



## Prescott Valley Outdoor Summit *Rules of the Event*

### **DEFINED TERMS:**

1. The terms “Agreement” and “Terms and Conditions” mean the Sponsor/Exhibitor Agreement and all amendments and modifications thereto, and all other materials, documents, Rules of the Event expressly incorporated herein by reference.
2. The term “Event” means the Prescott Valley Outdoor Summit currently scheduled to be held on September 16, 17, and 18, 2023 (the “Event Dates”) at the Findlay Toyota Center and the adjacent lot (the “Exhibit Facility”).
3. The term “Event Organizer” means, Events by Tahna, LLC dba StarStruck Event Planning and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable.
4. The term “Sponsor/Exhibitor” means, collectively, the entity or person that executes the Sponsor/Exhibitor Agreement as the “Sponsor/Exhibitor” and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable.
5. The term “Sponsor/Exhibitor Materials” means Sponsor/Exhibitor’s trademarks, trade names, logo designs, company descriptions, advertising, marketing materials, and/or promotional goods provided by the Sponsor/Exhibitor to the Event Organizer in any medium for use in conjunction with the Event and in accordance with Sponsor/Exhibitor’s trademark usage guidelines.
6. The term “Registration Website” means expofp.com, its subsidiaries, subaddresses and any internet-based forum provided by the Event Organizer for registration for the Event. The level of participation of the Sponsor/Exhibitor is determined by the package that is chosen on the Registration Website. By completing registration through the Registration Website, you hereby agree to all terms and conditions of the Sponsor/Exhibitor Agreement and the Rules of the Event.

### **RULES OF THE EVENT:**

It is understood that by registering for the Event, you hereby agree to the Terms and Conditions of the [Sponsor/Exhibitor Agreement](#) and the Rules of the Event.

**REGISTRATION & PAYMENTS:** Pricing and booth sizes can be found on the Registration Website. Registration and payment takes place through the Registration Website. Registration is not & complete until payment is received. **All payments are non-refundable.**

**EMAILS:**

The Event Organizer will communicate mainly through email. We use the email software application known as Mailchimp to send various informational emails. Please check your spam folders regularly, if these emails are not coming through your inbox.

**EXHIBITOR APPROVAL:**

The Event Organizer reserves the right to deny any Sponsor/Exhibitor space, registration or to participate in the Event in any form.

**Non-outdoor, adventure related industry businesses will NOT be permitted** to participate in the Event. If you are unsure whether your business is the right fit for this Event, please contact us to discuss further.

**BOOTH SPACE:**

**Your booth space comes with** table(s), chairs, electricity, etc. only if you opted in for these options on the Registration Website. All electrical use in the exhibit area must comply with the OSHA National Electrical Codes.

**Booth Parameters.** Your booth space will be drawn out according to the approximate dimensions provided on the layouts and Registration Website. Your display is to fit within these parameters. A representative from the Event will come by your space and approve that you are within the space's parameters. **This will be strictly enforced.**

Your booth must remain open and manned/attended during all Event hours. You will have access to your booth space at least 1 hour prior to Event opening times. You are responsible for keeping your space clean and organized and disposing of waste in dumpsters provided onsite. All boxes are to be broken down and removed from space and taken to dumpsters...

**Noise levels.** The volume of any type of noise making device shall be maintained to a level deemed non-disruptive to any adjoining exhibits or to the overall Event itself. Quiet generators are allowed. Loud generators will need to be turned off during Event hours and quiet hours. Booths spaces must be quiet within one hour of end of Event times. Noise levels will be strictly enforced.

**Displays.** Only family friendly displays are permitted. No profanity, sexual content or innuendo thereof, no scantily clad spokespersons or shown in photos is permitted.

**Tents/Canopies.** If you are an exhibiting outside and want to have your own tents/canopies, staking is fine. You are responsible for securing your tenting or canopies properly, especially if there is going to be high wind.

**Exhibitor Badges.** Your space comes with 2 exhibitor badges. These must be worn at all times, including during setup and takedown. If you need additional badges, you can order through our Registration Website ahead of time. Each additional badge is \$70 and covers all 3 days of the Event, including 2 meals and a Weekend Warrior Pass.

**Drones.** For safety reasons, drones are not permitted, unless otherwise approved in writing.

**Security.** There will be 24 hour security for the outdoor and indoor portion of this event.

**Food or Drink.** You may not sell food or drink during the Event unless you are a registered food Exhibitor.

**Display vehicles.** If you have a vehicle that is part of your display, it must fit within the parameters of your booth space. Display vehicles must remain in the booth space for the

duration of the Event. Vehicles that are not display vehicles, must be parked in the designated areas outside of the Event area.

Display vehicles that are inside the Findlay Toyota Center must have clean wheels prior to entering, less than a ¼ a tank of gas in the gas tank, and the battery must be disabled once into place and is not to be reconnected until load out.

**Animals.** Animals are not permitted without prior written approval. Service Dogs are fine and Exhibitors that use animals for tracking or training purposes as part of the primary advertised business.

**Firearms.** All firearms must be in display cases and must be secured in such a manner to prevent discharge. Anyone other than the firearm vendors and exhibitors are forbidden from bringing firearms into the show. Gun sales are allowed only by Exhibitors with the proper licensing. All actions on all firearms to rendered inoperable using zip-tie through the chamber. Any firearms sold should be promptly stored in the purchaser's vehicle.

**Shipping.** Other than swag bag items, we cannot store shipped items. If you need to ship items to Prescott Valley, please arrange with a local storage facility to have the items shipped to that location and stored for you until your arrival and setup of your space.

## SETUP & BREAKDOWN:

Hours and dates for installing, occupying and dismantling exhibits shall be those specified by the Event Organizer. If Sponsor/Exhibitor fails to install its display in its assigned space within the date and time constraints laid out herein, or leaves its space unattended during the Exhibit hours, the Event Organizer shall have the right to take possession of the space, without releasing Sponsor/Exhibitor from any liability or obligation hereunder, and no refund will be due to Sponsor/Exhibitor. All exhibits must be open and manned for business during the Event hours. Sponsor/Exhibitor may not dismantle the display until the Event is officially closed by the Event Organizer.

**Setup.** Wednesday and Thursday, September 14 and 15 from 8am to 5pm and Friday, September 16 from 8am to Noon. All Exhibitors must check in at the registration area upon setup arrival.

Sponsors/Exhibitors must bring all supplies and equipment necessary for set-up. The Event Organizer is not responsible for providing any items necessary to complete your set-up, including tools, items for attaching signage, and/or assistance moving your items.

**Breakdown.** Sunday, September 18 from 3pm to 6pm and Monday, September 19 from 8am to 5pm. Breakdown and removal of materials starts after the Event has concluded, *i.e.*, **no earlier than** 3pm on Sunday, September 18, and must be completed by no later than 6pm that evening or on Monday from 8am to **no later than** 5pm. Your booth space must be left in the same condition in which you found it. If you pack up and leave before the breakdown time, you may not be allowed to participate in future Prescott Valley Outdoor Summit events.

**Parking.** Sponsor/Exhibitor parking is located on the North and East sides of the Findlay Toyota Center. Please see the [map](#) for location. You will get 2 parking passes at check in that will need to be displayed on the dash of your vehicle(s). If your vehicle is not a part of your display, it will need to be moved to either of these parking lots upon completion of load in of your space.

**LODGING:** Please see our [website](#) for information on onsite camping. If you are looking for hotel accommodations, you can try the Hampton Inn, America's Best Value Inn, Super 8 by Wyndham, or GreenTree Inn, La Quinta Inn, Forest Villas Hotel, Holiday Inn Express,

**MARKETING:** Items not received by the deadlines laid out in the "Important Dates" section, will not be accepted after and refunds will not be given.

**Sponsor/Exhibitor Materials.** You are required to complete your profile through the Registration Website. You can access and edit your profile anytime by clicking on the auto-login link that was sent to you upon completion of the registration process. You can also access your profile through the Registration Website/layout anytime, by clicking on your Registered booth space and the pencil/edit button... If you have opted in for any Additional Marketing Opportunities whereby we need your logo, company name, product name, etc. we will pull this information from your profile. You may also use these same instructions to select additional add-ons and extras for your booth space.

**Banners.** If you are a Sponsor or have added an Additional Marketing Opportunity as an exhibitor that permits you to display banners located outside of your booth space, with the exception of wrapped trash bins, you are responsible for providing these banners to us by the deadline provided in the Important Dates section below. Banners provided to us cannot be larger than an 8'x4', unless otherwise approved by the Event Organizer in writing. Each banner needs to have a minimum of 6 grommets. Your banners will be returned to you by 5pm on Sunday, September 18.

**Summit Guide.** If advertising in the Summit Guide came with your sponsorship or you wish to pay to have an ad in the Summit Guide, please contact Elicia at SignalsAZ/Talking Glass Media at [ads@signalsaz.com](mailto:ads@signalsaz.com). For the Summit Guide specifications, please visit our website [Summit Guide](#).

**Swag Bag Materials.** Please provide up to **500** pieces of a branded item. Please do not provide anything that is too heavy or too big, no liquid or perishable items and we strongly discourage paper items. If you are providing a paper item, please offer a Event Special and put on a thicker card stock. If you need to mail your Swag Bag materials to us, they will need to be delivered to **Talking Glass Media at 2982 Park Avet, Prescott Valley, AZ 86314**.

**Social Media.** Sponsor/Exhibitor agrees to create and post a minimum of **6 original** social media posts promoting their business and this Event **and 6 reshares** of our posts. All advertising in conjunction with this Event needs to display the correct Event name, location details, event dates:

Prescott Valley Outdoor Summit  
At the Findlay Toyota Center and adjacent lot  
September 16 - 18, 2022

**URLS:**

Website: [www.PrescottValleyOutdoors.com](http://www.PrescottValleyOutdoors.com)  
Facebook: <https://www.facebook.com/PrescottValleyOutdoors/>  
Instagram: [hyperlink coming soon](#)  
TikTok: [hyperlink coming soon](#)

**Hashtags:**

#prescottvalleyoutdoorsummit  
#whereadventurecomestgether  
#prescottvalley  
#arizonaadventures  
#findyouradventure

Add the official FB event to your FB page. Click the 3 dots inside of the event and hit share and add to page ([hyperlink coming soon](#)).

**Application for:**

- **Demo.** You are permitted to host a demo showcasing your services or product at your booth space. The times of your demos will be advertised on our event app
- **Presenter/Speaker.** Are you interested in talking about a topic or skill on one of our stages?
- **Event Specials.** Any Event specials that your company would like to offer will be listed on the Event app.
- **Raffles.** Please consider donating something to our raffle giveaways that will take place each day and be given out to attendees during the Event. You will receive additional marketing on the Event app and social media pages.
- **Kids' Zone.** If you registered for a booth space in the Kid's Zone, you will need to let us know what family friendly full-time activity you are providing.

Please complete this Application ([hyperlink coming soon](#)) for any of the above.

The deadline to complete the Application is provided in the Important Dates section below.

**IMPORTANT  
DATES:**

Deadlines will be strictly enforced.

**Location.** Findlay Toyota Center and adjacent lot

**Event Dates.** September 16 - 18, 2022.

**Setup.** Wednesday and Thursday, September 14 and 15, 8am to 5pm and Friday, September 16, 8am to Noon

**Breakdown.** Sunday, September 18, 3pm to 6pm and Monday, September 19, 8am to 11am

Deadline for **Summit Guide** ads is **August 1**

Deadline for **other sponsor/marketing opportunities** is **August 1**

Deadline to be a **Presenter/Speaker** is **August 22**

Deadline for **Exhibitor Registration** is **August 22**

Deadline for **booth add ons** like tables, chairs, electricity & wifi. **August 22**

Deadline for **Exhibitor demo application** is **August 22**

Deadline to submit **Event Specials** is **August 29**

Deadline for **Kid's Zone Exhibitors** to submit **activity info** is **August 29**

Deadline to add **extra Exhibitor Badges** is **August 29**

Deadline to provide **Proof of Insurance** is **August 29**

Deadline for **Swag Bag** items, **Raffle items**, and **Banners** to be delivered at check in on **September 14 or September 15 by no later than Noon.**

**INSURANCE:** Sponsor/Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Sponsor/Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Sponsor/Exhibitor's obligations under this paragraph.

- a. Workers' compensation and employer's liability insurance complying with the laws of Arizona;
- b. Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and
- c. Automobile Liability insurance (required if bringing automobiles into the venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- d. The Sponsor/Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) **Events by Tahna, LLC** and each of its direct and indirect subsidiaries and other affiliates and (ii) the Event Facility. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to the Event Organizer, shall be promptly furnished to the Event Organizer. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without 30 days' advance written notice to the Event Organizer. The Sponsor/Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Sponsor/Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

**TAX LIABILITY:** Exhibitors are responsible for all tax liabilities for any merchandise or services sold during the Event. You can obtain an Arizona Transaction Privilege Tax License through [www.aztaxes.gov](http://www.aztaxes.gov). All exhibitors must have a copy of the State Tax ID# in their possession or located somewhere in the booth at all times.

**ACT OF GOD:** In the situation of an Act of God, such as flood, fire or other natural events outside the control of the Event Organizer or the Event Facility, preventing the Event from taking place, all monies paid are **non-refundable**.

**CONDUCT:** Sponsor/Exhibitor shall conduct his/herself at all times in accordance with normal standards of decorum and good taste. Any allegations that Sponsor/Exhibitor engages in harassing conduct toward the Event Organizer or event participants, whether verbally, through email, voicemail, text message or any other medium, may be reported to law enforcement and shall constitute a violation of the Agreement and Rules of the Event. In such event, the Event Organizer may immediately cancel the Agreement without further notice and enforce its rights afforded hereunder.

There will be NO marketing of any kind allowed for another Exhibitor who is NOT participating/exhibiting in the Event.

Observance of Laws Sponsor/Exhibitor shall abide by and observe all federal, state and

local laws, codes, ordinances, Rules of the Event and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules).

Fire and Safety Laws. Sponsor/Exhibitor shall comply with all state, city and local laws and ordinances relating to fire, safety and health.

**ATTENDEE  
LIST:**

The Event Organizer does not sell or provide you with an attendee list, other than what is gathered through the event app. You may receive emails from individuals/organizations NOT affiliated with the Event trying to SELL you “the list.” These individuals do NOT have access to any list and are simply **trying to scam you out of money**. Please ignore these emails.

This Event is collaborative of the adventuring community. We appreciate your participation and will strive to make this Event the best possible for everyone. Please communicate any needs and concerns with us well in advance and we will do our best to make your experience the best it can be.

If you have any questions, please contact us at [info@StarStruck-Events.com](mailto:info@StarStruck-Events.com) or 928.445.0012