

**DEALER CONTRACT – Lake Havasu Gem & Mineral Society, Inc., P.O. Box 990,  
Lake Havasu City, AZ 86405-0990 Show Dates: Sat/Sun November 10 & 11 2012**

I, \_\_\_\_\_, an authorized dealer in gems, minerals and/or Lapidary and Silversmithing equipment and supplies, wish to acquire a display booth at the Lake Havasu Gem and Mineral Society, Inc Annual Show. Show hours will be 9:00 to 5:00 on Saturday and 9:00 to 4:00 on Sunday.

I wish to reserve space number: \_\_\_\_\_ which is \_\_\_\_\_ linear display feet @\$9/ft (6' table increments which will include the return when it is a corner), with a maximum of 500 watts of power. **Please indicate if you NEED POWER.** Total Cost \$\_\_\_\_\_, Try to use low watt bulbs if possible. See Booth Space Price Sheet.

IF A SPACE NUMBER HAS NOT BEEN ASSIGNED TO YOU, THE DEALER CHAIRMAN WILL CONTACT YOU WHEN A SPACE HAS BEEN ASSIGNED. SPACES FOR RETURNING VENDORS FROM THE PREVIOUS YEAR ARE RESERVED FOR THEM FIRST AND THE REMAINING SPACES ARE ALLOCATED TO NEW VENDORS AND THOSE RETURNING FROM PRIOR YEARS. WE RESERVE THE RIGHT TO CHANGE SPACES AS NEEDED AND WE WILL NOTIFY YOU IN THAT EVENT.

I enclose \$ \_\_\_\_\_ as **half payment** of the total booth cost – Payable by **June 30, 2012** to reserve my space. Balance is due and payable by **September 30, 2012. Failure to remit your balance payment may result in nonrefundable forfeiture of reserved space.** It is important to submit payment in a timely manner to show your commitment for your booth space so that we can prepare the space properly for you.  
Or: I enclose \$ \_\_\_\_\_ as **FULL PAYMENT.**

Lake Havasu Gem & Mineral Society will provide:

Electric power: 120 volts available. Display Tables & 24-Hour Security will be provided.  
Dealer Business names will be printed in the Show Program.

Dealer Acknowledgements and Responsibilities:

- Dealer setup will start at 10:00AM Friday morning, breakdown from 4:00PM to 7:00 PM on Sunday.
- Agree to have representation in my booth at all times during the above show hours.
- **Provide your own skirting and table covers.**
- Provide your own insurance for the duration of the show.
- Provide a current Arizona resale tax number and Lake Havasu business license number. Dealers are responsible for filing the necessary tax forms and paying the Department of Revenue. Provide this information with your contract.
- A **two day temporary special event permit** can be obtained from the city in lieu of a business license.. Form is available from City 928-453-4153 or on Internet at [www.LHCAZ.gov](http://www.LHCAZ.gov) ( go to forms, tax&Bus, Special event permit) **This must be obtained and sent with your contract or presented before set-up.** We are required to submit the vendor business names to the city prior to the show.
- Agree not to sue the Recreation/Aquatic center of the Recreation Department of the City of Lake Havasu, AZ for any loss or damage to, or destruction of inventory, supplies, or equipment owned by me and used or exhibited at this Show. This agreement not to sue shall bind my heirs, executors, administrators and assigns.
- Cancellation of contract must be in writing. Refund will be 100% by July 1, 50% by September 1, and 0% after September 1.
- The floor is covered with a rubberized finish that Dealer must protect in their booth area.

My sales will include the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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My Arizona Retail Tax Number is:\_\_\_\_\_ Lake HavasuLicense/Temporary event permit  
Number\_\_\_\_\_Submit application with contract if you do not have a current city Bus. Lic.

Business Name\_\_\_\_\_

Business Address:\_\_\_\_\_

Business Phone:\_\_\_\_\_ Cell Phone\_\_\_\_\_

Home Address:\_\_\_\_\_ Home Phone:\_\_\_\_\_

Email Address\_\_\_\_\_ Web Page Address\_\_\_\_\_

Signature of Authorized Representative\_\_\_\_\_

Date \_\_\_\_\_

Name Badges for Show: **Needed for early entry to show area prior to show opening times. Please print  
clearly and legibly.**

\_\_\_\_\_

Special Needs (ie: Electricity, Table) :\_\_\_\_\_

The club will provide one extra wooden table (2 ft by 8 ft) for the back of each booth at no charge.  
(Since an extra work table must fit inside your allotted space this will not work for small booths). If you  
want to bring your own work table or make changes let us know.

Sign and return both pages of this contract with your remittance to:

Lake Havasu Gem and Mineral Society, Inc.  
Attention: Dealer Show Chairman  
PO Box 990  
Lake Havasu City Az. 86405-0990

**PLEASE DO NOT FORGET THIS STEP:**

- A **two day temporary special event permit** can be obtained from the city in lieu of a business license.  
Form is available from City 928-453-4153 or on Internet at [www.LHCAZ.gov](http://www.LHCAZ.gov) ( go to forms, tax&Bus, Special  
event permit) **This must be obtained before setting up for the gem show.**

# LAKE HAVASU GEM & MINERAL SOCIETY

**Proudly announces our Annual Gem & Mineral Show to be held on  
November 10 and 11, 2012. Show hours are Sat. 9-5 and Sun. 9-4.**

**Location:** Lake Havasu Community Center aka: Aquatic Center \* Rods & Relics Hall  
100 Park Avenue  
Lake Havasu City, AZ 86403

Lake Havasu's Community Center, also known as the Aquatic Center, is conveniently located off Highway 95 three blocks south of London Bridge. The spacious Rods and Relics Hall has over 12,000 square feet and offers easy access to Vendor Displays and Club activities.

**Setup time Friday after 9:00AM** till 7:00 PM You must have your booth set up no later than 8:30 AM Saturday morning. Please wear a name badge or provide identification to gain access to the hall during non-show hours. I will have an information packet attached to your assigned table space with your badges and any additional last minute information for the show.

**Breakdown time**-Starts immediately **after** 4:00 PM to 7:00PM Sunday. We plan to hold our major raffle around 3:30 PM and ask the attendees to complete their business and exit the hall by 4:00PM to clear the floor for tear down.

**Security** will be provided by the Society. At night a professional security company will be hired. The displays will be in a locked facility protected by fire alarms and automatic systems. Club members will also be patrolling the show during show hours to assist you. If you need coverage for a break, feel free to ask a club security person to step in.

**Parking Space** Vehicle parking is available in the designated parking areas. Overnight and RV parking is not permitted, by City Ordinance. Call for information or consult web sites for RV parking.

**Dealer Booth Space** - Spaces with electric power are available. The floor plan for 2012 is currently under reconstruction. Returning 2011 vendors will have first option. We reserve the right to make last minute changes and we may notify you if that becomes necessary.

**Electric Power** Power will be provided by drop down cords and some spaces next to the wall will have plug in power available. You supply your own extension cords. Extension cords in excess of 50 feet will not be permitted. Basic power of 500 watts will be provided. Let us know if you need more when you return your signed contract.

**Floor Protection/ Insurance/Skirting** The floor is covered with a rubberized finish that must be protected. You must provide floor protection for your booth area. **Each vendor must provide their own skirting and table covers.** Dealers must provide their own insurance for the show.

**Door Prizes:** We appreciate your donations for our hourly door prizes ( be sure to note where they came from by including your business card.) We will acknowledge your donation during the drawing.

**Name Badges:** We will provide dealer ID badges for the Show. (As a Dealer, you will be an Auxiliary Member of the Lake Havasu Gem and Mineral Society.) You will need to show these to Security to gain early entry to the show floor on Saturday and Sunday. These can be picked up Friday during set up hours.

**Display Cases** Many of our dealers like to set up a display case showcasing their products- If you would like a case, please sign up with our display chairman. (Kathy McCauliff at [gemshow@live.com](mailto:gemshow@live.com))

**Tables for Dealer Spaces:** The tables are standardized this year and provide 6 foot increments by 30" wide tables for your display and sales space. You may bring your own tables as long as they fit within the booth blueprint. **You MUST notify me in advance if you wish to do so!** If you do not wish a club work table to be placed in your booth, please let us know.

We will have a great successful show this year! Thank you for your participation.

Sincerely,

Kathy McCauliff, Show Chairperson and  
Dee Robinson, Vendor Chairperson

Lake Havasu Gem and Mineral Society  
P O Box 990

Lake Havasu City, AZ 86405-0990

Questions by email can be directed to: Dee Robinson at [gemshow@live.com](mailto:gemshow@live.com)