VENDOR/EXHIBITOR BOOTH SPACE CONFIRMATION INFORMATION

17th Southwest Nationals – WestWorld of Scottsdale – Scottsdale, AZ
November 14, 15 & 16, 2014

Vendor / Exhibitor Credential Pick-Up and Set-Up

Trailers**: Wednesday, November 12, 2014* ***Noon to 4:00 pm
Non-Trailers**: Thursday, November 13, 2014* ***8:00 am to 4:00 pm

Event Manager:
Ed Capen **Cell: 602-821-3146** **Email: edc@good-guys.com**

Booth Number & Location: *The layout will be posted on our website a week before the event on Friday and is subject to change.*

Directions & Entrance Gate for Credential Pick-up & Set-up ONLY: *Follow signs to Commercial Vendor/Exhibitor check-in. Facility map attached separately.*

Friday, Saturday & Sunday: *NO Set Up or Credential Pick-up; NO driving to your booth to unload items unless you have registered your thru '72 vehicle. All items are to be hand carted from the designated vendor/sponsor parking area.*

Vendor Event Hours
****Friday, November 14th 8 am to 5 pm * Saturday, November 15th 8 am to 5 pm****
**** Sunday, November 16th 8 am to 3 pm****

****Exhibitors are permitted entry to exhibitor buildings 1 hour prior to the event opening and may remain in the building up to 30 minutes after event closes. There are designated "early entrance" doors and proper credentials are required for entry.****

Sunday, November 16th Teardown/Dismantle begins at 3:00 pm; Move out begins at 3:30 pm

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Vendor Parking & Trailer Parking: *Trailer & Vendor parking will be available and on site, please follow signs.*

Display Vehicle(s): *Vehicle Display* ***MUST BE*** *in your booth by 3:00 pm Thursday and* ***STAY*** *until 3:30 pm Sunday.* *Outdoor display vehicles with proper event registration may be allowed in/out privileges if booth location permits.*

All indoor display vehicles will need a Vehicle Display Permit: *The permit application for Vehicle Display is found at http://www.scottsdaleaz.gov/fire/permits. It is a form fill-able document that can be "saved as" and then emailed to Mark Zimmerman at MZimmerman@ScottsdaleAz.Gov with the site plan of where it will be in the tent. The Vehicle Display permit is for anything with a combustion engine including motorcycles, boats, etc. The three major items required by the code for vehicle display are: 1) ¼ tank or 5 gals of fuel, whichever is less; 2) battery terminals disconnected and taped; 3) gas cap sealed so vapors cannot escape (2000 year and newer vehicles have sealed gas caps so additional sealing is not required.*
**If you are setting up in buildings with show cars, you need to have your truck/trailer out by noon on Thursday.*

Inflatable Policy: *NO TEATHERED INFLATABLES PERMITTED AT ANYTIME. Inflatables will not be permitted on top of trailers or more than 8 feet tall inside your purchased booth space unless you have approval of Goodguys. Inflatables must be exhibiting company, no subletting.*

Food & Grilling Policy: *Exhibitors are NOT allowed to sell or give food (including water) to participants or spectators. Food must be shared amongst staff members only. Sampling of food must be pre-approved by Goodguys. Extensive food prep (i.e. BBQ, grilling, hot pans) at events must be pre-approved by Goodguys, and must pass all health codes & permits.*

Decorator Info.
PROEM
1450 E. Grant St
Phoenix, AZ 85034
T: 480-507-0999 ext. 4212 F: 480-907-2673
Contact: Heather Magoun

Advanced Shipping Info:
Company Name/Contact Name/Cell #
Event Name/Hold for Goodguys/PROEM
1450 E Grant St
Phoenix, AZ 85034
Deadline Date: 11/11/14

**Please note that drayage and shipping fees will apply when the advance freight is sent to the advance address. Please contact the decorator for pricing. You may also ship your product to the event facility site 16601 N. Pima Rd. Scottsdale, AZ 85260 and must arrive on set up day with your on site contacts name & number/event name and date. WestWorld and the Goodguys Rod & Custom staff will not sign for your freight/shipments. The onsite contact for your booth/display is the only one that can accept freight/shipments.*

Tents/Weights/Water Barrels/Sand Bags: *You must provide your own or you can rent from the decorator. NO staking or drilling of any sort allowed in black top or concrete. If you need to rent weights, water barrels, sand bags, or k-wall for canopy/awnings, please call PROEM for pricing and availability at 480-507-0999 ext. 4212. WestWorld and Goodguys Rod & Custom Association do not provide or rent weights.*

Electrical Services for INDOOR: *If you have not paid for electrical service, you need to let us know before check-in. On-site electrical outlet cost $120.00 for (1) one 110v, 15 amp plug. You will need to provide your own 3-prong extension cords.*

Electrical Services for OUTDOOR: *Quiet whisper generators only; generators must be piped up away from other vendors.*

Goodie Bag Stuffers:
(Flyers, catalogs, promo items) *(1) Bag for each participant*
Ship to: PROEM
ATTN: ***Goodguys AZ Goodie Bag/ Your Company Name & Cell Phone***
1450 E Grant Street
Phoenix, AZ 85034

Must arrive: on or between November 7th & November 11th ***Quantity: 2,750***

Please e-mail no later than November 7, 2014 your company name, event name, the tracking number(s) and shipping company used to ensure that your items are included in the Goodie bags to: andreww@good-guys.com *and* edwards@good-guys.com. *Please note: If we do not receive an email, your items will not be included in the Goodie bags.*

Arizona State Sales Tax: *Arizona State tax rate is 5.6% (subject to change). To apply for a sales tax permit, please visit: http://www.azdor.gov/Business/TransactionPrivilegeTax.aspx*

City of Scottsdale Transaction Privilege Sales and Use Tax License Number: *Scottsdale City tax rate is 7.95%. If you have not applied or paid for your license, please contact Scottsdale City at 480-312-3111 or visit* www.scottsdaleaz.gov/taxes . ***You must have a License before credential pick-up or booth set-up.***

RV Camping: *Space is limited, please call WestWorld at 480-312-6802, full hook-ups available. Vendor/Exhibitor overnights within the event fence line need prior Goodguys approval.*

****No golf carts or motorized conveyances allowed-* ***exceptions made for disabled participants with single person conveyance only.*** *No scooters, bikes or skates. No pets. No glass bottles or cans. ****

Additional information can be found at www.good-guys.com

Thank you for your continued participation!

Direct: *925.218.9151* ***Fax:*** *925.226.7045* ***Email:*** sales@good-guys.com