

MOVE-IN & GENERAL INFORMATION

FACILITY INFORMATION

West World

16601 N Pima Rd
Scottsdale, AZ 85260

MOVE-IN/ SETUP HOURS

Thursday, Oct. 15

Big Rigs	8am - 10am
Outdoor exhibitors	12pm - 6pm
Indoor exhibitors	1pm - 6pm

Friday, Oct. 16

All exhibitors	8am - 4pm
Outdoor vehicle ONLY	5pm - 7pm

MOVE-OUT HOURS

Sunday, Oct. 18 5:30pm - 10pm

Exhibitors won't be permitted in any buildings after 10pm Sunday 10/18/20. Move-out schedule provided to exhibitors on Saturday of event.

SHOW HOURS

Saturday, Oct. 17 9am-6pm
Sunday, Oct. 18 9am-5pm

VEHICLES ON GROUNDS DURING MOVE-IN

Exhibitors may drive onto the grounds, not into the buildings, to unload. Quickly unload, return your vehicle to outside parking, and return to your exhibit for setup. There is a 30-minute time limit for unloading.

EXHIBITOR PARKING/EMPTY TRAILERS

Exhibitor Parking*	Lot K (no charge)
Empty trailer parking	E. Polo Field Way (Near Lot D)

**shuttle services will be provided and parking is complimentary*

LATE ARRIVALS

Exhibitors arriving after the show opens won't be permitted to move-in until the following morning if it can be arranged. If not, booth space is forfeited and no deposits will be refunded.

SALES TAX PREPARATION (TPT License)

If you are a vendor who will be doing retail sales, out of state vendor taking orders or conducting any other activity that will generate a sales tax liability, then you need to obtain your City Sales Tax License PRIOR to the event. See TRANSACTION PRIVILEGE TAX LICENSE next column.

SHOW MANAGEMENT CONTACTS

Ann Fields

(212) 779-5575

ann.fields@bonniercorp.com

Aleshia Ward, CEM

(407) 571-4576

aleshia.ward@bonniercorp.com

APPROVED SHOW VENDORS

CATERING

M Catering (WestWorld Exclusive)

Contact: Kevin

(P) 480-622-1119

kevin@mculinary.com

DECORATOR/LABOR

American Convention & Exposition Services

PO Box 8126

Stockton, CA 95208

(P) 209-464-0560

ELECTRICAL

There is NO automatic access to electrical outlets. Any power needs must be obtained by contacting:

Commonwealth Expo Electric

100 N 3rd Street

Phoenix, AZ 85004

(P) 602-253-5881

INTERNET/PHONE ORDERS

Internet and phone capacity is limited at WestWorld, If these services are required, please contact Bonnier Events Exhibitor Services to share the request and determine availability with the venue.

RV PARKS

WestWorld

(P) 480-312-6802

Follow prompts for RV Office

TRANSACTION PRIVILEGE TAX LICENSE

Arizona Department of Revenue

TPT License Information [HERE](#) Or

call (P) 1-800-400-7115