



## VENDOR INFORMATION

### **LOCATION/DATE:**

West World of Scottsdale, Scottsdale, AZ, March 21 – 25, 2018

All vendors must be set up by 7:00pm, March 20<sup>th</sup>, 2018. Earliest arrival date is Tuesday, March 20<sup>th</sup> at 9:00AM, and departure must be by Monday, March 26<sup>th</sup> at 6:00am. No move in or out during show hours!

### **INSURANCE**

All vendors must carry commercial liability insurance with limits not less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate, with a Class A Carrier. Vendor must provide certificate indicating City of Scottsdale and U.S. Bureau of Reclamation (Venue Operator), Cactus Reining Classic/RBB, Inc., and Brumley Management Group LLC, as additionally insured. Vendors will NOT be allowed to set up without proof of required liability insurance with additional insured. You must come to the show office **PRIOR** to setting up your vendor space, with a copy of your liability insurance or you can fax or email it prior to the show. In addition, all Vendors MUST obtain a City of Scottsdale Tax Permit. Information below or you can call 480-312-7932.

### **REQUIREMENTS**

Staffing of vendor areas is the responsibility of the vendor. Each vendor will be solely responsible for any consequential or other loss, injury, or damage done to or occasioned by or arising from any article exhibited or for sale by him, and shall hold harmless the Cactus Reining Classic, Inc., Brumley Management Group LLC, and WestWorld of Scottsdale or any other party. In no case shall Cactus Reining Classic, RBB, Inc., Brumley Management Group LLC, or WestWorld of Scottsdale be responsible in any way for any loss, damage, or injury of any character, property, article, or person while same is on the grounds or at any other time or place, nor be liable or make any payment for damage, loss or injury. Vendor agrees to maintain the area of his exhibit in an orderly manner. Application of this vendor form shall be deemed acceptance of this policy.

### **SPACE RESERVATIONS:**

All Reservations must be made prior to March 14<sup>th</sup>, 2017. Event Management will provide 5 amps of electrical service per vendor. No tents or covered vendor areas are allowed inside the building. There are no provisions for water or drainage inside the facility. Space is limited and priority placement is provided to CRC Event Sponsors. **The CRC will provide vendor space to APPROVED vendors only! Do not show up at the event without an approved space reservation.**

\_\_\_\_\_ 10' x 10' (\$350)      \_\_\_\_\_ 10' x 20' (\$550)      \_\_\_\_\_ 10' x 30' (\$900)      \_\_\_\_\_ 10' x 40' (\$1200)

Outside trailer space bulk rate of \$2.00 per square foot. No electrical service will be supplied to outside trailer vendors.

Mail payment for Equidome space reservation with application to: Cactus Reining Classic, 28150 N Alma School Pkwy, Suite 103, #619, Scottsdale AZ 85262. **No refunds for vendors who do not cancel space reservation, via email, by March 1<sup>st</sup>, 2018.** Vendor space allocations will be set up around the Equidome arena concourse with priority space allocations given to event sponsors. No utility trailers, live-in trailers/RVs are allowed on the arena concourse. Vendors wishing to work out of a trailer will have to be located outside the building. Questions contact (602) 677-3774 or email [brumleymanagementgroup@gmail.com](mailto:brumleymanagementgroup@gmail.com) or [cactusreiningclassic@gmail.com](mailto:cactusreiningclassic@gmail.com)

### **VENDOR INFORMATION**

Space Reservation Deadline: February 22, 20156

VENDOR NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CELL# \_\_\_\_\_

**City of Scottsdale Sales Tax # (REQUIRED)** \_\_\_\_\_ EMAIL \_\_\_\_\_

INSIDE VENDOR SPACE SIZE REQUESTED: \_\_\_\_\_ TRAILER SIZE: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

Event use only ~

Application, date received: \_\_\_\_\_ Vendor Type: \_\_\_\_\_ Vendor Approved: YES / NO Space fee: \$ \_\_\_\_\_



Financial Services  
Customer Service  
7447 E. Indian School Rd., Suite 110  
Scottsdale, AZ 85251

[www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

## SPECIAL EVENT LICENSING REQUIREMENTS

Dear Business Owner,

The transition to a centralized licensing and reporting for Transaction Privilege taxes began on 1/1/17. If you are a vendor that will be doing retail sales at the event and generating a sales tax liability then you will need to make sure that you have an Arizona Department of Revenue (ADOR) Transaction Privilege Tax License and that it shows the Region Code of Scottsdale (SC) at the bottom.

Participants, who have not filed and paid all previous sales tax returns or fulfilled prior license requirements owed to the City of Scottsdale, may not be able to participate in future events.

If you currently have an ADOR license and only need to add the Region code: [www.azdor.gov/Portals/0/TPTSimplification/BAU\\_fs.pdf](http://www.azdor.gov/Portals/0/TPTSimplification/BAU_fs.pdf)

If you need to apply for the ADOR license: [www.azdor.gov/TransactionPrivilegeTax\(TPT\).aspx](http://www.azdor.gov/TransactionPrivilegeTax(TPT).aspx)

A YouTube tutorial is available at: [www.youtube.com/watch?v=yUAQm2mzxr&feature=youtu.be](http://www.youtube.com/watch?v=yUAQm2mzxr&feature=youtu.be)

You may also contact ADOR Staff at [1-844-698-9176](tel:1-844-698-9176) or by email at [asktpt@azdor.gov](mailto:asktpt@azdor.gov)

Additional Tutorials are available at: [www.azdor.gov/TaxpayerEducation/Tutorials.aspx](http://www.azdor.gov/TaxpayerEducation/Tutorials.aspx)

If you have questions please give me a call, the contact number for vendors calling our office is [480-312-2400](tel:480-312-2400).

Sincerely,

Tom Borin  
License Inspector  
Tax and License Registration