like additional exposure at the show please contact us for more information.

Sincerely,

A handwritten signature in blue ink that reads "Reita Lathrop".

Reita Lathrop

Commercial Exhibits Coordinator  
Scottsdale Arabian Horse Show



# AGREEMENT TO EXHIBIT

Date Received: \_\_\_\_\_

## Scottsdale Arabian Horse Show & Shopping Expo February 14-24, 2019 WestWorld ~ Scottsdale, Arizona

### EXHIBITOR INFORMATION *This information will appear in all advertising, please Fill out EXACTLY as you would like it to appear in print*

Business Name: \_\_\_\_\_ Contact/Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

### EXHIBITOR PRODUCT/SERVICE INFORMATION

Description of Products/Service *(MUST include photos with application):* \_\_\_\_\_  
We do not accept imitation, unlicensed or non-authorized merchandise. Displayed merchandise must be disclosed. If exhibitor's display contains non-disclosed or non-authorized items we may force the removal of these items and exhibitor may be shut down.

#### PRODUCT CATEGORIES

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Barns, Fencing & Farm Equipment  | <input type="checkbox"/> Fashion Apparel & Accessories            | <input type="checkbox"/> Leather Goods & Care Products  |
| <input type="checkbox"/> Books & Publications             | <input type="checkbox"/> Feed, Supplements & Nutritional Products | <input type="checkbox"/> Non-Profit Organization        |
| <input type="checkbox"/> Boots & Footwear                 | <input type="checkbox"/> Fine Art                                 | <input type="checkbox"/> Photography & Videography      |
| <input type="checkbox"/> Embroidery & Engraving           | <input type="checkbox"/> Furniture & Household                    | <input type="checkbox"/> Riding Apparel & Show Clothing |
| <input type="checkbox"/> Equine Apparel & Native Costumes | <input type="checkbox"/> Gifts                                    | <input type="checkbox"/> Tack & Show Equipment          |
| <input type="checkbox"/> Equine Promotional Organizations | <input type="checkbox"/> Grooming Products                        | <input type="checkbox"/> Trailers & Vehicles            |
| <input type="checkbox"/> Farms & Syndications             | <input type="checkbox"/> Insurance & Investments                  | <input type="checkbox"/> Other _____                    |
|   | <input type="checkbox"/> Jewelry                                  |   |

### SPACE REQUEST Booth Space are in 10' increments - Trailer size must include awning and hitch to ensure enough space will be allocated.

Booth Size Request: \_\_\_\_\_ Trailer Size Request: \_\_\_\_\_  
Location Request:  North Hall  Wendell Arena  Reining Arena  
# of spaces: \_\_\_\_\_ x \$1,200 (1-3 spaces) OR \_\_\_\_\_ x \$1,100 (4 or more spaces) = Total Cost: \_\_\_\_\_ 25% Deposit: \_\_\_\_\_  
Due to an increased demand for booth space, you are not guaranteed a booth assignment. We will make every effort to accommodate your request.

### EXTRA SERVICES *(Forms will be sent in confirmation package)*

- Insurance** *(All exhibitors are required to carry insurance)*  I will need Information on Single Event Coverage
- Internet** *(WIFI will be provided)*  I will need a dedicated internet line
- Power:** *(20 amps provided)*  I will need additional electricity

### PAYMENT *A non-refundable 25% deposit is due November 1st; NEW Exhibitors will not be charged until a space is confirmed. Checks Payable to AHAA*

#### PAYMENT OPTIONS:

SPACE #	FOR AHAA OFFICIAL USE ONLY
	Space Cost _____
	Power Charge _____
	Phone/Internet _____
	Total Charge _____
	Less Deposit _____
	Balance Due _____

- Enclosed Check, Cashier's Check or Money Order - Check # \_\_\_\_\_
- Credit Card Number:  VISA  MASTERCARD  AMEX  DISCOVER
- Card #: \_\_\_\_\_ Code \_\_\_\_\_
- Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Billing Zip Code \_\_\_\_\_

I do hereby authorize AHAA to charge the above referenced card number in full for payment of space and services. AHAA will charge the balance owed on January 15<sup>th</sup> unless written notice is provided (All monies are non-refundable). A \$50 charge for returned checks and for each credit card attempt, please ensure information given is legible and accurate.

Signature of Card Holder \_\_\_\_\_

### AGREEMENT

By executing this application, exhibitor agrees to abide by all the Rules and Regulations governing the Scottsdale Arabian Horse Show. With this signature, exhibitor expressly agrees to the terms set forth in the Terms of Agreement attached. I am aware and agree to abide by the set Exhibit Hours of: Thursday, Sunday, Monday, Tuesday & Wednesday 10am-6pm, Friday & Saturday 10am-7pm

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# TERMS OF AGREEMENT FOR THE ARABIAN HORSE ASSOCIATION OF ARIZONA & IT'S EVENTS

**\*This is mandatory reading\***

1. The Arabian Horse Association of Arizona (AHAA) reserves the right to reject any potential exhibitor from the Scottsdale Arabian Horse Show.
2. Additionally, the AHAA has the right to require exhibitors to comply with all conditions and requirements set forth by the chosen sponsor.
3. AHAA will not be responsible for lost, stolen or damaged materials. This will include but not be limited to display items and/or banners. The Exhibitor will be responsible and shall indemnify AHAA against any and all loss, damages and liability, including, but not limited to, any and all legal costs. Corporate Sponsors are responsible for banners following event, banners will not be mailed or delivered to sponsor.
4. Exhibitor agrees that AHAA has the sole right to control, sell, supervise or give away (or assign to others the right to do so) the exclusive rights to broadcast, televise, reproduce, transmit and disseminate all or part of this event, and I agree that AAHA may use or assign, in any way AAHA sees fit, photographs, films, videos, audios, cablecasts, or other likenesses of me and my horse taken during the course of the Competition for the promotion, coverage or benefit of the Competition or AHAA. Those likenesses shall not be used to advertise a product and they may not be used in such a way which implies endorsement of any company, product, product category or service. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation.
5. **LIABILITY:** Applicable to Sponsors with onsite presence. Exhibitor agrees to use and occupy the Assigned Space at Exhibitor's own risk and hereby releases the Management, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the Assigned Space, including, but not limited to, damages resulting from the acts of other exhibitors, theft, vandalism, fire and other casualty damage or damage arising out of any defects in the premises. Exhibitor also assumes all risk of loss or damage to Exhibitor's property or to the Assigned Space may result in loss of income, profits or good will to the business of Exhibitor or other persons interested in Exhibitor's property. Exhibitor releases and holds the owner or operator of the Facility, Management, and their agents, officers, and employees harmless from liability for these losses or damage, except if arising out of gross negligence or willful misconduct. Exhibitor's property includes all goods, equipment, inventory, merchandise, records and other personal property and all fixtures, improvements and betterments placed in or about the Assigned Space, belonging to Exhibitor or any person connected with, or claiming under or through Exhibitor. Exhibitor agrees to indemnify the owner or operator of the Exposition Facility, AHAA, and their agents, officers and employees and save them harmless from all loss or claims, including reasonable attorney's fees and costs in defending a claim, arising, out of loss or damage to Exhibitor's property belonging to others. Exhibitor agrees to indemnify and hold harmless from and with respect to any and all claims, causes of action, liabilities, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of a person or animal visiting or using the Assigned Space; or for injury or damage to any property of the Exhibitor or any visitor situated in or about the Assigned Space, whether caused by fire, accident, vandalism, theft or other loss, and whether or not such loss, cost, liability or expense, was caused by the act, omission or negligence or otherwise of the owner or operator of the Exposition Facility, AHAA, and their agents, officers, or employees.
6. **INSURANCE:** Applicable to Sponsors with onsite presence. Exhibitor shall be required to obtain and maintain at Exhibitor's sole cost and accept in full force and effect throughout the term of the Exposition the following policies insurance: a. *Worker's Compensation Insurance.* Worker's Compensation and Employer's Liability insurance as required by applicable State Law for all of Exhibitor's employees in any way involved with the exhibit. b. *General Liability Insurance.* Exhibitor shall maintain a board form policy of comprehensive general liability insurance insuring owner and operator of the Exposition Facility, AHAA, and Exhibitor against liability arising out of the use, occupancy or maintenance of the Assigned Space. The insurance will be for not less than \$1,000,000 each occurrence personal injury and property damage, \$2,000,000 general aggregate personal injury and property damage for all Exhibitors including food vendors. The amount of the insurance will not limit the liability of the Exhibitor. The policy will contain cross-liability endorsements, if applicable, and will insure Exhibitor's performance of the indemnity provisions set forth in this Agreement. Coverage shall include: i. Premises/Operations, ii. Contingent Liability for Subcontractors, iii. Product/Completed Operations iv. Personal and Advertising Injury, v. Contractual Liability to insure the Indemnification (hold-harmless clauses contain in this Agreement) c. *Casualty Insurance.* Exhibitor will maintain property damage liability insurance including damage by fire, sprinkle damage, vandalism, malicious mischief and all perils customarily covered under extended coverage endorsements. Such insurance shall be in an amount equal to the replacement cost of any physical structure in which the Exhibit is located as well as all alterations, changes, decorations, additions, fixtures, equipment, furnishings, improvements and contents made there which are part of the Exhibit or which are placed within the Assigned Space. d. *Automobile Liability Insurance.* Exhibitor will maintain comprehensive automobile liability insurance for not less than \$1,000,000 combined single limit personal injury and property damage limits of liability, and providing coverage on all owned, non/owned, and hired automobiles of the Exhibitor. Exhibitor agrees to notify each insurance carrier of Exhibitor's assumption of risk, release and indemnification stated of. If Exhibitor fails to maintain any of the required insurance, AHAA may, but is not obligated to, maintain the insurance at Exhibitor's sole cost and expense. Each insurance policy shall expressly provide that it is not subject to invalidation of the Management's interest by reason of any act or omission on the part of the Exhibitor. Insurance will be with responsible carriers acceptable to AHAA, and shall list each of the following as primary insured: (1) AHAA, (2) City of Scottsdale, (3) US Bureau of Reclamation. Exhibitor will deliver to Show Commission certified copies of the policies of insurance or certificates evidencing the existence and the amounts of the insurance showing that the above insurance is in force and stating policy numbers, dates of expiration, limits of liability, and coverage there under at least thirty (30) days prior to the move-in date. No policy shall be cancellable or subject to reduction of coverage or other modification except after 10 days prior written notice to AHAA. Exhibitor shall, at least three (3) days prior to the expiration of the policies, furnish AHAA with renewals or "Binders" for the policies, or AHAA may order the required insurance and charge the cost thereof to Exhibitor. All policies shall name AHAA and Exhibitor, as co-insurers. All policies maintained by Exhibitor shall be written as primary policies, not contribution with and not in excess of coverage which AHAA may carry. All such policies shall contain a provision that AHAA, although named as an insured, shall nevertheless be entitled to recover under such policies for any loss occasioned to it, it's officers, agents, and employees by reason of the negligence of Exhibitor. Exhibitor will not do anything or permit anything to be done or any hazardous condition to exist which shall invalidate or cause the cancellation of the insurance policies carried by Exhibitor, AHAA, or the owner or the operator of the Exposition Facility. Exhibitor releases the AHAA party from any and all liability or responsibility for loss or damage to property resulting from causes insured against, even if such casualty has been caused by the fault or negligence of AHAA.
7. **SPACE ASSIGNMENT:** Applicable to Sponsors with onsite presence. AHAA cannot guarantee that it will assign Exhibitor the sponsorship space requested or promised. Exhibitor agrees to accept the exhibit space assigned by the AHAA regardless of the date Exhibitor's application is received. Exhibitor further agrees to accept reassignment of space at any time before or during the Event in the event that Management, at its sole and complete discretion, deems such reassignment necessary or advisable for any reason whatsoever. Exhibitor agrees to bear all costs and expenses associated with respect to any such relocation or reassignment and to indemnify and hold AHAA harmless for all such damages, costs or expenses.
8. **COMPLIANCE WITH LAWS.** Exhibitor, his agents, employees, invitees and guests shall comply with all rules, regulations, and requirements of local and Fire Marshal, the Health Department, or any governmental entity having jurisdiction over the Exhibition. The Exhibitor may be required, at the Management's option, to immediately cease it's operations and vacate the Assigned Space if Exhibitor's exhibit, operation thereof, or the conduct of his agents, employees, invitees, or guests should be found to be in violation of any such rules, regulations, or requirements.
9. **CANCELLATION/CURTALMENT.** It is agreed that if AHAA in its sole discretion, deems that circumstances have arisen which dictate cancellation of the Event prior to the commencement of the Show, Exhibitor's sole right and remedy shall be the refund of all exhibit space reservation and rental fees paid by Exhibitor. Should AHAA curtail the Show after its commencement, then exhibitor's sole right and remedy shall be the refund of a prorated portion of the rental fee, based upon the number of full days eliminated from the Show as a ratio of the total days originally scheduled. Cancellation of contract: Either party may terminate this agreement at any time upon 90 days advance written notice prior to event start date. Deposits will not be refunded for cancellations by Exhibitor.
10. **PROVISIONS AND DISPUTES.** Each provision of the Application and Agreement is declared to be severable from every other provision. If any provision is held invalid, such invalidity shall not affect any other provision and all other provisions shall remain in full force and effect as if the invalid provision had not been included herein. All matters or disputes not covered by this Agreement shall be resolved by Management. In the event of any dispute regarding the implementation of this Agreement, Exhibitor agrees to abide by the resolution, decision or ruling adopted by Management. Exhibitor agrees to abide by the AHA codes of ethics and sportsmanship in the most current AHA Handbook, as any applicable USEF, CEF, USDF and AHA rules. Exhibitor agrees not to make any remarks considered offensive toward the Show, Show Officials or Show Management. Any criticism of the Show should be sent directly to Show Management.
11. **LEGAL FEES AND COSTS.** In the event that AHAA is involved in any legal action in which it seeks to enforce any of the terms and provisions of this Agreement, AHAA shall be entitled to recover all of its reasonable costs and expenses, including costs collection and attorney's fees. In the event that any action is filed in relation to this agreement, AHAA and Exhibitor agree such an action shall be brought only in the courts in and for the State of Arizona, County of Maricopa, and/or the City of Scottsdale.
12. **MISCELLANEOUS.** This Application and Agreement: a. Contains the entire Agreement between the parties regarding the subject matter discussed herein. b. May not be modified in any manner, nor may any rights herein be waived except by an instrument in writing signed by the party to be charged in such modification or waiver. c. Shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. d. Shall be construed in accordance with and governed by the laws of the State of Arizona.

Initial: \_\_\_\_\_

AHAA, P.O. Box 13865, Scottsdale, AZ 85267-3865 ~ [info@scottsdaleshow.com](mailto:info@scottsdaleshow.com) ~ 480-515-1500



## COMMERCIAL EXHIBITOR IMPORTANT INFORMATION

**Application Requirements** - Applications will only be accepted if it is completely filled out and legible, detailed merchandise list, photographs of the booth are enclosed and a 25% deposit is included with application. Please read contract stipulations on Space Assignment on Terms of Agreement page for additional requirements.

**Booth Location Assignments** - Booth location assignments are based on the following criteria in order of consideration:

1. Agreement to Exhibit and 25% deposit are due November 1, 2018. Final balance due January 15, 2019 along with proof of insurance. Failure to comply will result in loss of booth space, no refunds will be issued. After placement is complete NO monies will be refunded.
2. Complete detail list of merchandise for sale with photos.
3. Exhibitor seniority based on continuous years of exhibiting at the Scottsdale Show and space availability.
4. First time or non-continuous commercial exhibitors will be considered if there is an opening in their product category.
5. Any contract applications received after the requested deadline dates with the correct financial installments will be assigned based on booth availability on a first come, first serve basis.

**Deadline For Applications & Payments** - First deadline for applications and deposit is November 1, 2018. All contracts require a 25% deposit. All outstanding balances must be paid, **without exception**, in full by January 15, 2018. **NO REFUNDS**.

### Exhibitor Hours -

Thursday, February 14 <sup>th</sup>	10:00 AM - 6:00 PM	Wednesday, February 20 <sup>th</sup>	10:00 AM - 6:00 PM
Friday, February 15 <sup>th</sup>	10:00 AM - 7:00 PM	Thursday, February 21 <sup>st</sup>	10:00 AM - 6:00 PM
Saturday, February 16 <sup>th</sup>	10:00 AM - 7:00 PM	Friday, February 22 <sup>nd</sup>	10:00 AM - 7:00 PM
Sunday, February 17 <sup>th</sup>	10:00 AM - 6:00 PM	Saturday, February 23 <sup>rd</sup>	10:00 AM - 7:00 PM
Monday, February 18 <sup>th</sup>	10:00 AM - 6:00 PM	Sunday, February 24 <sup>th</sup>	10:00 AM - 6:00 PM
Tuesday, February 19 <sup>th</sup>	10:00 AM - 6:00 PM		

Doors will be open for exhibitors to come in each morning at 8:00 AM. Please be sure to have your exhibitor badge for entry into the trade show building.

**Exhibitor Badges** - Each Commercial Exhibitor will receive two admission badges for access to the show for each 10x10 space purchased.

**Exhibitor Check In** - Please ensure to check in at The Commercial Exhibit Show Office (Front entrance of North Hall) before commencing setting up of your booth space. At this time, we will provide you with exhibit badges, parking pass and move in pass.

**Exhibitor Move-In** - Exhibitors can use any available entrance to move in with the proper move in pass which must be placed on your dash board. Please be sure your vehicle is not disrupting other exhibitors from their set up.

We recommend that you unload and move your vehicle for the next person to move in.

Monday, February 11 <sup>th</sup>	9:00 AM - 4:00 PM
Tuesday, February 12 <sup>th</sup>	9:00 AM - 4:00 PM
Wednesday, February 13 <sup>th</sup>	8:00 AM - 6:00 PM

All booths must be set up by 8pm Wednesday, February 13<sup>th</sup>. You will forfeit your space by default if booth is not set up by this time. NO refunds will be issued. If you are not able to arrive at the facility to set up as scheduled, please call The Scottsdale Show Event Management at 480.515.1500 and/or email [commercial@scottsdaleshow.com](mailto:commercial@scottsdaleshow.com) If you attempt to move in before or after the scheduled move-in date and times you may lose the opportunity to exhibit at future events.

**Exhibitor Move-Out Hours** - Sunday, February 24<sup>th</sup> After the conclusions of the horse show and Monday, February 25 - 7:00 AM - 12:00 PM

**Please DO NOT start packing up or move out before Sunday, February 24<sup>th</sup> at the conclusion of the show (TBA).** If you fail to comply with this policy, you may lose the opportunity to exhibit at future events. All exhibitor materials must be removed from the exhibit facility by Monday, February 25<sup>th</sup> 12:00 PM - **NO EXCEPTIONS** (*security will only be provided until 12:00 noon*) Exhibitors are responsible for the safe return of all rental equipment and any outgoing shipments. **AHAA will not be responsible for any merchandise, shipments, material or equipment left on the premises.**

**Electric** - 20 amps will be provided. You can order and pay for additional power if needed. Order forms & fees will be available in your confirmation package. **All orders must be placed prior to the show.**

**Food Vendors** - Food Vendor applications have different guidelines and will be done on a separate application. Please contact Roger Kneebone for food vendor information at [rdkneebone@aol.com](mailto:rdkneebone@aol.com) or 602.515.6066.

**Furniture, Carpeting and Decorations** - Rental Equipment is available. All order forms and contact information will be available in the confirmation package. **All orders must be placed prior to the show.**

**Insurance** - Exhibitors must provide proof of any and all insurance necessary to protect the Exhibitor, Arabian Horse Association of Arizona, City of Scottsdale, and the Bureau of Reclamation, **all 3 must be named as additional insured.** Proof of insurance must be included with signed contract or final payment. See #5 in Terms of Agreement page for insurance requirements. If you need to purchase liability insurance, please see the insurance Application in the Confirmation Package.

**Merchandise Restrictions** - All merchandise must be listed on the official Agreement to Exhibit. No additions will be allowed unless a written request is made and approved. Product categories are limited for the success of each exhibitor. No one is allowed to sell merchandise that directly references the Arabian Horse Association of Arizona or any of its entities, contact the office for a detail list.

**Parking** - Overnight parking will be available in a special designated area for trailers and box trucks. No RV parking or motor homes are allowed in these lots. Vehicles will be permitted to drop off merchandise before opening of show each morning (8am) and, after the last class of the day. At no other time are vehicles allowed to drive up to the buildings. **NO parking next to building.**

**Pricing & Payment** - All areas of exhibit are popular and sell out quickly. All locations are priced at \$1,200 per 10x10 space, \$1,100 when 4 or more spaces are purchased. Limited power is provided for your booth, there is an additional cost if more power is needed. All contracts require a 25% deposit by November 1<sup>st</sup>, 2018. All outstanding balances must be paid, **without exception**, in full by January 15<sup>th</sup>, 2019. There are no refunds once space has been assigned.

**Restrictions on Booth Space** - **Absolutely no subleasing of booth space.** There will be no verbal solicitation outside of your booth space. No wholesale, discount, specials or sale signs and/or banners allowed. Exhibits not to exceed 8 ft. in height, unless otherwise approved by management. There will be no drawings, raffles or any other promotions of any kind without the approval of AHAA prior to the show.

**RV/Motor-Home Guest** - Limited spaces available. For information please contact AHAA at 480.515.1500 or [office@scottsdaleshow.com](mailto:office@scottsdaleshow.com) or download an application at [www.scottsdaleshow.com](http://www.scottsdaleshow.com)

**Tax, License and Permits** - City of Scottsdale and the State of AZ require a Sales Tax License. All applications will be available in the confirmation package. The inspector has asked that you file early to avoid any complication that may arise. If you already have current Sales Tax Permits, please have a copy available as proof. **All Licenses must be paid for and obtained prior to move in of the show.**

**Telephone Services** - Phone service and credit card lines **must be ordered by January 1<sup>st</sup>.** Forms will be available in the confirmation package.

**Failure to comply with the above requirements will result in the loss of your space assignment. All Monies are non-refundable!**