

SOUTHERN ARIZONA PROCUREMENT & TRADE FAIR

Registration/Contract Application

Kino Sports Complex

2500 East Ajo Way, Tucson, AZ 85713

Friday, April 8, 2016 9:00 A.M. - 2:00 P.M.

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Person: _____ Telephone #: _____

Fax #: _____ Email: _____

Government Agency/Nonprofit Organization YES _____ NO _____ Years of support

PAYMENT/CANCELLATION TERMS

The price for a 6-foot draped table is \$150.00. With electricity, table price is \$175.00 (we have a limited number of tables with electricity). Any additional space must be pre-approved and an additional \$100.00 will be added to the registration fee. Tables will be assigned on a first come, first served basis. **The registration fee must be paid in full no later than March 25, 2016 by check or money order** and must accompany this contract. There will be no refunds after March 25, 2016 for cancellations.

SET-UP AND REMOVAL TIME

The event will be held from 9:00 A.M. to 2:00 P.M. Exhibitors will be able to set up displays on Friday, April 8, 2016 starting from 6:30 A.M. **There are no other set-up times.** Vehicle entrance for unloading/loading will be limited in order to avoid congestion. Vendors with small items are encouraged to utilize military assistance provided from main parking lot to event venue. Displays should not exceed 6 foot in width without prior approval. Your exhibit must be contained within the area provided (this includes all equipment you are bringing). Booths with floor-standing displays will be placed against walls on a space availability basis so as not to obstruct the view of other exhibitors' booths. Because of the limited amount of wall space, it will be assigned on a first-come first served basis. In fairness to attendees, displays MUST NOT be taken down before 2:00 P.M. Exhibitors are responsible for removing display material and equipment immediately following the Expo at 2:00 P.M. * Note: No Wi-Fi connection.

VERY IMPORTANT – Please check below.

Will you be using a display? YES _____ NO _____ Display Dimensions (Length x Width x Height)
(If yes) Floor-standing _____ Tabletop _____ X _____ X _____

* Table arrangement shall not be moved or adjusted; Display shall not block access to other tables or entrances.

Do you need electricity? YES _____ NO _____ **There is an additional \$25.00 charge for electricity. Electrical outlets are limited and will be assigned on a first-come first-served basis.**

If yes, you must provide your own extension cord. Any electrical extension shall not cross walkways or block access.

Do you need additional space? YES _____ NO _____ **If yes, the fee is \$100.00 for each additional table.**

LIMITATION OF LIABILITY

Neither the sponsoring agencies, the host property, nor its respective agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or Exhibitor's employees, agents, subcontractors, or property from any cause whatsoever.

SIGNATURE AUTHORITY

The individual signing this agreement represents that he/she has read and will comply with this agreement and is authorized to execute this binding agreement on behalf of the named Exhibitor. Please sign and return with your check made **payable to Southern Arizona Procurement Fair.** * No credit card payment is accepted.

Mail to: Pima County Procurement, attn: Monica Dennis, 130 W. Congress, 3rd floor, Tucson, Arizona, 85701 or
Fax to: (520)724-3646.

For questions please contact Monica Dennis at Pima County Procurement by phone (520)724-3807 monica.dennis@pima.gov

Notice: By signing below, you agree that the vendors representing your agency will attend the "SAPF Opening Ceremony" scheduled @ 9:00 am the day of the fair.

EXHIBITOR'S SIGNATURE / TITLE

DATE