



Fort Tuthill County Park \\ Flagstaff, AZ \\ May 17-19, 2024

EXHIBITOR

THANK YOU FOR CHOOSING OVERLAND EXPO WEST AS YOUR NEXT ADVENTURE!

The entire Overland Expo Team cannot wait to celebrate our 15th West event with you! Please familiarize yourself with these arrival instructions and other valuable information pertaining to your exhibitor booth space!

Check-in on-site at Fort Tuthill County Park in Flagstaff

For your convenience, the venue will be the *check-in location* for all Exhibitors.

**Ft. Tuthill County Park
2446 Fort Tuthill Loop, Flagstaff, AZ 86005**

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](#)
- **TENTS:** Must have fire extinguisher within reach and weights are required. For full details visit the [Exhibitor FAQ](#)
- **BADGES, PARKING & CAMPING:** Additional exhibitor badges, parking passes, exhibitor camping passes are available for purchase in the show office on-site.
- **STAY UNTIL SUNDAY- 3 PM.** Companies that pack up and leave before Sunday 3 pm will not be invited back to future events. Customers purchase tickets for Sunday to see you. Please represent your company and Overland Expo to your best ability.
- **NO MOVING VEHICLES** in and out of Exhibitor area during show hours, and no ATVs, electric bikes / scooters, 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** on Friday and Saturday (**8:00 AM on Sunday**). Any vehicles that arrive after this designated time frame 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 available nor guaranteed. Please plan for your OWN backup device / alternative sales system for a smoother checkout plan.
- **SAMPLING:** If you have not already contacted us about being on the sampling list, then you are unable to do so at this time-No exceptions! If sampling without approval, you will receive a county fine, your booth will be shut down, and you will be asked to leave.
- **SHIPPING:** If you plan to ship any pallets / crates to the show, we need to know what deliveries you will be expecting. It is mandatory to fill out this [SHIPPING FORM](#). There will be a \$300 fee imposed per pallet / crate for transport needs performed by our staff while onsite for the event.
- **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. Exhibitor Camping Fee pertains to each vehicle / trailer, not per person (up to 4 exhibitors per campsite). 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! In previous years, the winds have been HEAVY and rainfall has hit HARD. Please bring sandbags / tie downs / etc., as needed. Most days are SUNNY & WARM!
- **REMINDER: Raffle** to benefit the **Overland Expo Foundation Raffle** takes place **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](#) and [Moto Party Donation](#). This is the perfect opportunity to give your brand an extra boost of exposure in front of a large, live audience.
- **PACK IT IN – PACK IT OUT!** In our efforts to reduce our garbage footprint, this is a friendly reminder to clean up after yourself throughout the entire event (setup, show days, and break down). Please Pack Out what you Packed In. Thank you!



ARRIVAL INSTRUCTIONS:

EXHIBITOR MOVE-IN / SETUP DAYS ONLY

EXHIBITOR MOVE-IN / SETUP HOURS:

Wednesday: Noon - 6:00pm

*Please note: 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

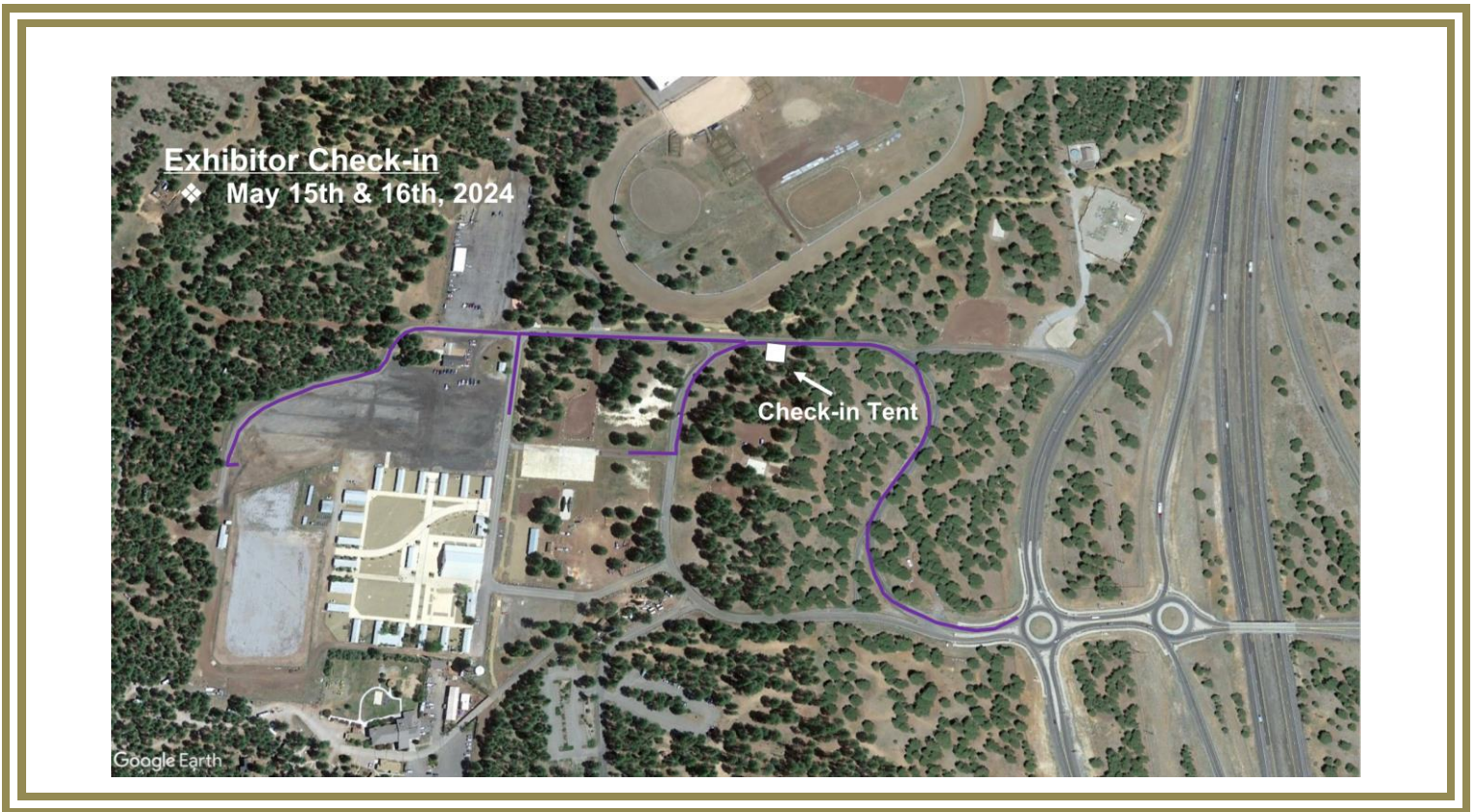
*All exhibitors need to be moved in by 6:00 pm **(NO EXCEPTIONS!)**

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

On Wednesday and Thursday, you will be greeted at the Exhibitor Welcome Tent. Our team will direct you to your booth space. At this time, we can also show you where trailer parking is located.

Once on-site head to the **Show Office** to pick up badges, parking passes, and camping passes. All exhibitor questions can also be addressed in the show office.

IMPORTANT: Ensure all your staff have badges and parking passes in their possession by Friday morning to enter the show. There is no will call at the gates.



- € 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.**
- € **SEE MAP BELOW**

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 - 8:00 am – 3:00 pm

ARRIVAL INFO ON SHOW DAYS FOR EXHIBITOR PARKING

PURPLE ROUTE ON MAP BELOW

- ∉ Follow Beulah Blvd/89A to Purple Sage Road (North of the main entrance to Fort Tuthill). Do NOT enter the main entrance of Fort Tuthill County Park.
- 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.
- Park all spare non-booth staff vehicles in the exhibitor parking lot. Make sure all your staff know where to park. Each vehicle MUST have a parking pass. **Illegally parked vehicles will be towed.**

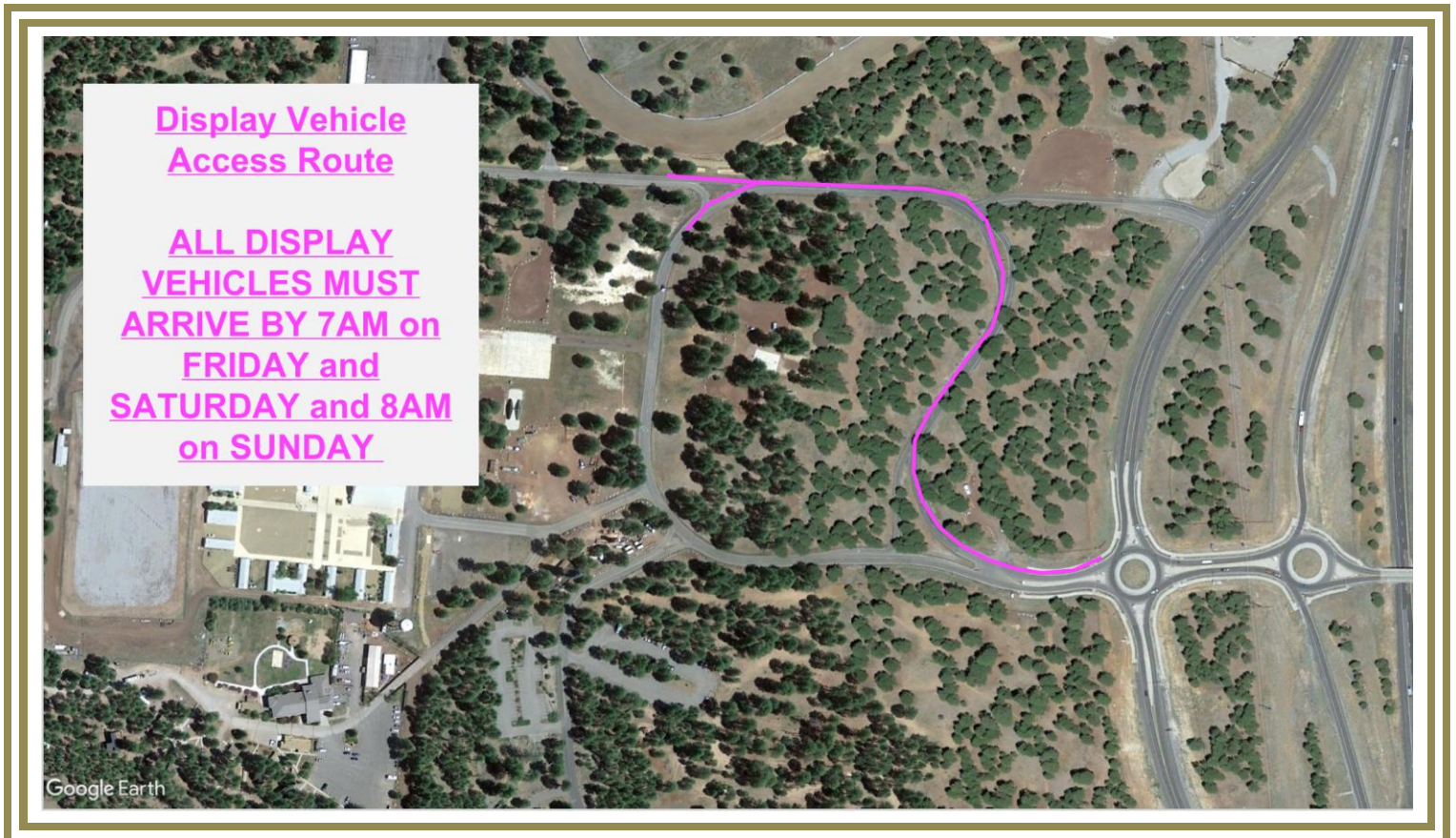


DISPLAY VEHICLES:

- 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 pass.
- Display Vehicles will be allowed to enter the show area for booth space placement from 6 a.m. – 7 a.m. on Friday & Saturday event days and 7a.m. - 8 a.m. Sunday). 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 Friday or Saturday and 8 a.m. on Sunday. No exceptions. Any display vehicles arriving after this deadline on an event day will only be permitted to park in the designated exhibitor parking lot, instead of being placed in their booth space.

- Display vehicles are not permitted to leave the show area until one 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.

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 between 6:00 AM - 7:00 AM (Friday & Saturday) and 7:00 AM to 8:00 AM (Sunday) of the show.

DOWNLOAD THE OVERLAND EXPO APP:

- ⌘ The [Official 2024 Overland Expo West App](#) Powered by [Mercedes-Benz of Northern Arizona](#) is ready for download. Click on the West event portal, then log in with your unique email address. 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](#).
- [Kakadu](#) will be our event shower provider, available for Camping passholders. **Kakadu Shower Hours:** 6:30 AM - 9:30 AM and 6:00 PM – 9:00 PM

EXHIBITOR CAMPING ROUTE



EVENT HOURS:

- | | |
|---|--|
| *Friday, May 17 th – 8am-5pm | *Display vehicles MUST be in by 7am |
| *Saturday, May 18 th – 8am-5pm | *Display vehicles MUST be in by 7am |
| *Sunday, May 19 th – 9am-3pm | *Display vehicles MUST be in by 8am |

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 on Friday & Saturday and between 7 am – 8 am Sunday. Gates will be open to exhibitors (with credentials) two hours before the event opens.

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 Overland Expo Sales Team with any questions:

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THANK YOU AGAIN FOR JOINING US & CHEERS TO ANOTHER GREAT OVERLAND EXPO WEST!

~ THE OVERLAND EXPO TEAM ~