

**DEALER CONTRACT** – Show Dates: Sat/Sun November 10 & 11 2018.  
Set up: Friday 11/9 after 10 A.M. until 5 P.M.

I, \_\_\_\_\_, an authorized dealer in gems, minerals and/or Lapidary and Silver smithing equipment and supplies, wish to acquire a display booth at the Lake Havasu Gem and Mineral Society Annual Show. Show hours will be 9:00 to 5:00 on Saturday, 11/10, until 5 P.M.



**Lake Havasu Gem & Mineral Society, Inc.**  
**P.O. Box 990**  
**Lake Havasu City, AZ 86405-0990**  
**Show Dates: Sat/Sun**  
**November 12-13 2016**

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E SPACES AS NEEDED AND WE

Tables are \$59 each. A minimum of two tables is required. I need # \_\_\_\_\_ of Tables!

Number of tables \_\_\_\_\_ x \$59 = \_\_\_\_\_ my cost. (\$55 for members

I have enclosed \$ \_\_\_\_\_ as half payment of the total booth cost – Payable by June 30, 2018 to reserve my space. Balance is due and payable by September 30, 2018. 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 have enclosed \$ \_\_\_\_\_ as FULL PAYMENT.

My Arizona Retail Tax Number is: \_\_\_\_\_

Lake Havasu License/Temporary event permit Number \_\_\_\_\_ Submit application with contract if you do not have a current city Bus. Lic.

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

**(Please write Clearly)**

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

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

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

Home Phone: \_\_\_\_\_ Email \_\_\_\_\_

WebPage url \_\_\_\_\_

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, Chairs, other ) :

\_\_\_\_\_

My sales will include the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any special announcements you would liked announced during the show!  
i.e. becoming a grandparent, having a birthday, winning lottery ticket? Let us know!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Return pages 1 and 2 to Reserve your tables**

## **Vendor information**

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:**

1. 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 (Security is available to spell you for 5 to 10 minutes for emergencies).
2. Provide your own skirting and table covers.
3. Provide your own insurance for the duration of the show.
4. 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.
5. A two day temporary special event permit can be obtained from the city in lieu of a business license.. Form is available from Lake Havasu 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.
6. 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.
7. Cancellation of contract must be in writing. Refund will be 100% by July 1, 50% by September 1, and 0% after September 1.
8. The floor is covered with a rubberized finish that Dealer must protect in their booth area.
9. The club will provide one extra table (2' by 6') for the back of each booth at no charge.
10. Sign and return pages 1-2 of this contract with your remittance to:

Lake Havasu Gem and Mineral Society, Inc.

**Attention: LHGMS 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, 2018. 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**

**Directions:** 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 10:00AM** till 5:00 PM Friday. In an emergency, you must have your booth set up no later than 8:30 AM Saturday morning. Please wear your provided 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 3:00 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. 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. Call Barry Bandaruk to discuss RV Parking.

**Dealer Booth Space** - Spaces with electric power are available. The floor plan for 2018 is currently under reconstruction. Returning 2017 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** 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.

**Raffle Prizes:** We appreciate your donations for our Raffle Prizes. ( be sure to note where they came from by including your business card.) We will acknowledge your donation during the drawing. Our Raffle funds our High School Scholarship program and we are able to fund 2-3 \$500 College scholarships from our Raffle Program. Thank you in advance for your donations!

**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 ahead of time with the show chairman. Participation ribbons are awarded for those who sign up by October 1.

**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.

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

Sincerely,

LHGMS

**Show Chairpersons** for 2018 are Barry Bandaruk and **Vendor Chairperson** is Michelle Smedley.

**Lake Havasu Gem and Mineral Society**

**P O Box 990**

**Lake Havasu City, AZ 86405-0990**

Questions by email can be directed to: Barry Bandaruk at [baresden@gmail.com](mailto:baresden@gmail.com)

and/or Michelle Smedley at [aredtigress@gmail.com](mailto:aredtigress@gmail.com)