



Event Dates:

April 8-12, 2026 (Wednesday-Sunday)

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

Event Hours:

Wednesday-Saturday (April 8-11): 9am – 11pm

Sunday (April 12): 9am – 4pm

Vendor Check-In:

Monday, April 6: 8am – 6pm

Tuesday, April 7: 8am – 6pm

Vendor Booth Restock:

Wednesday-Sunday – 7:30 am – 8:30am

Vehicles not used in the vendor display must be removed from the event area and in designated vendor parking 30 minutes prior to opening each day.

Vendor Teardown:

Sunday, April 12: 4pm – 8pm

Monday, April 13: 8am – 5pm

Vendor Hours:

All vendors must be open for business at 9am each day and are required to remain open until the closing time selected at checkout. Your chosen time and product/service will directly influence your booth placement, so please select the option that best aligns with your setup and staffing capability.

Attendees will still be moving through the vendor area during the concert, and dark, closed booths create a poor experience. To maintain a safe and inviting environment, all vendors must honor their committed operating hours as indicated in their application or they will be charged a penalty of \$250.

<u>Area</u>	<u>Hours</u>
Demos & Install Alley	9am - 6pm
Flat Track Racing Arena	9am - 6pm
PowerYard (inside and outside) -Closing prior to headliner	9am - 9pm
PowerYard (inside and outside) -Staying open for concert crowd	9am - 11pm/last call

Note: All areas close at 4pm on Sunday

Food Vendors:

M Catering manages all food and beverage vending for Arizona Bike Week; please contact info@azbikeweek.com for more information.

Event Overview:

Arizona Bike Week is an all-inclusive event with daytime and nighttime activities. Attendees will enjoy free access to the vendor areas each day until 5pm (Sunday is free all day).

Space Allocation:

All vendors are required to activate strictly within the dimensions of their reserved vendor space. This includes any trailer tongues, storefront setups, or display items. Your merchandise and display setup must stay entirely within the reserved space, both width and depth. No part of your display may extend beyond these boundaries. For instance, if your trailer measures 25 feet in length, you'll need to reserve a minimum 30-foot space to accommodate it fully within your booth area. Likewise, if your setup includes clothing racks or bikes staged in front of your standard 10-foot-deep space, you must purchase additional depth to ensure everything fits within your allotted space.

If you need extra frontage for your store or trailer, please ensure additional space is included in your reservation. Aisles must always remain clear—no encroachment is allowed. This includes trailer doors, awnings, signs, tables, stakes, ballasts, or any part of your setup. If your trailer requires a specific configuration—such as an endcap position or clearance for a trailer door, you must submit a special request in addition to purchasing the appropriate space to accommodate your setup. This ensures we can plan accordingly and place you in a location that supports your display requirements.

Failure to comply may result in being asked to adjust your layout to fit within the designated area or potentially forfeit your vendor spot and any associated fees.

Inside vendor spaces:

Roofed structures are not permitted within indoor vendor spaces due to fire code regulations enforced by the City of Scottsdale. If you're purchasing an indoor vendor space, your setup must be designed without any overhead coverings to remain compliant with these safety guidelines.

Knives Policy:

In compliance with Bureau of Reclamation regulations, all knife vendors must keep their merchandise secured in locked display cases. Purchased knives will only be released to buyers at the designated exit gates when leaving the event. For any questions or concerns about this policy, please contact us at info@azbikeweek.com. These safety measures are mandatory and put in place to protect all attendees. These rules are mandatory and designed to ensure the safety of all guests.

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 prefer a particular location, direction, or would like to be near a specific vendor, ABW will make every effort to accommodate your request. We do **not** accept requests for the *same space as last year*, as our layout changes annually to accommodate the unique needs of our vendors. If you

include such a request in the comments section, **you will automatically be assigned a corner space** instead. Special requests are handled on a first-come, first-served basis. If we are unable to fulfill your special request, you will be refunded the fee associated with the request, provided that your booth has been fully paid before the vendor fee deadline. Please note that only one special request is allowed, and multiple requests will not be considered.

ABW Name, Logo & Artwork:

The name "**Arizona Bike Week**" and the **ABW logo** are federally registered trademarks. **Unauthorized use** of either is strictly prohibited. Any merchandise featuring these words, logos, or any variations or related imagery **will be confiscated** as evidence of trademark infringement. In such cases, the vendor will be **required to leave the property**. You can use the official logo to promote your vendor space at the event only— **authorization must be requested and granted in advance**.

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 ABW)
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 7, and removed on Monday, April 13.

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. **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. If you use stakes to secure your tent, you are responsible for filling holes at teardown.

Electricity:

Power is **NOT** included in your space and must be **reserved** through the vendor application. You will have the option to rent a 2-outlet, 20-amp shared circuit, located at the back of the booth space. If you require additional power, you may purchase extra 2-outlet 20-amp circuits or 50-amp power.

Vendors are responsible for bringing extension cords. Additional power requested on-site is **NOT** guaranteed and will be charged at a higher rate based on additional equipment/labor costs incurred to accommodate the request. **PLEASE NOTE – For those who purchased power. 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:

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.** We offer the option to purchase liability insurance which meets all our insurance requirements. This insurance is only \$99.

The insurance must be in force during the lease dates of the event, April 8 – April 12, naming 825 Production LLC, DBA Arizona Bike Week (137 E Elliot Rd #3640 Gilbert, AZ 85299) as the certificate holder. The following must be named as additional insured: 825 Production LLC, WestWorld of Scottsdale, City of Scottsdale, and the U.S. Bureau of Reclamation. Please submit insurance certificates to info@azbikeweek.com

Deadlines:

Vendor spaces are assigned on a FIRST PAID, first-placed basis. The deadline for us to receive your final payment is February 28, 2026, to secure your vendor space and special request. All applications received after this date will have no guarantee of location or special request.

Refunds:

If you pay for vendor space and find that you cannot attend the rally, and notify us in writing before March 9, 2026, we will refund your paid vendor fees, less a 6% processing charge. No refunds will be issued for cancellations received after March 9, 2026.

Security:

Event security will be provided in the vendor area starting at 6pm on Monday, April 7, 2026, and will cease at 6am on Monday, April 13, 2026. Security guards will be roaming the area; 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:

Vendors may register for an **on-site RV campsite at a discounted rate.** On-site camping reservations begin Tuesday, April 7, and check out by 11 am on Monday, April 13. You can purchase additional days if necessary.