

\*This form must be signed and returned with your agreement to exhibit.

## **IMPORTANT INFORMATION**

- ❖ **Booths in Tent 1 and Tent 2 are not to exceed 8 ft. in height.**  
**Exceptions will only apply to permanent parts of display (walls or racks) and you must submit a written request prior to start of show. No temporary part of display such as signs, banners, tents or stacked merchandise will be allowed to exceed 8 ft.** You must stay within your assigned booth dimensions. There will be no overflow into the aisles. Any sidewalls visible in your neighboring booth must be properly draped or covered and presentable.  
Absolutely no subleasing of booth space.
- ❖ **All exhibitors must provide proof of insurance with the Arabian Horse Association of Arizona, Bureau of Reclamation and City of Scottsdale listed as additional insured.** If AHAA does not have a copy of your insurance properly listing the additional insured, you will not be allowed to set up. A copy of your insurance must be submitted with final payment. Copies of City of Scottsdale and AZ Dept of Revenue tax licenses must be available. Food Exhibitors must have a Maricopa County temporary food service permit prior to move in of the show.
- ❖ All merchandise for sale must be listed on your Agreement to Exhibit. No additions will be allowed unless a written request is made and approved. There will not be a change in amount of any type of one product from year to year. In particular jewelry cannot be added or increased to any booth.
- ❖ There will be no sale, wholesale, specials, discount signs or banners displayed in booths.
- ❖ Balances must be paid on time or your assigned booth space and seniority will be forfeited. All balances due must be paid by January 15, 2011.
- ❖ There will be two commercial exhibitor buttons provided for each 10 x 10 space purchased.
- ❖ There will be one parking pass provided to each commercial exhibitor in the assigned commercial exhibitor parking Lot A. Additional commercial exhibitor parking passes will be assigned in Lot B.
- ❖ 500 watts of power is provided for each 10 x 10 booth. Additional power needed or used above this amount must be ordered in advance through the electrical company and will be billed directly to the exhibitor.
- ❖ There are 8 ft. back drapes and 3 ft. side drapes provided for each commercial exhibit booth. Neutral colored carpet is provided in all booths.
- ❖ Phone service, credit card lines or internet service must be ordered prior to the show. These forms will come in your confirmation package.
- ❖ Tents will open daily at 10:00 a.m.
- ❖ Closing times are as follows:
  - Thursday 2/17 through Tuesday 2/22 - 6:30 p.m.
  - Wednesday 2/23 - 6:30 p.m. Taking place that evening is the Scottsdale Signature Stallion Auction and Scottsdale Chamber of Commerce Mixer.
  - Thursday 2/24 - 6:30 p.m.
  - Friday 2/25 and Saturday 2/26 - 8:00 p.m. Evening Performances.
  - Sunday 2/27 - Close of show.

**It is mandatory all exhibitors adhere by these times.**

AHAA appreciates everyone's cooperation in order to make this one of the best shopping expos in the country. Thank you. Arabian Horse Association of Arizona

**I have read the above information and agree to abide by these guidelines.**

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Signature of Commercial Exhibitor

Date