

# All Things Senior EXPO & Tradeshow



**Wednesday, Feb. 21, 2024 | 9 a.m. - 1 p.m.**  
**Scottsdale Center for the Performing Arts**  
 7308 E. 2nd Street | Scottsdale | 85251

## EXHIBITOR FEES

Early Bird Indoor Fee  
**\$345**  
 Standard Indoor Fee  
**\$465**

Early Bird Outdoor Fee  
**\$255**  
 Standard Outdoor Fee  
**\$345**

Indoor  
 Non-Profit Fee  
**\$225**

Outdoor  
 Non-Profit Fee  
**\$165**

**\*Early Bird Deadline - Thursday Nov. 30, 2023**

Visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov), search 'Senior Expo'  
 480-312-5810 | [SeniorServices@ScottsdaleAZ.gov](mailto:SeniorServices@ScottsdaleAZ.gov)

## A COMPANY INFORMATION

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BOOTH PLACEMENT \_\_\_\_\_

ELECTRICAL ACCESS (**\$25**) \_\_\_\_\_

Please print company Name, Phone, Number and Web Address exactly as you would like it to appear in our directory

Company Name

Phone Number

Website Address

## B CONDITIONS OF PARTICIPATION

1. Payment: Payment must be submitted with completed application to Via Linda Senior Center at 10440 E. Via Linda. Scottsdale, AZ 85258 or can be taken over the phone if paying with credit card (Visa, Mastercard, Discover and American Express) at 480-312-5810. Checks should be made payable to the City of Scottsdale. You can submit your completed paperwork by email to [SeniorServices@ScottsdaleAZ.gov](mailto:SeniorServices@ScottsdaleAZ.gov).
2. Booth Setup/Tear Down: Organizations are responsible for the preparation and clean up of your assigned area. You must occupy your area by 8 a.m. the day of the Expo or forfeit your space. Your booth must be "open" until 1 p.m. - this is strictly enforced. No shows are not eligible for refunds.
3. Exhibitor fee includes 6-foot table, two chairs and a table cloth.
4. The City of Scottsdale will assume no liability for loss or damage of property or merchandise.
5. Agreement: The attached Event Agreement form must be filled out and attached to the application.
6. Outdoor exhibitors will be issued refunds in the event of rain or inclement weather at the event organizers discretion.
7. No Exhibitor shall assign, sublet or share the exhibit space allotted with another business or firm unless prior written approval has been obtained from Scottsdale Senior Services.
8. No direct or retail sales are permitted at any time. The exchange of payment and delivery of product through sales is strictly prohibited.





## Revocable Event Vendor License Agreement

Event Name (“Event”)	All Things Senior Expo and Tradeshow
Facility Name (“Facility”)	Scottsdale Center for the Performing Arts
Facility Address	7308 East 2 <sup>nd</sup> Street, Scottsdale, AZ 85251

### City Information:

City Contract Administrator	Kevin Herrick	Telephone/ email	480-312-1719 KHerrick@ScottsdaleAZ.gov
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### Licensee Information:

Individual / Organization Name		Principal Contact	
Street Address		Business Telephone	
City, State, Zip		Email	

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The City of Scottsdale (“City”) hereby grants the licensee named above (“Licensee”) permission to use a designated area of the Facility named above, as designated by the City Contract Administrator (“Service Area”), subject to the terms and conditions of this revocable event vendor license agreement (“Agreement”). City and Licensee shall collectively be referred to as the “Parties.”

- I. **Use of Facility; Services:** Licensee’s use of the Service Area is limited to providing the following services (“Services”) during the Event without the use of a vehicle on the Event grounds:

Licensee will be: Operating promotional booth, handing out brochures, information, nonhazardous promotional items (lip balm, reusable bags, pens, pencils, sunscreen, frisbees, lanyards, bottles), or sealed food (except peanut products), beverages (nonalcoholic) or pet food in original manufacturer packaging.

II. **Conditions of Use:**

- a) Licensee [*City use only: check one*]  may /  may not sell goods or services during the Event. Licensee agrees that its participation in the Event is voluntary and it is not receiving a fee from the City to participate.
- b) Licensee agrees to perform the Services in a reasonable manner.
- c) If electricity is required to perform the Services, Licensee shall provide its own electricity.
- d) Licensee shall perform its obligations under this Agreement in accordance with all federal, state, county, and local laws, ordinances, regulations, or other rules or policies, including any City-approved event or mitigation plan, as are now in effect or as may hereafter be adopted or amended, and shall ensure that all federal, state, county, and local licenses, permits, and permissions to provide Services are current and in good standing. If Licensee sells anything at the Event, Licensee must be able to produce, upon demand, an Arizona Department of Revenue Transaction Privilege (Sales) and Use Tax License and any other applicable permission to do business.
- e) Licensee, its employees, and its agents shall clearly identify that it is Licensee, and not City, who is providing the Services. Licensee agrees that neither party shall be deemed an agent or employee to the other. Licensee shall not use the name of the City of Scottsdale, its seal, signs, or logos in any advertising, promotional materials or for any other purpose without the prior express, written approval of the City Contract Administrator.
- f) The rights, privileges, and responsibilities of Licensee under this Agreement are non-assignable.
- g) Licensee will not serve or provide any item containing alcohol or make reference to any alcoholic beverage or item.

- h) Licensee shall pick up trash from the Service Area and areas immediately adjacent, whether or not the trash is related to Licensee's use, and leave the Service Area in as good or better condition than before the start of the Event. The City will provide trash disposal receptacles. Licensee also shall remove all of its property, equipment, and materials from the Service Area no later than the Move-Out Date (see Section III below).
  - i) Licensee acknowledges that City shall not be responsible for, and shall be held harmless from and against, any injury, damages, or loss due to the Licensee's performance of Services.
  - j) The City has the right to enter the Service Area of any Licensee at any reasonable time to perform inspection and repairs.
  - k) Licensee understands that City reserves the right to adopt, amend, and enforce reasonable rules and regulations governing the Facility and the Service Area, and Licensee agrees to comply with them. Licensee also agrees to abide by any rules and regulations pertaining to the use of City of Scottsdale Human Services facilities, including the Facility, made available pursuant to Scottsdale Revised Code or at the Facility.
  - l) Licensee acknowledges that the City reserves the right to exclude Licensee from consideration for participation in future City events if Licensee fails to fully comply with the terms of this Agreement and any solicitation.
- III. **Date(s) and Times of Use:** This Agreement permits Licensee to use the Service Area during the Event held on February 21, 2024 ("Event Date"). Licensee shall be fully ready to provide the Services no later than 8:45 a.m. on February 21, 2024, and shall remain at the Service Area until cleanup has been completed in accordance with Section II(h) above. Licensee shall complete cleanup and remove all of its property, equipment and materials from the Service Area no later than 2:00 p.m. on February 21, 2024 ("Move-Out Date"). If Licensee's property is not removed within one (1) day after the Move-Out Date, the City may remove and store any such property in a public warehouse or at a place selected by the City at the expense of the Licensee, and may dispose of it as it sees fit, subject only to the limitations of state law.
- IV. **Term and Termination:** The "Term" of this Agreement commences on the Effective Date and expires on the Move-Out Date. City may terminate this Agreement, for cause or convenience, by giving seven (7) days' written notice to Licensee. City also may terminate this Agreement immediately for inclement weather or if City deems there is any threat to public health or safety in the performance of this Agreement or as a result of holding the Event. If the Event is canceled, this Agreement will automatically terminate. Termination or expiration of this Agreement does not terminate Licensee's obligations existing or arising prior to or simultaneous with, or attributable to, the termination or events leading to or occurring before termination.
- V. **Fees and Payment:**
- a) **Event Fee:** Licensee shall pay City a nonrefundable fee of \$345 (Early Bird Indoor Rate), \$255 (Early Bird Outdoor Rate), \$225 (Indoor Non-Profit Rate), \$165 (Outdoor Non-Profit Rate), \$465 (Standard Indoor Rate), or \$345 (Standard Outdoor Rate) and an additional \$25 fee for access to electric, *through City's online ActiveNet program within fifteen (15) days of City providing Licensee notice that it has been accepted to the Event.*
- VI. **Sales Tax:** An Arizona Department of Revenue Transaction Privilege (Sales) and Use Tax License is required for all sales that are subject to City sales tax. If Licensee is a non-profit organization, Licensee also shall complete a City registration form and submit a copy of the Licensee's 501(c)(3) determination letter and the Licensee's most recent financial statement. Contact 480-312-2400 for more information.
- VII. **Indemnification:** To the fullest extent permitted by law, Licensee, its successors, assigns, and guarantors, shall defend, indemnify, and hold harmless City of Scottsdale, its agents, representatives, officers, directors, officials, and employees from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to attorney fees, court costs, and the cost of appellate proceedings, related to, arising from or out of, or resulting from any acts, errors, mistakes, or omissions or negligent, intentional, or reckless actions, caused in whole or in part by Licensee relating to work or services in the performance of this Agreement, including but not limited to, any subcontractor, volunteer, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Licensee's or its subcontractor's agents or employees. The above defense, indemnity, and hold harmless obligations do not apply to claims resulting from the sole negligence of the City.
- VIII. **Insurance Requirements:**
- a) Licensee agrees to provide evidence of required insurance in accordance with the insurance requirements attached to this Agreement as Attachment "A" and incorporated herein by reference, prior to providing Services pursuant to this Agreement.
  - b) Insurance provisions set forth in Attachment "A" are separate and independent from the Indemnification provision above, and shall not be construed in any way to limit the scope and magnitude of the Indemnification provision. The Indemnification provision of this Agreement shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.



X. **Additional Provisions:**

- a) This signed Agreement, along with certificates of insurance (if required), is due to the City no later than **fifteen (15) days before the Event Date.**
- b) The signed Vendor Information Sheet (“Sheet”) (if any) submitted by Licensee shall be attached to this Agreement as Attachment “B” and incorporated herein by this reference. Unless otherwise indicated on the Sheet, those terms shall become part of this Agreement.
- c) **Uyghurs prohibition.** By executing this Agreement, Licensee certifies that it does not currently and will not for the duration of this Agreement support the forced labor of ethnic Uyghurs in the People’s Republic of China as proscribed by A.R.S. § 35-394.

IN WITNESS WHEREOF, the Parties have executed this document by signing their signatures, as of the Effective Date.

CITY OF SCOTTSDALE,  
an Arizona municipal corporation

\_\_\_\_\_  
Greg Bestgen  
Human Services Department Director

\_\_\_\_\_  
Date of City signature (“Effective Date”)

\_\_\_\_\_  
Print Vendor / Organization Name

Name: \_\_\_\_\_  
[Print name of authorized representative]

Signature: \_\_\_\_\_

**Attachment “A”**  
**Liability Insurance and Workers’ Compensation**

**1.0 Insurance representations and requirements.**

1.1 General. Licensee agrees to comply with all applicable City ordinances and state and federal laws and regulations. Without limiting any obligations or liabilities of Licensee, Licensee shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies duly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City. Failure to maintain insurance as specified may result in termination of this Agreement at City’s option.

1.2 No representation of coverage adequacy. By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Licensee. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements stated in this Agreement or failure to identify any insurance deficiency will not relieve Licensee from, nor be construed or considered a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1.3 Coverage term. All insurance required by this Agreement shall be maintained in full force and effect until all work or Services required to be performed under the terms of this Agreement is satisfactorily performed, completed, and formally accepted by the City, unless specified otherwise in this Agreement.

1.4 Claims made. In the event any insurance policies required by this Agreement are written on a “claims made” basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for three (3) years past completion and acceptance of the work or Services as evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the three-year period.

1.5 Policy deductibles and or self-insured retentions. The policy requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Licensee shall be solely responsible for any such deductible or self-insured retention amount. The City, at its option, may require Licensee to secure payment of such deductible or self-insured retention by a surety bond or irrevocable and unconditional Letter of Credit.

1.6 Use of subcontractors. If any work under this Agreement is subcontracted in any way, Licensee shall execute a written agreement with its subcontractors containing the same Indemnification Clause and Insurance Requirements as stated in this Agreement protecting the City and Licensee. Licensee is responsible for executing the agreements with its subcontractors and obtaining Certificates of Insurance verifying the insurance requirements.

**2.0 Evidence of insurance.**

2.1 Prior to using the Service Area, Licensee shall furnish the City with Certificate(s) of Insurance, or formal endorsements as required by this Agreement, issued by Licensee’s insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Agreement and provide the required coverage, conditions, and limits of coverage and that such coverage and provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, the City shall reasonably rely upon the Certificate of Insurance as evidence of coverage, but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. Such Certificates shall identify the title of this Agreement, the date of this Agreement, and the Parties’ names, and shall be sent to the designated City Contract Administrator. Certificates of Insurance submitted without referencing the title of this Agreement will be subject to rejection and may be returned or discarded. If any of the above-cited policies expire during the life of this Agreement, it is Licensee’s responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

2.2 Certificates shall contain the specific provisions which follow:

2.2.1 City of Scottsdale, its agents, representatives, officers, directors, officials, and employees is an Additional Insured under the following policies:

- (a) Commercial General Liability.
- (b) Excess Liability - Follow Form to underlying insurance as required.

2.2.2 Licensee’s insurance shall be primary insurance as respects performance of subject Agreement.

2.2.3 All policies shall waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials, and employees for any claims arising out of work or Services performed by Licensee under this Agreement.

2.2.4 If Licensee receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Licensee's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

3.0 **Required coverage.**

3.1 **Commercial general liability.** Licensee shall maintain "occurrence" form Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, bodily injury, property damage, and contractual liability. If any Excess insurance is utilized to fulfill the requirements of this paragraph, the Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance. City of Scottsdale, its agents, representatives, officers, director, officials and employees must be listed as an additional insured.

3.2 **Workers' compensation insurance.** If Licensee has employees, Licensee shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Licensee's employees engaged in the performance of work or Services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit. If Licensee is not subject to Arizona Workers' Compensation statutes, then Licensee shall sign the City of Scottsdale Workers' Compensation Waiver for Sole Proprietors.