



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

INSTRUCTOR PASSHOLDERS

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 pass type and trip!

**** OFF-SITE CHECK-IN LOCATION INFO ****

Check-in at the KC HiLites Headquarters in Flagstaff

For your convenience, we have created an off-site *check-in location* for all Media Pass attendees this year. **Before** you arrive at the event venue, you will proceed to check-in and receive your event credentials at the **KC HiLites Headquarters** in Flagstaff.

KC HiLites Headquarters

1751 S Thompson St, Flagstaff, AZ 86001

OFF-SITE INSTRUCTOR / PRESENTER CHECK-IN HOURS:

- Thursday, May 16th (8:00 AM – 6:00 PM)
- Friday, May 17th (8:00 AM – 6:00 PM)
- Saturday, May 18th (8:00 AM – 5:00 PM)

YOU MUST ARRIVE WITHIN THE DESIGNATED CHECK-IN HOURS-NO EXCEPTIONS!

INSTRUCTOR / PRESENTER GATE HOURS:

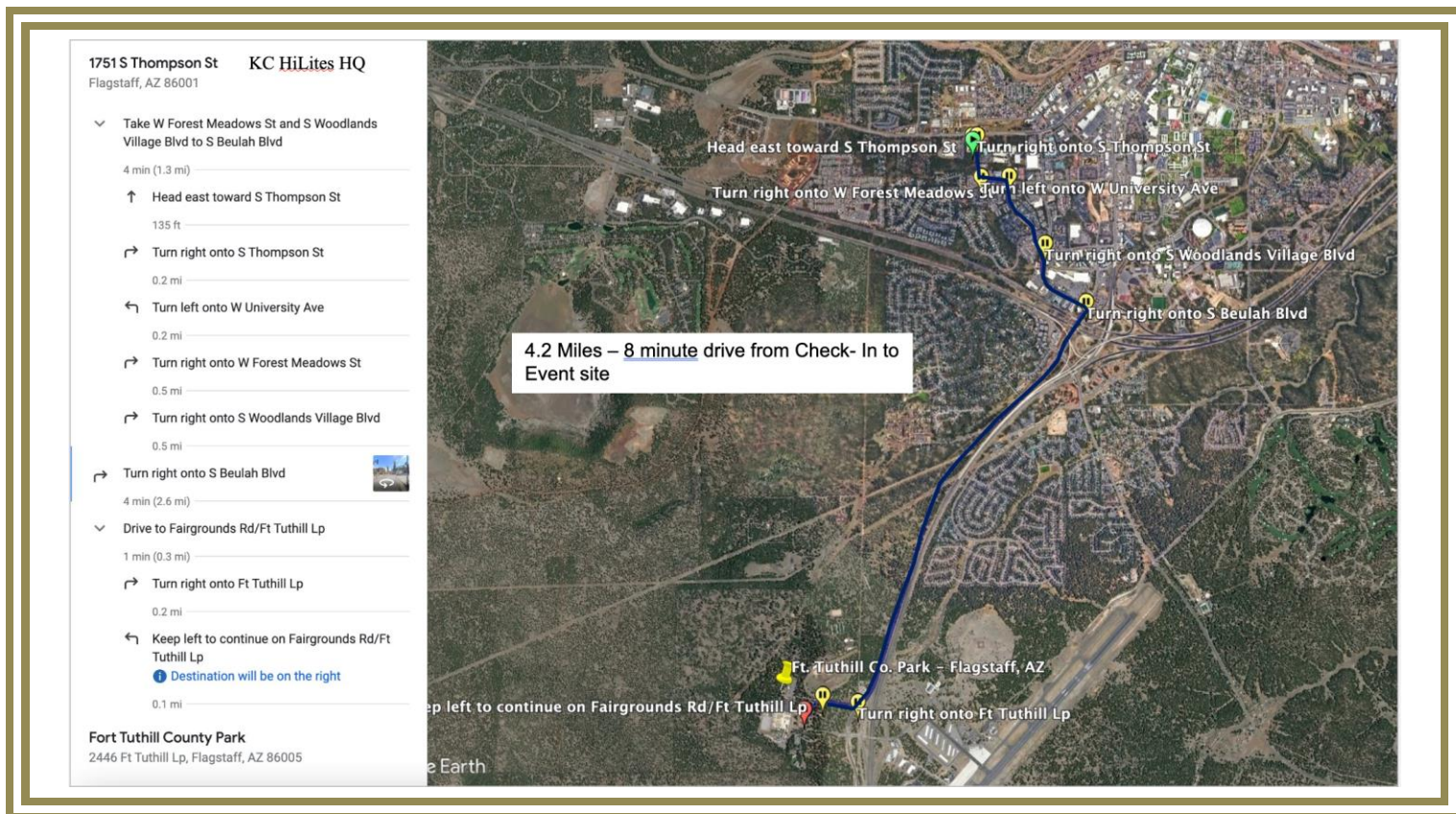
- Friday, May 17th (8:00 AM – 5:00 PM)
 - Saturday, May 18th (8:00 AM – 5:00 PM)
 - Sunday, May 19th (9:00 AM – 3:00 PM)
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ARRIVAL

- Upon arrival at the **KC HiLites Headquarters**, park, and then proceed to the Instructor Check-in that will take place outside of the building.
- Your QR code is your ticket! Have your QR code (print / digital) ready for check-in.
- Please **REVIEW** and **SIGN** the general liability waiver located in your ticket confirmation email; this is required before your arrival onsite.
- You have the option of camping onsite within the Instructor Campgrounds or staying offsite and parking in the White Lot on-site parking. Inform the check-in staff of what you would like to do, so they may issue you the appropriate credentials.

- Once you've received your credentials (Camping Window Cling or White parking lot pass & Instructor Badge), then you will head on over to the Overland Expo event site at Fort Tuthill.
- If choosing to camp, you will proceed to set up within the Instructor Campgrounds.

KC HILITES ROUTE MAP TO FORT TUTHILL COUNTY PARK



KC HiLites:

- [KC HiLites](#) will be holding HQ tours during the daytime from Thursday, May 16th – Saturday, May 18th for anyone that checks in at their headquarters location.
- Register for the KC HiLites Tours via this [LINK](#).

ON-SITE INSTRUCTOR / PRESENTER - CAMPING:

- Follow the set of directions below for ONSITE EVENT CAMPING:
 - FROM S. BEULAH BLVD / 89A, TURN ONTO PURPLE SAGE TRAIL.
 - FROM PURPLE SAGE, TURN LEFT ONTO INFANTRY RD THEN REMAIN STRAIGHT ON REGIMENT ROAD & FOLLOW DIRECTIONAL SIGNAGE & CAMPING ATTENDANTS TO THE INSTRUCTOR / PRESENTER CAMPING PLACEMENT WITH YOUR HANG TAG READY.
 - Do **NOT** enter at the main Fort Tuthill County Park entrance
- Upon entering the venue, the Instructor Camping hosts will be available to place you in your appropriate campsite location.
 - If you need to leave your campsite/venue to return at a later time, you **MUST** keep your Camping Hang Tag / Parking Hang Tag displayed at all times.
 - Your Instructor Badge **MUST** be worn at all times for access to the campgrounds and the event. We will not provide replacements.

INSTRUCTOR ARRIVAL MAP (ON-SITE CAMPING)



OFF-SITE INSTRUCTORS – NO CAMPING:

- Follow this set of directions below for PARKING ONSITE:
 - FROM S. BEULAH BLVD / 89A, ENTER AT THE MAIN FORT TUTHILL COUNTY PARK ENTRANCE.
 - FOLLOW THE ONE-WAY PATTERN UNTIL YOU RUN INTO THE FORK IN THE ROAD. KEEP RIGHT.
 - PROCEED TO THE WHITE LOT FOR PARKING ONSITE WITH YOUR PARKING HANGTAG READY.
 - If you need to leave the parking lot / the venue to return at a later time, you MUST keep your White Parking Hang Tag or Window Cling displayed at all times.
 - Your Instructor / Presenter Badge MUST be worn at all times for access to the event. We will not provide replacements.

INSTRUCTOR ARRIVAL MAP (ON-SITE PARKING ONLY -NO CAMPING-)



REMINDERS

- All campsites are on a first-come, first-serve basis. If camping with another party, then they must carry the same pass type as you and arrive at the same time to be placed next to one another. NO saving space in the campgrounds for others. Please be understanding during camping placement, as Staff will assist all campers in the designated spaces. It is festival-style camping: you will be close to your neighbor.
- Only Overland style campers are allowed. If exceeding 13' please [CONTACT US](#).
- [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
- Be sure to fill your water tanks prior to arrival, as potable water will be limited to filling water bottles **only**.
- Backpacks are permitted to bring necessities.
- Quiet hours begin at 10 PM each evening, please be respectful of your neighbor.
- If ADA camping accommodations have been requested, please present your ADA placard and a Camp Host will place you accordingly.
- Smoking (this includes e-cigarettes and vapes) is allowed in designated areas only.
- Well-behaved and leashed dogs are welcome at Overland Expo.
- ONLY Propane fires with an on & off switch are allowed.
- Check out for the General Campgrounds is 11 AM on Monday, May 20, 2024

PLAN AHEAD

- Download the [Official Overland Expo App](#) Powered by [Mercedes-Benz of Northern Arizona](#). Choose the 2024 WEST Event. Log in with your unique email used within your ticket registration in order to see your schedule. The app will provide a venue map that will guide you to exhibitors, food vendors, and the general class schedule. Create your account PRIOR to arriving at the event.
- If this is a different email than you usually use to correspond with Azure, **PLEASE LET HER KNOW** -again, so you are able to accurately access your schedule.
- **REVIEW** your teaching schedule in the app and assigned times and class location. All times and locations are confirmed and cannot be changed.
- **MAKE note of your schedule, but do not select your classes or any other classes in the app** — space is limited and this takes space away from paying attendees.
- **REVIEW** the maps and class location in the app AND NOTE where your classes are held.
- Review the [Instructor / Presenter Schedule Guide](#). Be prepared with all of your supplies needed for your presentation.
- Check out our general [FAQ](#) for more information on campground amenities, rules, kids, dogs, media usage, vehicle restrictions, and MORE!
- For event specifics, check out our [WEST FAQ](#).
- Please review our [SHOW UPDATES](#) for the newest map, schedules, exhibitor lists, and final announcements.
- Interested in upgrading your pass? In need of adding on additional passengers or merchandise to your order? [CONTACT US](#) for further assistance!

INSTRUCTOR MANDATORY MEETING

Thursday at 4 pm // Friday at 8 am
Meet at the Roundtable Pavilion Sponsored by Goverland

Plan your arrival so you can attend ONE of the TWO times offered. The meeting is about 1 hour and serves several purposes:

- It is an opportunity to connect names and faces - after exchanging emails, we're looking forward to meeting you!
- We will do a "walk-through" of the map, answer any site related questions, go over safety and security procedures, and share any last-minute updates.
- Most importantly, it's our opportunity to show our gratitude for your participation in this event and we will be handing out your payment checks AND some prizes!

ADDITIONAL INFORMATION

ACCESS TO TEACHING AREAS

If you need to bring your vehicle or motorcycle for use in your class, coordinate directly with Azure O'Neil.

Unless otherwise communicated or approved, all other teaching areas are inaccessible by vehicle or motorcycle during show hours. DO NOT drive through the Exhibitor Area.

CREDENTIALS

AT CHECK-IN: You will receive your credentials (badge and parking / camping pass), a map, daily schedules, and other weekend highlights in our printed Overland News along with a gift bag, Overland Sourcebook, and other materials from our exhibitors.

BADGE: Wear your badge at all times! When you are not teaching, you may audit available programs (see below).

PARKING PASS: Display your parking pass at all times—you may enter / leave the campgrounds at any time but PLEASE do not attempt to drive through the exhibitor midway for any reason. Minimize driving for safety purposes.

ATTENDEES IN YOUR SEMINAR, ROUNDTABLE, DEMO, OR SLIDESHOW: Everything that is NOT a Vehicle Expedition Skills Area class or seminar is open to all attendees.

OTHER

Attending PROGRAMS: You are welcome to AUDIT other classes and presentations, when space is available. This means you can attend the class but give participation priority to paying attendees. Please respect your fellow instructors when attending their classes. Your spouse / partner / friend may not attend classes.

MEDIA: There will be a lot of media at the event and may pop in and out of your session to observe.

GENERAL MEDIA USE TERMS & CONDITIONS: All content of all classes / programs is copyright to the presenter and may not be used for generating revenue / building viewers online or in any other format without the owner's explicit permission in writing (short clips of 5 minutes or less or photographs are allowed).

CONTACT INFO:

Azure O'Neil
azure.oneil@emeraldx.com
941-260-6670

EXPECTATIONS & COMPLIANCE GUIDELINES

- At all times during the event, all staff, instructors, presenters, and volunteers working for Overland Expo are asked to maintain a professional level of appearance and behavior.
- No illegal drugs are allowed at the event at any time. Consumption of alcohol during the event is allowed after show hours (5 pm) and should not lead to disorderly conduct. Illegal drug use or disorderly conduct will render any work contract void and no compensation provided.

- The safety of everyone is our foremost concern. No driving after show hours. At all times, safety is our primary concern—always drive slowly, watch for children. Never drink + drive.
- Do not tolerate any unsafe behavior during any class, especially if it threatens the safety of anyone. If any registrant does not cease unsafe behavior or disruptions, summon security staff to escort the person off-site. Operating procedures for these situations will be provided in the Safety and Security Plan discussed at the Instructor and Staff meeting.
- Do not tolerate any disruptive behavior from registrants during any class. This includes heckling, “know-it-all” interruptions, and so forth. It may even include being rude to another participant (such as a wife). If this happens, please inform us or Azure immediately.
- If you have any questions or difficulties at any time, please contact Azure.
- Many of you have your own companies in the overland community. Please understand that courses run under the Overland Expo banner are not brand preferential and the opportunity to run a class is not an opportunity to make a 50-minute sales pitch. The exhibitor area is for that. You are welcome to mention your brands or companies, but please do not focus on them exclusively. In all cases consider Overland Expo to be a university where all brands and ideas can be discussed.
- Likewise, don’t publicly make fun of others’ lifestyles or buying decisions. Just because you like to camp or ride one way does not make that better. Making fun of others is rude, immature, and won’t be tolerated. If we hear complaints, you won’t be asked back. We’re dead serious about this.
- Do not bring in outside helpers for ANY class without advance permission / clearance from Azure; contact her right away if you need an assistant for your class.

Azure O’Neil: azure.oneil@emeraldx.com / 941-260-6670

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

~ THE OVERLAND EXPO TEAM ~