

# SOUTHERN ARIZONA PROCUREMENT & TRADE FAIR

Registration/Contract Application

**\*NEW INDOOR LOCATION\***

Kino Event Center (Formally YMCA Building)

2805 East Ajo Way, Tucson, AZ 85713

Friday, April 24, 2020 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 supporting SAPF

## 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 APRIL 10, 2020 by check or money order** and must accompany this contract. There will be **no refunds after April 10, 2020** 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 24, 2020 starting from 6:45 A.M. **There are no other set-up times. Vehicle entrance for unloading/loading is limited and all vendors will need to utilize the military assistance provided. 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). There will be a limited amount of booths available for electricity and all displays must be approved in advance, and will be assigned on a first-come-first served basis. In fairness to attendees, displays **MUST NOT** be taken down before 1:00 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, 3<sup>rd</sup> floor, Tucson, Arizona, 85701 or

**Fax to:** (520)724-4434

For questions, please call (520) 228-3131 or Michelle Capela by email at [michellecapela@yahoo.com](mailto:michellecapela@yahoo.com)

**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