



The Largest Arabian Horse Show In The World

Scottsdale Arabian Horse Show & Shopping Expo

February 17-27, 2022 WestWorld ~ Scottsdale, Arizona

Thank you for your interest in exhibiting at the Scottsdale Arabian Horse Show! Please complete the following application in its entirety to be considered for placement in the event. Any applications received by November 1, 2021 will be considered for placement by mid-November. After this date placement will be on a first-come, first-serve basis. Applications will be accepted until December 17, 2021, but space is not guaranteed.

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 2,200 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.

67 YEARS OF SUCCESS

2022 marks the 67th 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 17th – 27th 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.

GREAT EXPOSURE & PROMOTION!

The Shopping Expo at the Scottsdale Arabian Horse Show is an amazing attraction to many people each year and we invite you to send in an application to be a part of this amazing event. As an exhibitor you will receive a listing in the Scottsdale Show Program and website, admission badges & passes, pipe and draped booth, large open-air spaces indoor and out, base power is supplied, WIFI access, Public Announcements, designated trailer parking, and 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



AGREEMENT TO EXHIBIT

Date Received: _____

Scottsdale Arabian Horse Show & Shopping Expo February 17-27, 2022 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"/> Fine Art | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Books & Publications | <input type="checkbox"/> Furniture & Household Items | <input type="checkbox"/> Photography & Videography |
| <input type="checkbox"/> Boots & Footwear | <input type="checkbox"/> Gifts | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Embroidery & Engraving | <input type="checkbox"/> Grooming Products | <input type="checkbox"/> Riding Apparel & Show Clothing |
| <input type="checkbox"/> Equine Apparel & Native Costumes | <input type="checkbox"/> Health, Beauty & Wellness | <input type="checkbox"/> Tack & Show Equipment |
| <input type="checkbox"/> Equine Promotional Organizations | <input type="checkbox"/> Insurance & Investments | <input type="checkbox"/> Trailers, Vehicles & Motorized Equipment |
| <input type="checkbox"/> Farms & Stallion Promotion | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fashion Apparel & Accessories | <input type="checkbox"/> Leather Goods & Care Products | |
| <input type="checkbox"/> Feed, Supplements & Nutritional Products | <input type="checkbox"/> Non-Profit Organization | |

SPACE REQUEST: Booth Space are in 10' x 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 (per-1-3 spaces) or _____ x \$1,100 (per 4 or more) = 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 (<i>All exhibitors are required to carry insurance</i>) | <input type="checkbox"/> I will need Information on Single Event Coverage |
| Internet (<i>WiFi will be provided</i>) | <input type="checkbox"/> I will need a dedicated internet line |
| Power (<i>20 amps provided</i>) | <input type="checkbox"/> I will need additional electricity |
| Additional Advertising (<i>\$50 each</i>) | <input type="checkbox"/> Facebook Ad &/or Story |

PAYMENT:

If paying by credit or debit card, please fill out the Card Authorization Form.

A non-refundable 25% deposit is due November 1st and must be included with application. New Exhibitors need to submit payment but will not be charged until a space is confirmed. Please make checks payable to A.H.A.A., ALL CARD transactions will be charged a 4% convenience fee. Any returned checks or declined cards will have an additional \$50 fee.

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

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.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Accepted by: _____ Date: _____

EXHIBITOR AGREEMENT TERMS AND CONDITIONS*mandatory reading*

This Exhibitor Agreement ("Agreement") is made between Arabian Horse Association of Arizona (Scottsdale Arabian Horse Show) and the entity submitting this Exhibitor Application as listed on the reverse side of this Agreement ("Exhibitor"). This Agreement applies to the Scottsdale Arabian Horse Show 2022 Event ("Event") scheduled to take place from February 17-27, 2022, at WestWorld in Scottsdale, Arizona ("Event Facility"). The form on the reverse side is merely an application until Scottsdale Arabian Horse Show assigns a specific booth location, at which time this Agreement will take full force and effect as a contract.

1. SPACE ASSIGNMENT. Scottsdale Arabian Horse Show cannot guarantee that Exhibitor will be assigned the requested exhibit space. Exhibitor agrees to accept the exhibit space assigned by Scottsdale Arabian Horse Show regardless of the date Exhibitor's application is received. Exhibitor further agrees to accept reassignment of exhibit space at any time before or during the Event in the event that Scottsdale Arabian Horse Show, in its sole discretion, deems such reassignment necessary to create a more effective exposition at the Event. Scottsdale Arabian Horse Show shall not be liable for any damages, cost or expenses associated with any such reassignment.

2. NO ASSIGNMENT OR SUBLETTING. Exhibitor agrees not to assign, sublease, or subcontract any portion of the Assigned Space. Such arrangements are prohibited and shall be deemed null and void.

3. USE OF THE ASSIGNED SPACE. Exhibitor must comply with the following use regulations in the absence of obtaining the prior written consent of Scottsdale Arabian Horse Show:

a. No sound systems, musical instruments, noise makers, loudspeakers, microphones or other sound amplification or broadcast devices of any kind are allowed.

b. No raffles, drawings or contests of any kind are allowed without prior written approval of Scottsdale Arabian Horse Show.

c. No demonstrators, solicitors, decorations, signs, banners, advertising matter or exhibits of any kind or character are allowed in the aisles or public passageways and such materials may not be attached to the show structures, walls, posts or doors.

d. No signs offering "wholesale prices" are allowed.

e. No general distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines, or other literature or promotional materials of any kind are allowed. Any promotional materials must be distributed from inside the Assigned Space. Notwithstanding the foregoing, materials designed to be adhered to walls, car bumpers, balloons, hats, t-shirts and similar materials shall not be distributed under any circumstances. Giveaways may not include balloons or yardsticks, and balloons may not be used as booth decorations.

f. No distribution of promotional materials for any third party is allowed. This includes giveaways of brochures, flyers, pamphlets, bags, pens, pins, stickers, etc., that are not materials of the Exhibitor.

g. No solicitation of funds for any political, educational or charitable corporation or association or any other group, individual or cause of any kind is allowed without prior management approval.

4. EVENT STAFFING. Exhibitor shall maintain a designated representative in the Assigned Space at all times during the designated Event hours. Exhibitor shall be solely responsible for the conduct of any employees, agents, visitors or guests of Exhibitor in or around the Assigned Space. Exhibitor shall cause all such employees, agents, visitors or guests of Exhibitor to be familiar with all Rules and Regulations of the Event Facility. Please see Worker's Compensation Insurance requirements in section 9.

5. SPACE PLANS AND DESIGN. The design and plans for the construction of Exhibitor's exhibit must be approved in advance by Scottsdale Arabian Horse Show. Exhibit design for those booths with displays directly in back and adjacent to them must not exceed eight feet in height and must not extend beyond the dimensions of the Assigned Space. Scottsdale Arabian Horse Show reserves the right to order changes in the design, decoration and plans for the construction of the exhibit at any time before or during the Event. Exhibitor agrees to be solely responsible for any and all damages, costs or expenses associated with such changes. Exhibitor must neither obstruct the view of an exhibit in an adjoining Exhibitor's space nor permit such exhibit to be placed or operated in any manner that is offensive or objectionable, in the sole opinion of Scottsdale Arabian Horse Show, to the adjacent or surrounding Exhibitors or to the Event as a whole.

6. SET UP. Exhibitors will be assigned a specific move-in time depending on size and location of the Assigned Space. This scheduled time will be part of a general Exhibitor Confirmation Packet transmitted electronically after confirmation of space assignment. All of Exhibitor's vehicles must be off the premises and in the designated Exhibitor parking areas during the days of the event. Failure to comply with this provision will authorize Scottsdale Arabian Horse Show to have vehicles towed at Exhibitor's expense.

7. DISMANTLING. Exhibitor shall not dismantle or remove any portion of its exhibit prior to the conclusion of the Event. Exhibitor shall not remove any of the equipment or property associated with the exhibit prior to that time. The entire exhibit and all of the Exhibitor's property must be removed from the premises within 24 hours after the conclusion of the Event, unless otherwise directed by Scottsdale Arabian Horse Show. In the event Exhibitor fails to vacate the Assigned Space within that time, Scottsdale Arabian Horse Show may remove (and is hereby authorized and made the agent of Exhibitor for such purposes) the exhibit and all property of the Exhibitor situated in or around the Assigned Space, and to store the same at the sole cost of Exhibitor. Exhibitor shall hold harmless Scottsdale Arabian Horse Show for any cost or liability incurred in connection with such removal. Scottsdale Arabian Horse Show is authorized to hold stored materials until associated costs are paid by Exhibitor.

8. LIABILITY. Exhibitor agrees to defend (using counsel satisfactory to Scottsdale Arabian Horse Show), indemnify and hold harmless Arabian Horse Association of Arizona, WestWorld, City of Scottsdale, and the Bureau of Reclamation and their affiliated companies and each of their respective present and former officers, shareholders, directors, employees, partners, agents, contractors, representatives and assigns, from any and all claims, demands, suits, investigations, losses, costs, damages or expenses resulting or arising from any injury to or death of any person or damage to any property caused by an act, omission or negligence of Exhibitor or Exhibitor's agents, employees, invitees, contractors or guests which occurs in or around the Assigned Space or elsewhere at the Event Facility, in each case whether or not caused by the negligence of Scottsdale Arabian Horse Show and whether or not the claim or suit has merit. Exhibitor agrees to use and occupy the Assigned Space at Exhibitor's own risk and hereby releases Scottsdale Arabian Horse Show from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or around 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 shall be responsible for the supervision, control and maintenance of the Assigned Space during the entire term for which the Assigned Space is reserved or used by Exhibitor. The Assigned Space shall be returned in its original condition. Exhibitor is liable for and agrees to pay promptly for all damage to the Event Facility or to its equipment when such damage is caused by Exhibitor, or by any of Exhibitor's agents, employees, invitees, contractors or guests. Notwithstanding any other term or condition of this Agreement, in the event the Assigned Space is for any reason not available to the Exhibitor during the Agreement Term or any portion thereof, the Scottsdale Arabian Horse Show's liability shall be limited to a return of the fee paid hereunder, or a pro rata portion thereof if the Event took place in part.

9. INSURANCE. Scottsdale Arabian Horse Show is not responsible for damage from accident, fire and other such causes to Exhibitor's property. Exhibitor must carry insurance and do so at its own expense. All property of Exhibitor is understood to remain in the Exhibitor's care, custody and control in transit to or from and within the confines of the Event Facility. Exhibitor is required to obtain and maintain in full

force and effect throughout the Event the following insurance: General Liability Insurance – Comprehensive general liability insurance written with limits of \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate for bodily injury and property damage, and \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate for public liability. Covers shall include: (i) Premises / operations; (ii) Contingent liability for subcontractors; (iii) Product completed operations; (iv) Personal Injury; (v) Contractual liability to insure indemnification (hold harmless clauses contained in the Agreement).

Worker's Compensation Insurance – Statutory worker's compensation and employer's liability insurance as required by applicable State Law for all of Exhibitor's employees and/or any temporary event staff involved in any way with the Event. If Exhibitor does not carry Worker's Compensation Insurance, Exhibitor must complete the Worker's Compensation Waiver Form (provided by Scottsdale Arabian Horse Show) in place of getting this insurance. **Automobile Liability Insurance** – Written with a combined single limit for bodily injury and property damage of \$150,000.00 each occurrence, providing coverage on all owned, non-owned and hired automobiles of the Exhibitor. If automobile insurance is not to be included on Exhibitor's certificate of insurance, then Exhibitor must supply proof of insurance for any vehicle that will be driven on the Event site for unloading, loading, or display purposes. **Special Form Cause of Loss Insurance** – Exhibitor shall provide special form cause of loss insurance covering Exhibitor's exhibits, tools and other property. If Exhibitor does not carry Special Form Cause of Loss Insurance, Exhibitor must complete the Special Form Cause of Loss Insurance Waiver Form (provided by Scottsdale Arabian Horse Show) in place of getting this insurance. Exhibitor will be required to furnish a certificate of insurance to Scottsdale Arabian Horse Show, thirty (30) days prior to the move-in date, listing the following additional named insureds: Arabian Horse Association of Arizona, U.S. Bureau of Reclamation, WestWorld of Scottsdale, and City of Scottsdale. The above insurance policies shall be primary and contain a waiver of subrogation in favor of Arabian Horse Association of Arizona and the additional named insureds.

10. COMPLIANCE WITH LAWS. Exhibitor, its agents, employees, invitees, contractors and guests, shall comply with all rules, regulations, and requirements of the local Fire Marshall, the Health Department, and any other governmental entity having jurisdiction over the Event Facility and/or location. Exhibitor shall obtain any and all permits or licenses required by any governmental authority to conduct its business activities in its Assigned Space or in other areas of the Event Facility. Exhibitor may be required, in Scottsdale Arabian Horse Show's sole discretion or request, to immediately cease its operations and vacate the Assigned Space if Exhibitor's exhibit, operation thereof, or the conduct of Exhibitor's agents, employees, invitees, contractors or guests are believed to be in violation of any such rules, regulations, or requirements.

11. LOST SHIPMENTS. Neither Scottsdale Arabian Horse Show nor the owner or operator of WestWorld shall be liable or otherwise responsible for lost shipments to or from the Event, or of any type of moving costs, including damage incurred in the course of moving. If Exhibitor's exhibit fails to arrive, Exhibitor is nevertheless responsible for the payment of all exhibit space reservation and rental fees.

12. TAXES. All sales tax, income taxes, FICA and other taxes arising out of or in connection with Exhibitor's use of the Assigned Space are the sole responsibility of Exhibitor.

13. SAFETY RULES

a. Exhibitor shall take all necessary precautions for the safety of its own personnel, other Exhibitors and all other persons upon the premises and shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injury.

b. All decorations of paper, corrugated paper, crepe paper, drapes and all cloth must be flameproof to meet the standards of the local Fire Department. c. No exhibits using an open flame are permitted. d. Decorations around fire extinguishers, standpipes or exits must be placed so as not to interfere with the accessibility to view of the same.

14. REMOVAL OF EXHIBITS BY SCOTTSDALE ARABIAN HORSE SHOW. Scottsdale Arabian Horse Show reserves the right to prohibit or cause the removal of any exhibit: (i) which, in Scottsdale Arabian Horse Show's sole judgment, may detract from the general character of the Event; (ii) if the business or exhibition carried on by the Exhibitor or the manner of conduct of the same is not as represented at the time of making this Agreement or is not in keeping with the tradition or character of the Event; (iii) if the exhibit was entered under false pretenses; or (iv) if the exhibit is in violation of any of these terms and conditions. If an exhibit is prohibited under the terms of this paragraph or because of a violation of any of the terms hereof, Scottsdale Arabian Horse Show shall have the right, but no obligation, to remove the exhibit or any banner, advertising matter or other property of the Exhibitor situated within or about the Assigned Space. Any such removal shall be at the sole cost and expense of Exhibitor and Exhibitor shall immediately reimburse Scottsdale Arabian Horse Show for any cost and expense incurred. Under such circumstances, Exhibitor shall not be entitled to a refund of any fees paid to Scottsdale Arabian Horse Show under the terms of this Agreement.

15. PROVISIONS AND DISPUTES. Each provision of this Agreement is declared to be separable 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 terms or conditions not specifically covered by this Agreement shall be promulgated and enforced by Scottsdale Arabian Horse Show in its sole discretion. In the event of any dispute regarding the implementation of this Agreement, Exhibitor agrees to abide by the resolution, decision or ruling set forth by Scottsdale Arabian Horse Show.

16. SHOW CANCELLATION. In the event that the Event does not take place, in whole or in part, due to any Act of God or force majeure, including, without limitation, weather, fire, flood, Communicable Disease(s), strike, labor dispute, civil commotion, terrorist act, riot or threat of violence or similar cause beyond the control of the parties, Exhibitor shall be entitled to a refund of the fees paid, or a pro rata portion thereof if the Event took place only in part. The decision to cancel the Event shall be left to the sole discretion of Scottsdale Arabian Horse Show.

17. 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.

18. REFUNDS. Exhibitor's space reservation and rental fees will not be refunded in whole or in part in the event that Exhibitor fails to use all or some portion of the exhibit space assigned, or in the event that Exhibitor uses the space for only a portion of the scheduled Event time. All Exhibitor fees are nonrefundable.

19. LEGAL FEES AND COSTS. In the event that Scottsdale Arabian Horse Show is involved in any legal action in which it seeks to enforce any of the terms and provisions of this application and Agreement, Scottsdale Arabian Horse Show shall be entitled to recover all of its reasonable costs and expenses, including reasonable costs of collection and reasonable attorney's fees.

20. MISCELLANEOUS; GOVERNING LAW; EXCLUSIVE VENUE. This Agreement contains the entire agreement between the parties regarding the subject matter discussed herein and 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. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns and shall be construed in accordance with and governed by the laws of the State of Arizona. Any dispute, proceeding, or controversy relating to or arising out of this Agreement shall be resolved exclusively in the courts located in Maricopa County, Arizona.

SIGNATURE OF EXHIBITOR'S REPRESENTATIVE ON THIS DOCUMENT CONSTITUTES ACCEPTANCE OF THESE TERMS & CONDITIONS.

COMMERCIAL EXHIBITOR 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, 2021. Final balance is due January 15, 2022 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/application 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, 2021. All contracts require a 25% deposit. All outstanding balances must be paid, **without exception**, in full by January 15, 2022. **NO REFUNDS**.

Shopping Expo Hours

Thursday, February 17 th	10:00 AM - 6:00 PM	Wednesday, February 23 rd	10:00 AM - 6:00 PM
Friday, February 18 th	10:00 AM - 7:00 PM	Thursday, February 24 th	10:00 AM - 6:00 PM
Saturday, February 19 th	10:00 AM - 7:00 PM	Friday, February 25 th	10:00 AM - 7:00 PM
Sunday, February 20 th	10:00 AM - 6:00 PM	Saturday, February 26 th	10:00 AM - 7:00 PM
Monday, February 21 st	10:00 AM - 6:00 PM	Sunday, February 27 th	10:00 AM - 6:00 PM
Tuesday, February 22 nd	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 14 th	8:00 AM- 4:00 PM
Tuesday, February 15 th	8:00 AM- 4:00 PM
Wednesday, February 16 th	8:00 AM- 6:00 PM

All booths must be set up by 8:00 pm Wednesday, February 16th; 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 email The Scottsdale Show Event Management 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 27th after the conclusions of the horse show and Monday, February 28th @ 7:00 am - 12:00 pm. **Please DO NOT start packing up or move out before Sunday, February 27th 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 28th 12:00 PM - **NO EXCEPTIONS** (*security will only be provided until 12:00 noon*) Exhibitor is 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 and paid 30 days 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 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 and paid 30 days 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 on 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 (8:00 am) 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 1st, 2020 All outstanding balances must be paid, **without exception**, in full by January 15th, 2022. 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 or download an application at 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.**

COVID-19 - If the Show is cancelled or you are unable to participate in the show due to COVID-19 issues all deposits will be refunded with the exception of expenses or processing fees. In order for a full refund, the show must be notified no later than January 8, 2022, that you are not coming because of COVID. After January 8th until the first day of the show COVID-19 refunds of any amount will be considered only on a case by case basis, after review of supporting documentation, by the AHAA Board of Directors. No refunds will be considered after the show starts. All refund requests must be in writing and e-mailed to info@scottsdaleshow.com

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



Scottsdale Arabian Horse Show

Card Authorization Form

A non-refundable 25% deposit is due November 1st and must be included with application. New Exhibitors need to submit payment but will not be charged until a space is confirmed. Please make checks payable to Arabian Horse Association of Arizona (AHAA).

Please complete all fields.

I will pay as follows: Check Enclosed/Payable to AHAA Credit/Debit Card

I authorize AHAA to charge my credit/debit card for the following Amounts:

Payment in Full- \$ _____ (Due Nov. 1st, 2021, only if paying in full)

Payment of 25%- \$ _____ (Due Nov. 1st, 2021)

Balance Due- \$ _____ (January 15th, 2022)

Business Name: _____

Contact Name: _____ Cell # _____

Cardholder Name (as shown on card): _____

Card number: _____

Expiration Date: (MM/YY) _____ / _____ CCV Code: _____

Billing address: _____

I, _____, authorize AHAA to charge the above card for agreed upon payments. I understand that all card transactions will be charged a 4% convenience fee and that my information will be saved to file for future transactions on my account. This authorization will remain in effect until cancelled, you may cancel this authorization at any time by contacting AHAA directly.

All monies are nonrefundable.

Declined cards or NSF Checks will be subject to a \$50 fee.

Signature: _____ Date: _____

**A 4% Convenience Fee will be added by AHAA to ALL CARD payments.*

Office Use ONLY:

Date Received: _____

Date cancel requested: _____