



**Event Dates:**

April 3-7, 2024 (Wednesday-Sunday)

**Event Location:** WestWorld of Scottsdale 16601 N Pima Road Scottsdale, AZ 85260

**Event Hours:**

Wednesday, April 3 – Noon – Midnight\*

Thursday, April 4 – Noon – Midnight\*

Friday, April 5 – 10am – Midnight\*

Saturday, April 6 – 10am – Midnight\*

Sunday, April 7 – 10am – 6pm

\*Vendors must stay open until 9pm each night but may choose to stay open later

**Vendor Check-In:**

Monday, April 1 – 8am – 6pm

Tuesday, April 2 – 8am – 6pm

**Vendor Booth Restock:**

Wednesday, Thursday– 8am – 11:30am

Friday-Sunday – 8am – 9:30am

\*Vehicles not used in the vendor display must be removed from the vendor field 30 minutes prior to opening each day.

**Food Vendors:**

M-Culinary manages all food and beverage vending for Arizona Bike Week; please contact them directly at 480-502-0815 for more information.

**Space Allocation:**

All vendors must fit within the booth area requested. Trailer tongues, trailer doors, awnings, signage, merchandise tables, etc., must be within the footprint of the total booth area. If you do not fit within the requested size, you will be asked to modify your layout to fit within the space constraints or forfeit your vendor space.

**Subletting:**

Only one business may be represented in a vendor space. Vendors are NOT allowed to sublet. If a vendor is found to be subletting, the vendor will be immediately removed from the event and refused admittance to the event in the future. No refunds will be given to vendors removed for subletting.

### **Special Requests:**

If you request a specific space or direction or to be placed next to another vendor, ABW will make every effort to place you in the requested location. Special requests are granted on a first-paid, first-placed basis. If your special request cannot be fulfilled, you will be refunded the special request fee as long as your booth was paid in full prior to the vendor fee deadline.

### **ABW Name, Logo & Artwork:**

No unauthorized use of the Arizona Bike Week name and/or logo. FX Promotions, Inc., dba Arizona Bike Week, holds the federally registered trademarks on the words "Arizona Bike Week" and the ABW logo. Authorization to use the official logo for advertising your vendor space at the event can be obtained by request. Merchandise utilizing these words or any variation or images will be confiscated as evidence of infringement, and the vendor will be required to leave the property.

### **Prohibited Items:**

The following items are prohibited for sale or display at Arizona Bike Week:

1. Firearms (knives are acceptable but must be given approval by the ABW coordinator);
2. Pornography in any form;
3. Controlled substances;
4. Lewd, obscene, profane, or inflammatory clothing or items;
5. Items with offensive or detrimental material.

ABW reserves the right to refuse, prior to the event, or remove from the rally, any vendors whose products, intentions, or attitudes are not compatible with the nature of Arizona Bike Week. If a vendor has material for sale or on display that may not meet ABW's standards, the vendor should consult with ABW concerning the material or display prior to set up. Pictures of products may be emailed for approval.

ABW has the sole authority to determine if a vendor has violated this policy. If it is determined that policy has been violated, the vendor will be removed from the rally for the duration of the event, and tendered vendor fees will be forfeited.

### **Rental Items:**

Rental tents and equipment must be ordered and paid for **at least 30 days prior to the event**. If you have ordered and paid for rentals 30 days in advance, they will be installed before noon on Tuesday, April 2, and removed on Monday, April 8.

### **Tent Displays:**

If you are bringing your own tent, it is your responsibility to ensure it is properly staked down and strong enough to withstand heavy winds, as we have them frequently. Concrete ballasts and metal stakes are the only approved method for securing vendor tents. Lightweight pop-up tents are not recommended for this event. Arizona Bike Week assumes no liability for loss or damage to vendor product or equipment due to weather, theft or any other cause.

**Electricity:**

Each booth will be supplied with a 2-outlet, 20-amp circuit, located at the back of the booth space. Additional 2-outlet 20-amp circuits and/or 50-amp power can be purchased in advance of the event as an option on the vendor application. Vendors are responsible for bringing extension cords. Additional power requested onsite is **NOT** guaranteed and will be charged at a higher rate based on additional equipment/labor costs incurred to accommodate the request. **PLEASE NOTE - Power will be available one hour prior to opening day. In some cases, it may be earlier, so keep items unplugged. ABW is not responsible for damaged equipment due to power fluctuation, low voltage, outages, etc.**

**Sales Tax:**

All vendors must pay Arizona State sales tax on goods and services sold at Arizona Bike Week. Please register at AZTaxes at <https://www.aztaxes.gov/Home/WelcomeRegister> prior to the event. A list of vendors will be sent to the City of Scottsdale and the State of Arizona for tax verification.

**Insurance:**

We are now including liability insurance which meets all of our insurance requirements. You will no longer need to go through all the hassles and costs of submitting your own compliant insurance. We hope you appreciate this new benefit! This insurance is only \$99.

A certificate of insurance is required with a general liability of \$1,000,000 per occurrence with an aggregate of \$2,000,000. **Insurance coverage is not optional.** If you would like additional coverage beyond the requirements, please reach out to [catherine@rainprotection.net](mailto:catherine@rainprotection.net).

**Deadlines:**

Vendor spaces are assigned on a FIRST PAID, first-placed basis. The deadline for us to receive your final payment is February 28<sup>th</sup>, 2024, to secure your vendor space and special request. All applications received after this date will have no guarantee on location or special request.

**Refunds:**

If you pay for vendor space and find that you cannot attend the rally, and if you notify us in writing before February 29<sup>th</sup>, 2024, we will refund your paid vendor fee, less a 5% processing charge. If you notify us after this date, or later, you will not be entitled to a refund.

**Security:**

Event security will be provided in the vendor area starting at 6pm on Monday, April 1, 2024, and cease at 6am on Monday, April 8, 2024. The vendor gates will be locked each night and security guards will be staged inside the vendor field; however, you are responsible for protecting your merchandise from theft and damage. ABW will not be liable for any lost or stolen items.

**Vendor Accommodations:**

You may not stay overnight in the vendor area. You can register for an RV campsite on the vendor application or book a hotel on our website. Onsite camping reservations begin Tuesday, April 2, checking out by 11 am on Monday, April 8.