



Fort Tuthill County Park \\ Flagstaff, AZ \\ May 19-21, 2023

EXHIBITOR

THANK YOU FOR JOINING US AT OVERLAND EXPO WEST!

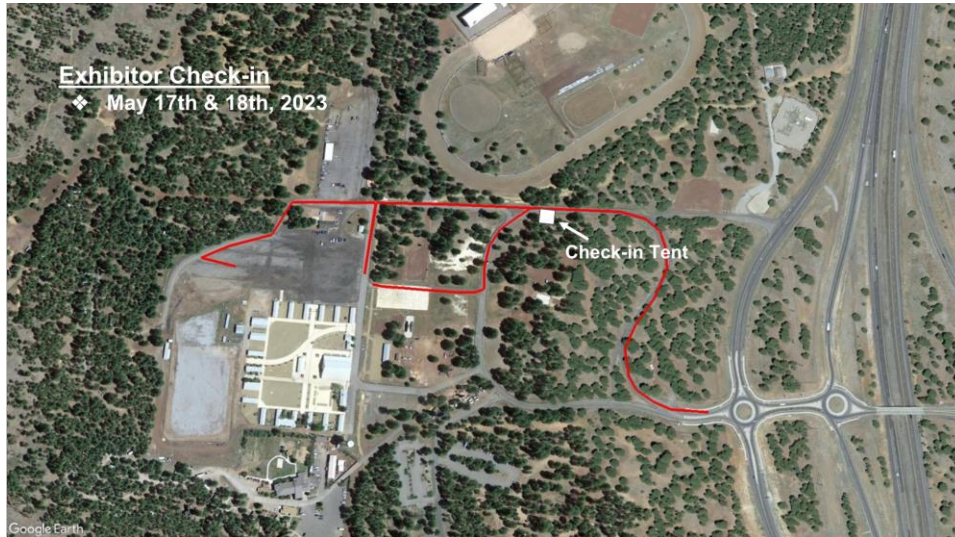
Our team at Overland Expo is thrilled for another year of making unforgettable memories with you! Please review our expectations and guidelines in the interest of meeting and exceeding our mutual goals. We are stoked to see you soon-the event countdown has begun!

ARRIVAL INFO

- **SECURE** your [Arizona Transaction Privilege Tax License](#)
- **NO STAKING.** Ft. Tuthill does not allow staking on grounds. Please be sure to review the very important information in regard to the Non-Staking and Tent Policy in the [Exhibitor FAQ](#)
- **STAY UNTIL SUNDAY- 3 PM.** Companies that pack up and leave before Sunday 3 pm will not be invited back to future events.
- **NO MOVING VEHICLES** in and out of Exhibitor area during show hours, and no ATVs or other motorized transport allowed in the Exhibitor area as a means of transport except for officially sanctioned reasons. This is for safety, dust, and noise control. All extra vehicles must be in the exhibitor parking lot (see map). All display vehicles must be in the show before **7:00 AM** each day. Any vehicles that arrive after **7:00 AM** will not be allowed in the show.
- **ELECTRICITY:** Plan for NO electricity in your exhibit space—bring your own quiet generator or solar panels.
- **WIFI:** Exhibitor wifi is NOT guaranteed. Please plan for your OWN backup device/alternative sales system for a smoother checkout plan.
- **CAMPING:** As always you can camp for free in your booth space. If you need an additional camping space you will need to purchase an Exhibitor Camping Pass for \$75 at the show office. If your camper is bigger than 13ft you will be placed in trailer parking.
- **PREPARE** for any kind of weather—wind, sun, and/ or rain. This is an outdoor event! Last year the winds were HEAVY. Please bring sand bags/tie downs/etc., as needed.
- REMINDER: **Raffle** to benefit the **Overland Expo Foundation** has been moved to **Saturday** night, 7:00 - 8:00 pm and the **Moto Party Giveaway** on **Friday** night, 7:00 – 9:00 pm. There's still time to donate, simply complete the form for our [Foundation Donation](#) or [Moto Party Donation](#).

ARRIVAL INSTRUCTIONS:

EXHIBITOR MOVE-IN /SET UP DAYS ONLY



- ⌘ FOLLOW BEULAH BLVD / 89A TO FORT TUTHILL MAIN ENTRANCE.
- ⌘ FOLLOW THE ONE WAY TRAFFIC PATTERN TO EXHIBITOR CHECK-IN
- ⌘ **NOTE: ENTRANCE AND PARKING ON EVENT DAYS IS DIFFERENT THAN SET-UP DAYS. PLEASE READ BELOW CAREFULLY TO AVOID ANY DELAYS.**

EXHIBITOR MOVE-IN/SETUP HOURS:

Wednesday: Noon-6:00pm

*SEMI RIGS Need to arrive by 9am on Wednesday to get placed before we start Move-In at noon. *If you have a trailer that is part of your booth display, we highly encourage you to arrive and place the trailer in your booth space on Wednesday.

Beat the rush-Move in on Wednesday!

Thursday: 8:00 am – 6:00 pm *All exhibitors need to be moved in by 6:00 pm

(NO EXCEPTIONS!)

NO FRIDAY MOVE-IN - GATES OPEN TO PUBLIC AT 8 AM FRIDAY

For all exhibitor questions and to pick up badges or materials, go to the Show Office.

On Wednesday and Thursday, **you will be greeted at the Exhibitor Welcome Tent. Our team will direct you to your booth space.**

Once parked in your booth space and during check-in hours, **walk over to the Show Office for Exhibitor Check-in** and pick up your badges, parking passes, and other materials. You must pick up these materials after being shown your booth space, or else you will not be let in at the gate on show days without your exhibitor credentials.

Show Office HOURS:

Wednesday - Noon-6:00pm

Thursday - 8:00 am – 6:00 pm

Friday - 7:00 am – 5:00 pm

Saturday - 7:00 am – 5:00 pm

Sunday - 7:00 am – 3:00 pm

Park all spare non-booth staff vehicles in the exhibitor parking lot. You will be shown where to park spare trailers and box trucks. Make sure all your staff knows where to park. Each vehicle **MUST** have a parking lot pass. **Illegally parked vehicles will be towed.**

EXHIBITOR PARKING: When you pick up your credentials, you will receive two (2) complimentary parking passes for vehicles that will be in Exhibitor parking. Additional Exhibitor parking permits are available to purchase for \$20 each, this will cover one vehicle for the weekend.

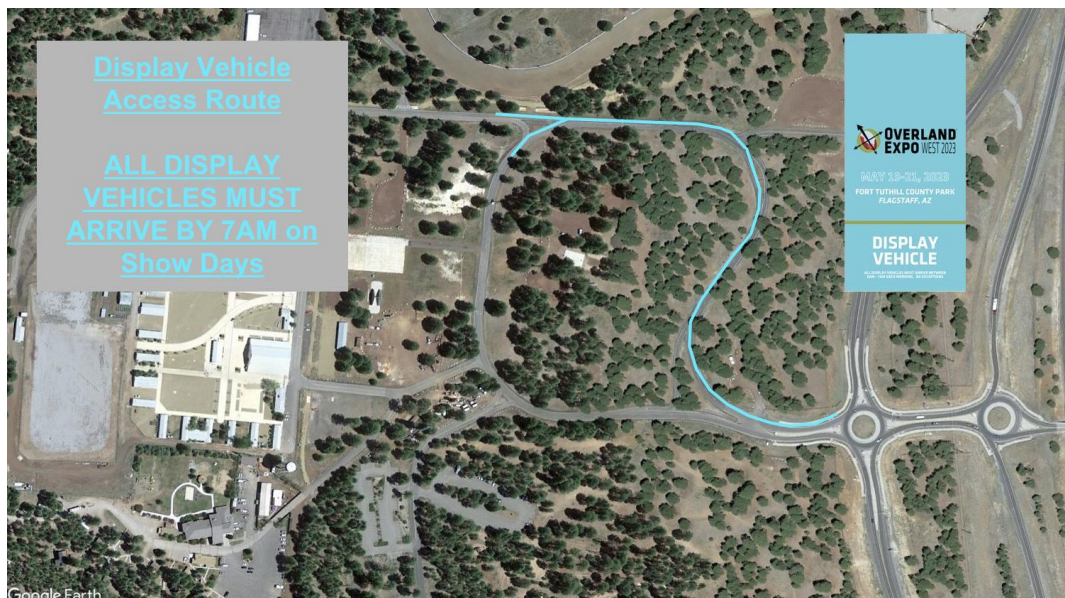
ARRIVAL INFO ON SHOW DAYS FOR EXHIBITOR PARKING

WHITE ROUTE BELOW ON MAP

- ⌘ Follow Beulah Blvd/89A to Purple Sage Road (North of the main entrance to fort tuthill).
- ⌘ Once on Purple Sage, continue straight then take a left on Regiment Road. You will follow the road around a curve to the left. There will be signage to direct you. Take the first left after the curve and just before the road curves back to the right. This road will take you to the north parking lot near the vendor midway for exhibitor parking.



DISPLAY VEHICLES ARRIVAL ROUTE



Only Display vehicles will be allowed into the show area THROUGH The Main Entrance of

Fort Tuthill to their booth spaces until 7:00 AM each day of the show.

DISPLAY VEHICLES:

- Display vehicles are vehicles that are part of a booth display, that fit into the booth dimensions and have been designated with a "Display" hang tag.
- If the vehicle does not go into your display space, it does not come into the show area. All other exhibitor vehicles must be parked in the designated exhibitor parking lot with a parking lot pass.
- Display Vehicles will be allowed to enter the show area for booth space placement from 6 a.m. – 7 a.m. on event days. No other vehicles are permitted to enter the show gate / area on event days.
- No vehicles will be permitted to enter the show area after 7 a.m. on any event day. No exceptions. Any display vehicles arriving after 7 a.m. on an event day will only be permitted to park in the designated exhibitor parking lot.
- Display vehicles are not permitted to leave the show area until an hour AFTER the event has closed to the public for safety reasons.
- It is highly encouraged to leave any display vehicle in your booth all weekend (instead of driving this vehicle back and forth into town/hotel) in order to avoid any issues with getting your display vehicle back in your booth space.

DOWNLOAD THE OVERLAND EXPO APP

- The Overland Expo smartphone app powered by Timberline Heating is ready for [download](#). The app is your guide to exhibitors, venue map, general admission schedule, and more.
- Download the app to your phone BEFORE arriving at the event for best results.

FAQS & PLANNING INFO

- Review the Exhibitor [FAQ: West](#)
- Visit the [Show Updates](#) web page for the latest map, schedules and exhibitor lists; and read any last minute announcements.
- Find answers to general questions about kids, dogs, vehicle restrictions, and media usage at our [FAQ](#).
- Find answers to venue and camping questions at our [West FAQ](#).
- Camping on-site? Review the [campground amenities and rules](#).

EVENT HOURS:

Friday (May 19) – 8am-5pm **Display vehicles MUST be in by 7am*

Saturday (May 20) – 8am-5pm **Display vehicles MUST be in by 7am*

Sunday (May 21) – 8am-3pm **Display vehicles MUST be in by 7am*

Exhibitors must be in their booths and ready to go before the event opens. We suggest you arrive no later than 30 minutes before opening but if you have a display vehicle, it must arrive between 6 am - 7 am each day.. Gates will be open to exhibitors (with credentials) two hours before the event opens at 8:00am.. The North Gate will be open for exhibitors early access to the venue.

QUESTIONS?

Most of the answers to your questions are on our [Exhibitor FAQ](#). If you have questions not covered on that page, please reach out to your sales representative below.

Contact our sales team with any questions:

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