APPLICATION FOR EXHIBIT SPACE
ARLINGTON FLY-IN JULY 7-9, 2016

RETURN APPLICATION TO:
Arlington Fly-In
4700 188th St NE
Arlington, WA 98223

CONTACT US:
Phone: 360-435-5857

E-mail: barbara@arlingtonflyin.org
Web: www.arlingtonflyin.org

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Company name_____ Web Site_____

Company Contact _____E-mail_____

Telephone_____ Fax_____

Address_____

City_____ State_____ Zip_____

Please list in detail the products or services you plan to promote. No other products will be allowed in your exhibit space except those listed.

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Space(s) requested – see map_____ Do you need electrical power? Yes__ No__

Amount for exhibit space	$ _____
Refundable deposit $100	$ _____ Add deposit **only** if it is not on file with us
Camping Spaces	
$75 per spot # of spots_____	$_____
Total	$ _____

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PAYMENT OPTIONS – PLEASE CHECK OPTION

Paid in full_____ **2 Equal payments**_____

$_____ **½ with application, second half by 5/31/16**

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CREDIT CARD INFORMATION

Name on card_____ Card Number_____

Expiration_____ CVC Code_____

Signature_____ Date _____

Office Use Only: Space Assigned_____Authorized Signature _____Date _____

ARLINGTON FLY-IN EXHIBITOR TERMS AND CONDITIONS 2016

Reserving space
Full or 50% payment is required to reserve space (see application). Full payment is due by May 31, 2016. The Arlington Fly-In reserves the right to relocate displays either before or during the event. The Exhibitor agrees that such relocation does not nullify the Exhibitor's obligation to pay the contract amount. Requests for refunds must be made in writing.

Deposit – Late Arrival / Early Departure / Cleanup
Exhibitor is required to exhibit the full (3) days of the event. Set-up 8 am to 7 pm July 5,6 or before 9 am on July 7. Check in is to be no later than 9 AM Thursday July 7. Exhibitors are requested to man their exhibits during the hours of 9 AM to 5 PM. Exhibitors outside the security fence can open earlier and close. Exhibitor is required to keep the area clean during and at the close of the event. The earliest closing of your exhibit is 3 PM Saturday July 9. Those arriving late or departing early will forfeit their deposit.

Fees and Passes
Your exhibit fee includes (5) weekly passes and (2) car passes. These will be received when you check in as an Exhibitor at the event on or before Thursday July 7. Additional passes may be purchased on line at our web site www.arlingtonflyin.org or at the exhibit office.

Shipments to Arlington 2016
Prior to the event, prepaid shipments can be received at 4700 188th Street NE Arlington, WA 98223. The Exhibitor's name and exhibit space must appear on each piece of the shipment. The Arlington Fly-In assumes no responsibility for lost, damaged, or unclaimed packages. **All shipments over 100 pounds require notification to the fly-in office at 360-435-5858.** All return shipments after the event are the sole responsibility of the Exhibitor.

Vehicle Access to Exhibit Area
NO in and out vehicles of ANY kind will be allowed in the exhibit areas from 9 AM to 5 PM Thursday through Saturday. A designated parking area is assigned during those hours for Exhibitors vehicles.

Installation of Displays
Exhibitors may install at their own expense, special signs, displays, counters, shelving and similar. No materials may be hung from the building or tent structures. Noise makers, disruptive audio, flashing signs, or other attention getting devices will not be allowed unless prior approval is obtained from the exhibits manager.

Nature of Exhibits
Exhibits shall be of general interest to our aviation guests. Only the items described on your application shall be allowed. **NO** selling of food, drink, or coin operated games of chance or material bearing off color sayings or images will be allowed.

Subletting Space is Prohibited
Exhibitors shall not sublet any space in whole or in part nor display any goods other than those manufactured, licensed, rented or sold by the Exhibitor in the regular course of business unless prior permission is received by Fly-In in writing. **IN NO EVENT, SHALL EXHIBITOR GRANT TO ANY PERSON OR COMPANY, PERMISSION TO SHARE THEIR EXHIBIT SPACE.**

Solicitation of Business
Those persons or companies who are bonafide commercial Exhibitors by virtue of paying for space and being a party to this agreement will confine solicitation to their display area. All signs and products will be kept within the confines of their exhibit space.

Camping
Exhibitors within the security fence cannot stay in the exhibit area overnight. Exhibitors outside the security fence may park their RV on their exhibit space. NO tent camping is allowed in exhibit spaces. Electrical services are provided for exhibit displays only NOT RV USE. A/C units can be used only before 7 AM and after 7 PM.

If you will be camping on site with an RV or tent camping, please include the # of spaces on the application for a camping reservations. This assures that you will not be charged for the passes that you will receive as Exhibitors.

Exhibitor Aircraft Parking
Aircraft that are part of the Exhibitor's display may be parked in the assigned space, provided the aircraft does not extend beyond the assigned area. Any aircraft that is moved will require adequate wing walkers to be pulled or pushed to the flight line. Engines shall not be run at any time except on the flight line.

Security Liability – Public Liability
Security will be available 24 hours a day. No one is allowed in the fenced area before or after exhibit hours. The Arlington Fly-In cannot assume any liability for losses by theft, fire, wind, water, accident, or injury to property or person including Exhibitor and their employees. Exhibitors must ascertain that their public liability and employee compensation policies include coverage on the public entering their area and their employees for the period that they are either on or leaving the Fly-In site.

Safety
No smoking, explosives, flammable or other dangerous items will be allowed in the exhibit areas. Decorations must be fire resistant. Exhibitors conducting demonstrations utilizing open flame, such as welding torches, must furnish appropriate safety equipment including a fire extinguisher with a current inspection date on it. The Arlington Fire Department and the Fly-In safety manager must approve the demonstration.

Electrical
Most exhibit spaces will have access to a 110 volt outlet for power, 5 amps maximum. The Exhibitor is required to provide a heavy duty extension cord up to 100 foot. If the Exhibitor requires more than 5 amp service, they must request it no later than May 31, 2016. Any charges made by the fly-in to supply additional electricity, will be charged to the Exhibitor. Electrical power is supplied for exhibit displays only. A/C unit cannot be run during the hours from 7 AM to 7 PM. Any exhibitor that takes it upon themselves to change the electrical service as provided will forfeit their deposit and the right to exhibit.

Washington State Sales Tax
Exhibitors are required to collect and pay 8.8% Washington State sales tax. For certificates call the Department of Revenue at 425-356-2911.