



## 71st Annual Scottsdale Arabian Horse Show & Shopping Expo

WestWorld ~ North Scottsdale (16601 N Pima Road Scottsdale, AZ 85260)

Welcome to the **71st Annual Scottsdale Arabian Horse Show & Shopping Expo** at WestWorld in Scottsdale, Arizona! We are excited to have you join us for this exceptional event. Please review the following information carefully.

You may access the full Confirmation Information Packet at:

<https://www.scottsdaleshow.com/commercial-exhibitor-information>

This packet contains all the details you will need for your participation in the 2026 show.

### Important Requirements

Please pay close attention to the **Insurance and Tax Requirements** section. These items **must be completed prior to your arrival**.

If you do not already carry business or liability insurance, our approved provider, **LaMalfa Insurance**, can supply the required general liability policy. Coverage details required by AHAA can be found in the insurance section of the packet.

**No exhibitor will be allowed to move in without submitting all required forms by February 1st.**

- Your **tax license must be ordered in advance**.
- **National Structures** orders must also be placed ahead of time to ensure availability for your move-in.
- Ensure that the **UCEF Waiver Form** is fully completed and submitted by all individuals working at your booth.

**Show Dates: February 12–22, 2026**

### Exhibitor Hours:

- **Thursday, Sunday, Monday, Tuesday & Wednesday:** 10am – 6:pm
- **Friday & Saturday:** 10am– 7pm

We look forward to welcoming you to the Scottsdale Arabian Horse Show & Shopping Expo!

Sincerely,  
Kelly Polito  
Commercial Exhibitor Coordinator  
[commercial@scottsdaleshow.com](mailto:commercial@scottsdaleshow.com)

## **No Freight will be accepted before February 9th**

**Please address as stated below for proper delivery:**

Scottsdale Arabian Horse Show

Business Name:

Contact Name / Phone Number:

16601 N. Pima Rd.

Scottsdale, AZ 85260

USPS mail will not deliver to WestWorld

UPS, FEDX, DHL and all other freight companies will deliver to the building.

If you are using a freight company, they **MUST** have a lift gate and a pallet jack if one is required

We will have a holding area in North Hall but you will be responsible to pick up your packages

\*AHAA will not be responsible for any lost, stolen or damaged packages.

## **Check-in**

All Exhibitors must check in at the **Commercial Exhibit Show Office** (Front entrance of North Hall) before beginning booth set up.

Upon check-in, insurance documents and completed USEF Waivers will be verified prior to receiving:

- 2 exhibit badges (per 10 x 10 space purchased) and Parking pass

## **Move-In Begins: February 9th**

**Do not send any freight or merchandise to the show grounds before February 9th**

No staff will be on-site to accept deliveries before this date.

**All shipments arriving early will be refused.**

## **Move -In Schedule**

Please do not block other exhibitors during unloading and promptly move your vehicle after off-loading. Use any available entrance. **All booths must be fully set up by Wednesday February 11 at 8:00pm.** Failure to comply will result in automatic forfeiture of your space with no refund. If you anticipate delays, please email [commercial@scottsdaleshow.com](mailto:commercial@scottsdaleshow.com)

Monday February 9 8:00am - 5:30pm

Tuesday February 10 8:00am - 5:30pm

Wednesday February 11 8:00am - 8:00pm

## **Certificate of Liability Insurance**

**All 3 entities must be named as additional insured**

1. Arabian Horse Association of Arizona
2. U.S. Bureau of Reclamation, WestWorld 16601 N Pima Rd Scottsdale AZ 85260
3. City of Scottsdale

Exhibitor will be required to furnish a certificate of insurance to Scottsdale Arabian Horse Show, thirty (30) days prior to the move-in date. Exhibitors must provide proof of any and all insurance necessary to protect the Exhibitor

Proof of insurance must be included with signed contract or final payment. See #9 on Terms of Agreement page for insurance requirements. If you need to purchase liability insurance, please see the insurance application in this Confirmation Package.

## **Security**

**Scottsdale Police Department will be on-site:**

- **Monday–Thursday:** 7am – 7pm
- **Friday 7am – Sunday 7pm:** 24 hours/day

**Event Security** will be on-site during all other times.

The Arabian Horse Association of Arizona is not responsible for any theft.  
Please refer to Section 8: Liability in the Exhibitor Agreement, Terms and Conditions.

## **Move-Out Schedule**

Move-out is strictly prohibited before the conclusion of the show on Sunday February 22<sup>nd</sup>.  
Approximately one hour after the last class.

**Sunday February 22:** After the Horse Show concludes (approx. 6pm )  
**Monday February 23: 7am – 12pm**

All exhibitor materials must be removed from the exhibit facility by Monday, February 23<sup>rd</sup> at 12pm. No exceptions. Security coverage ends at noon.

Unremoved materials become the exhibitor's responsibility. AHAA is not liable for items left after the deadline.

Good afternoon,

Just a reminder that the **Scottsdale Arabian Horse Show & Shopping Expo @ WEST WORLD** is quickly approaching, only two months away. If you are a vendor that will be doing retail sales, out of state vendor taking orders or conducting any other activity that is generating a sales tax liability, then you will need to obtain your sales tax license **PRIOR** to the event. (Please note that the license fee is non-refundable)

**The transition to a centralized licensing and reporting for Transaction Privilege taxes began on 1/1/17. If you are a vendor that will be doing retail sales at the event and generating a sales tax liability, then you will need to make sure that you have an Arizona Department of Revenue (ADOR) Transaction Privilege Tax License and that it shows the Region Code of Scottsdale (SC) at the bottom.**

If you currently have an ADOR license and only need to add the Region code (City where event is being held):<https://azdor.gov/transaction-privilege-tax/tpt-license/updating-tpt-account>

If you need to apply for the ADOR license: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>

**In order for me to verify that you are licensed correctly, please email the ADOR Transaction Privilege Tax License number (It should show the Region Code of SC – Scottsdale) to me asap.**

**For those businesses that are displaying only and not generating a tax liability, please take a moment to send me an email. Include in that email your business name and nature of business that you will be conducting while at the Scottsdale Arabian Horse Show & Shopping Expo @ WEST WORLD. This will allow me to note your business on the vendor list and cease looking for a license from you.**

The combined tax rate is 8.00%.

Email or call with questions

For assistance with ADOR/AZTaxes.gov website contact ADOR at (602)255-3381.

For additional City of Scottsdale Sales tax information, please call 480-312-2400 or visit <http://www.scottsdaleaz.gov/taxes>

Thank you,

Roy Hernandez  
License Inspector  
City of Scottsdale Business Regulations  
Phone (480)312-2640  
Fax (480)312-4802  
[RHernandez@ScottsdaleAZ.gov](mailto:RHernandez@ScottsdaleAZ.gov)

This message contains information that may be confidential and privileged pursuant to Section 510 of the Scottsdale Transaction Privilege Tax Code. If you are not the intended recipient, you are hereby notified not to read the message and that any dissemination, distribution, or copying of this message or any attachment(s) is strictly prohibited. If you have received this message in error, please advise the sender by replying to this e-mail and then deleting the message and any attachment(s). Thank you.



## Attention Sponsors/Vendors

### **NOTICE REGARDING SPECIAL EVENT LIQUOR LICENSE**

This event operates under a *Special Event Liquor License* issued by the **Arizona Department of Liquor Control**.

Under this license, **any person or company providing a service as part of the event is considered an “employee”** of the organization producing the event. This includes **all sponsors and vendors**, as the State views their participation as integral to the event.

### **Important Legal Requirement**

It is **against the law** for any “employee” to **consume alcohol while working** in their booth **at any time during the event**.

To remain in full compliance with Arizona liquor laws—and because any violation may jeopardize our Special Event Liquor License—the **Arabian Horse Association of Arizona** must insist that:

**No sponsor, vendor, staff member, or guest may consume alcohol while working in or operating a booth.**

Liquor Control has made it clear that **any observed violation will result in a citation**.

We want every sponsor and vendor to have an enjoyable experience at the **Scottsdale Arabian Horse Show**, and we sincerely appreciate your cooperation and attention to this important matter.

**Arabian Horse Association of Arizona**



# Internet/Addition Power Order Form

71st Annual Scottsdale Arabian Horse Show, February 12-22, 2026

The Arabian Horse Association of Arizona will be providing the wired internet lines for the Scottsdale Arabian Horse Show – February 12-22, 2026. **To order a wired internet line, please complete the application and submit it along with payment on or before January 15, 2026**

Electricity: 20 amps included. **Additional power must be ordered/paid in advance by January 15, 2026**

**\$715/per wired internet connection**

## Contact Information

Business Name: \_\_\_\_\_ Contact/Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## Method of Payment

# of Hardwired Internet Connections \_\_\_\_\_ x \$715 = \$ \_\_\_\_\_  
*There is a 4% convenience fee for all card payments. Total:\$ \_\_\_\_\_*

Charge my:  MasterCard  Visa  American Express

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ CVV

Code: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card is billed to this Address:

**Office Use Only**

Location: \_\_\_\_\_ Space Number: \_\_\_\_\_

Please complete this order form and return with payment to: AHAA, P.O. Box 13865, Scottsdale, AZ 85267  
Kelly Polito [commercial@scottsdaleshow.com](mailto:commercial@scottsdaleshow.com)



Scottsdale Show - 2026



**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **Date Order Placed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Pre-Show Rates apply for orders placed,  
confirmed and secured with payment no  
later than 5pm PST Friday,**

**January 16th, 2026**

**Onsite Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Ordered by:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Show Rates apply for orders placed,  
confirmed and secured with payment  
after 5pm PST Friday, January 16th, 2026**

QTY	ITEM	Pre-Show Rate	Show Rate
	6' x 30" Banquet Table	\$12.00	\$24.00
	6' Floor Length Linen Black	\$28.00	\$56.00
	8' x 30" Banquet Table	\$12.00	\$24.00
	8'Floor Length Linen Black	\$28.00	\$56.00
	White Polyfold Chair	\$1.75	\$3.50
	Black Barstool	\$25.00	\$50.00
	Pipe & Drape - 3'T x 10'W Section	\$95.00	\$190.00
	Pipe & Drape - 8'T x 10'W Section	\$105.00	\$210.00

For any additional requests not listed above, please contact Jessica Ray - [jessicar@nationaltents.com](mailto:jessicar@nationaltents.com)

National Structures is excited to be named the Official Service Contractor for the 2026 AHAA Scottsdale Show. Please send your order request to Jessica Ray at [jessicar@nationaltents.com](mailto:jessicar@nationaltents.com) to reserve your items now. Once we receive your exhibitor form request, we will send a formal quote for signature and payment. **Please submit your payment within 24 hours to confirm your order. Orders can not be confirmed until payment is submitted.** Contact: Jessica Ray 602.206.2064 -

2026

Scottsdale Arabian Horse Show  
Event Rental Order Form  
February 12 - February 22



	<u>DESCRIPTION</u>	<u>ITEM CODE</u>	<u>PRICE</u>	<u>QUANTITY</u>
1	SOFA - BLACK LEATHER	1301MT	\$210.00	
2	LOVESEAT - BLACK LEATHER	1302MT	\$180.00	
3	LOUNGE CHAIR - BLACK LEATHER	1303MT	\$160.00	
4	COFFEE TABLE - MAHOGANY	1305MT	\$65.00	
5	END TABLE - MAHOGANY	1307MT	\$60.00	
6	SOFA TABLE - MAHOGANY	1308MT	\$75.00	
7	STANDARD HIEGHT - 36 ROUND TBL	6400RH	\$65.00	
8	BAR HEIGHT - 36 ROUND TBL	1201ST	\$70.00	
9	BAR STOOL - BLACK	1409LB	\$40.00	
10	FLAT SCREEN TV 40"	410LC	\$210.00	
11	FLAT SCREEN TV 55"	4118S	\$255.00	
12	TV STAND	1411FR	\$55.00	
13	DVD PLAYER	4112DV	\$45.00	
14	REFRIGERATOR 18CU	4204A	\$210.00	
15	COMPACT REFRIGERATOR 3CU	4203B	\$65.00	
16	MICROWAVE	4601A	\$50.00	
17	BAR - BLACK 48W PORTABLE	6970BB	\$255.00	
18	DESK - 30X60	6010TA	\$95.00	
19	BOOKCASE - 48H	6310WB	\$60.00	
20	BOOKCASE - 72H	6310WD	\$70.00	
21	EXECUTIVE CHAIR - ROLLING	6130EC	\$70.00	
22	TWIN BED SET - MATT/BOX /FRAME	1250TB	\$210.00	
23	SIDE CHAIR	6190SG	\$50.00	
24	FOLDING TABLE - 6'	6460P6	\$30.00	
25	FOLDING TABLE - 8'	6460P8	\$35.00	
26	STACK CHAIR - PADDED	6220CS	\$25.00	

**A 72 hour notice is required**

Site Contact Name & Cell # Below -

Email Order Form To:  
[Beth@ofsaz.com](mailto:Beth@ofsaz.com)  
Cell # 623-273-5706

Delivery Location Below -

**LaMalfa Insurance**

28150 N. Alma School Pkwy, Ste. 103-479  
Scottsdale, AZ 85262

Dear Scottsdale Arabian Horse Show Vendor,

We're excited to offer you a faster and easier way to get your vendor insurance!

Simply click the link below (or copy and paste it into your browser). The link will take you directly to the online insurance form. Once completed, your payment will be processed automatically, and your proof of insurance will be sent to you and emailed directly to the AHAA - Scottsdale Office.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=ixDPKhoONFo\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=ixDPKhoONFo$)

A few important details still apply:

- Please apply for your insurance by **February 3rd** to ensure coverage.
- Once the policy has been issued, it is **non-refundable**.

If you have any questions, please don't hesitate to email me at [Phyllis.lamalfa@gmail.com](mailto:Phyllis.lamalfa@gmail.com) or call **480-707-3505**.

Warm regards,

**Phyllis LaMalfa**

LaMalfa Insurance



# WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

## Commercial Exhibitor

Last Name (Printed): \_\_\_\_\_

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and ("USEF Event" or "USEF Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

**A. RULES AND REGULATIONS:** I hereby agree that I have read, understand, and agree to be bound by all applicable Federation Bylaws, rules, and policies including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at [www.usef.org](http://www.usef.org), as amended from time to time.

**B. ACKNOWLEDGMENT OF RISK:** I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

### EQUINE ACTIVITY LIABILITY ACT WARNING:

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK.

**Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.**

**C. ASSUMPTION OF RISK:** I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

**D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY:** In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, or advertisers of any USEF Event; any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (**Individually and Collectively, the "Released Parties" or "Event Organizers"**), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

**E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE:** This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

**I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.**

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

**The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.**

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR  OWNER  TRAINER  OFFICIAL  STAFF  VOLUNTEER  COACH (IF APPLICABLE)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent//Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

11.16.23

PIMA ACCESS ROAD (101)



