

IMPORTANT NOTICE

Commercial vendors are required to comply with Arizona Department of Revenue regulations. The City of Williams and State of Arizona require all Commercial Vendors doing business in Arizona to have, and display, a copy of their Arizona Tax Privilege License/Resale Certificate, this includes vendors from out of state. An Arizona Privilege Tax License MUST be obtained and number provided to organizers BEFORE space will be assigned.

If you do not have an Arizona Tax Privilege License, you may obtain one by contacting:

Arizona Department of Revenue
License and Registration Section
1600 W. Monroe
Phoenix, AZ 85007-2650
602.542.4565
Web Site: <http://www.revenue.state.az.us>

The City of Williams also requires Commercial Vendors to have a City of Williams Vendor Permit. The form is available on the website for download or with on-line submission and included with mailed (or emailed) packets. Completed form MUST be received by ARCA no later than June 19, 2010. Please DO NOT send form to the City of Williams.

COMMERCIAL VENDOR RULES AND REGULATIONS

1. Main Commercial Exhibit Hall is limited. **Amateur Radio Related** vendors will be given first preference. **Vendors will be permitted into Main Commercial Hall between 5:00 pm and 7:00 pm on Thursday, July 15th for set-up.** Main Hall opens to the public at 9:00 am on Friday, July 16th.

2. Security will be provided inside the Main Commercial Exhibit Hall on Friday, July 16th, night ONLY. Vendors should make arrangements to secure their displays in all other areas.

NOTE: No security will be provided inside Main Commercial Hall on Thursday evening. Leaving items inside the hall Thursday night is at your own risk.

3. Inside space size is approximately 10 ft. by 8 ft. ARCA will provide 1 table and 2 chairs per space. Additional tables can be obtained for \$10.00 per table. Table cloths or drapes will not be provided. If you wish to have covering for the table, bring your own. Electricity will be available inside Main building only. Vendors MUST bring their own AC extension cords.

4. NO food sales permitted in Main Commercial Exhibit Hall. Outside food vendors must contact ARCA for pricing and permit instructions.

5. Inside vendors will be issued VENDOR badges. Badges should be worn at all times. Please be sure to indicate how many of your staff will be attending on the reservation form.

6. Vendors are cautioned about accepting Credit and Debit Cards. A limited number of phone lines are available to commercial vendors for Credit/Debit card terminal use. If you wish to use a POS terminal, please contact ARCA. You must bring your own terminal and contact your financial institution and inquire about using your terminal in Williams (local phone numbers, set up, etc.). Phone lines can be used for local and toll-free calls **ONLY**. **NO** long distance.

7. Commercial vendors are required to obtain a City of Williams Vendor permit. The form is included in the mailed reservation packet or may be obtained on the ARCA Web Site. **Completed form must be RECEIVED by ARCA no later than June 19, 2010.**

8. Inside vendor parking will be designated. Please see grounds map for location, or ask an ARCA staff member upon arrival. **ABSOLUTELY NO Parking is allowed along the west side of the Main Commercial Hall. This area must be kept clear by order of the fire marshal. It may used for unloading and loading ONLY.**

9. All General, Camping and Tailgate/Swap rules apply.

10. ARCA's HQ trailer will be located north of the Main Hall during the event. Staff members will be available to answer questions and provide assistance.

11. Questions prior to the event should be directed to:

ARCA Voice Mail	602.881.2722
ARCA Web Site	www.arca-az.org