Exhibitor Tables: There are a limited number of exhibitor tables available in the Acacia Foyer outside the Acacia Ballroom for rental during the conference hours.

Each exhibit table will include one 8’ x 2.5’ table (covered with black pleated skirt ing) and two chairs. The 2-day rental fee is $100 per table. Tables are available on a first-come first-served basis and will be considered reserved upon receipt of payment in full. Tables will be assigned as payment is received (prime locations are reserved for convention sponsors) however the small foyer is open concept so we do not anticipate that vendors will find that location is critical.

Exhibit table agreements do not include conference registration or any beverage or meals that are provided to conference attendees.

Tables can be reserved by emailing or faxing the completed application with payment by credit card, or by mail with check payment.

Deadlines: Exhibitor table agreements and payment are due in full by 1/20/2017. An invoice, if requested, may only be sent upon the ILP’s receipt of a completed application.

Exhibitor Hours: 
Thursday, February 2 – 7:30 a.m. to 3:00 p.m. (Setup starts at 7:00 a.m.)
Friday, February 3 – 7:30 a.m. to 3:00 p.m. (Teardown finished by 3:30 p.m.)

Vendors or exhibitors selling tangible items for cash: Under Gila River Indian Community Title 13, any person conducting or engaged in any business or trade on the Reservation must obtain a license from the Gila River Indian Community and pay the license fee provided in Section 13.207. The special events license application must be turned in 30 days prior to the beginning of your event by any exhibitors that are selling tangible items for cash. The cost of the special event license is $30 per vendor. Please see attached Gila River Indian Community Business License Application with submission instructions for vendors. Copies of the application must be sent to the Hotel prior to event start date. Any exhibitors selling tangible items on the Reservation for cash that do not have a business license are subject to be evicted from booth space and fined $500 pursuant to Title 13.

Liability: Each exhibitor will be responsible for the space leased during the convention and will keep it free from hazards to persons on the premises.

Exhibitor Cancellation Policy: All requests for refunds must be sent in writing to: ASU LAW, Indian Legal Program, 111 E. Taylor Street, Phoenix, AZ 85004-4467 or by email to
Danielle.Williams.1@asu.edu. Cancellations will not be accepted over the telephone. A refund, less a $50 cancellation fee per table will be granted to written requests received by January 20, 2017. No refunds will be granted after January 20, 2017.

**Hotel Accommodations:** Each individual will be responsible for making their own guest room arrangements. They may do so by calling the hotel directly at 1-800-946-4452 or for on-line reservations click here. The conference group room rate is $159 (plus taxes) per night. When making reservations, specify the “Tribal Government E-Commerce Conference” to receive the group rate. Reservations must be guaranteed and accompanied by a first night, non-refundable room deposit, or guaranteed with a major credit card. Reservations must be made by **January 2, 2017** to receive the preferred rate.

**Please Note:** By submitting your exhibitor application, you are providing the Indian Legal Program permission to use your photo(s) and contact information for ILP purposes. Conference proceeds, if any, will be used toward student scholarships in Indian Law by the Indian Legal Program.

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**Exhibitor Application** (please make checks payable to **Arizona State University**)
Exhibitor space will be confirmed upon full payment.

# of Exhibitor Tables _________   Table Fee: @$100.00      Total Fees:  $________________
Organization: _________________________________________________________________
Contact Person: _______________  Title: _______________
City: ________________________   State: _______   ZIP: __________
Cell Phone: _________________   E-Mail: ______________
Brief Description of Your Organization’s Goods and/or Services:
____________________________________________________________________________
____________________________________________________________________________

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**Credit Card Information:**

Payment by:  Check (enclosed)
Please make checks payable to: **Arizona State University**
Or
MasterCard    Visa    Discover

Credit Card Information:

_______   _______   _______   _______

Exp Date: ___ / ___  Order Amount: __________

Cardholder Name: (as shown on card)
Cardholder Address & Zip:

______________________________

Signature or E-mail authorization required for credit card purchases

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For more information, please contact:
Danielle Williams at **Danielle.Williams.1@asu.edu** or 480-965-2922.
**GENERAL INFORMATION**

Anyone engaged in business activity on the Gila River Indian Community must apply for, and be issued a business license. They must also comply with all laws and regulations of the Gila River Indian Community.

**Annual Business License** shall be issued for a period of one year from date of approval.

**Special Event Business License** shall be issued for a period of 5 days. *Only one special event business license will be issued within a 12 month period.*

**Applications in the construction, contracting business are required to provide a Certificate of Liability (listing GRIC as additional insured).**

If any other ordinance or law of the Gila River Indian Community requires the business obtain a license or permit for regulatory purposes, no business license will be issued until the regulatory license or permit is obtained.

All vendors that offer or sell food must provide a copy of their GRIC Environmental Services' establishment Permit or Notice with their Business License Application.

A separate license is required for each physical location or business office.

Business licenses may be revoked after notice and hearing for any of the following: (this is not meant to be an all inclusive list)

* Fraud or misrepresentation
* Violation of Title 13 Ordinance
* Conviction of a crime
* Conducting business in an unlawful manner
* Unfair business practices

**Business license payments can be made ONLY by cash, check, cashier's check or money order and submitted to:**

Gila River Indian Community
Office of the Treasurer
P.O. Box 2160
Sacaton, AZ 85147
(520) 562-9558

**I. TYPE OF APPLICATION AND LICENSE**

(Select one of the following)

**New:** A new business with no previous owners.

**Change:** The purchasing of an existing business or changing a business entity (sole owner to corporation, etc.)

**Renewal:** To renew an existing annual license.

**Update:** To renew an existing permanent license.

Include applicable GRIC Member Number or Special Event Start Date

**II. TYPE OF OWNERSHIP**

Check applicable.

If you are a not-for-profit organization, attach a copy of your IRS determination letter.

If you are incorporated enter the state in which you are incorporated and date of incorporation.

**III. BUSINESS INFORMATION**

Legal Business Name:

Individual-Last, First (name of owner)

Partnership-Names of General Partner/Owner

LLC-Managing Member per State Regulation

Corporation-Name as listed in Articles of incorporation.

Enter the entities Federal Employer Identification Number (EIN) or owner's Social Security Number.

Enter the name under which the entity is doing business (DBA). For example "XYZ Foods".

Enter the name and email address of a contact person at the business.

Enter the street address of the primary location of business.

Enter a business contact phone number.

If different than the Business Address, enter the mailing address where all correspondence is to be sent including the monthly tax return. You may use your home address, corporate headquarters, or accounting firm's address.

If you wish correspondence sent to a name other than the Legal Business Name, enter the name or the department or accounting firm in the "In care of" section.

If your business is located on the Gila River Indian Community, check box.

Describe the major business activity: principal product you manufacture commodity sold, or services performed.

A detailed description of the business is very important because it determines your taxability.
Enter the location of where you will be conducting business on the Gila River Indian Community.
Enter the date business started on the Gila River Indian Community.
If applicable enter the date sales on the Gila River Indian Community began.
Enter the estimated gross sales which will be transacted during the term of the license.
Enter filing method.
Cash method requires the payment of tax based on payments received during the month covered by the tax return.
Accural method requires the payment of tax based on transactions billed during the month covered by the tax return.

IV. IDENTIFICATION OF OWNER(S) OR CORPORATE OFFICERS.

Enter as many applicable, attach a separate sheet if additional space is required.
If this business previously held a GRIC business license so indicate and enter the license number.

V. INDIVIDUALS AUTHORIZED TO RECEIVE BUSINESS LICENSE INFORMATION.
Complete as indicated

VI. LOCATION OF TAX RECORDS
Complete as indicated

VII. BUSINESS PURCHASE INFORMATION.
Complete this section of you acquired an existing business. Please note, all or part of a business may be acquired or succeeded to "in any manner" which included, but is not limited to,

acquisition by purchase, lease, repossession, bankruptcy proceedings, default or through the transfer to a third party.

VIII. GENERAL INFORMATION
Please provide bank, credit or trade references. If none, individuals may enter personal references.

IX. CONSENT TO LIABILITY
You will receive a copy of Title 13 with your license. You acknowledge that you are responsible for reading Title 13 and consent to liability for and payment of all applicable taxes.

X. SIGNATURES
The application must be signed only by individual(s) legally responsible for the business, not agents or representatives.
Gila River Indian Community
Business License Application

*PLEASE PRINT*

I. Type of Application

<table>
<thead>
<tr>
<th>Type of License</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New</td>
<td>☐ Annual License-Non Member ($150.00 fee)</td>
</tr>
<tr>
<td>☐ Change</td>
<td>☐ Annual License-GRIC Enrolled Member ($5.00 fee)</td>
</tr>
<tr>
<td>☐ Renewal, License # ___________</td>
<td></td>
</tr>
<tr>
<td>☐ Update, License # ___________</td>
<td></td>
</tr>
<tr>
<td>GRIC Member Number ___________</td>
<td></td>
</tr>
<tr>
<td>☐ Special Event ($30.00 fee)</td>
<td></td>
</tr>
</tbody>
</table>

II. Type of Ownership

<table>
<thead>
<tr>
<th>Owner Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Individual</td>
<td>☐ Association</td>
</tr>
<tr>
<td>☐ Partnership ☐ General ☐ Limited</td>
<td>☐ Not for Profit Organization</td>
</tr>
<tr>
<td>☐ Limited Liability Partnership</td>
<td>Attach IRS Letter of Determination</td>
</tr>
<tr>
<td>☐ Limited Liability Company</td>
<td>☐ Corporation ☐ C Corp ☐ Sub S</td>
</tr>
</tbody>
</table>

III. Business Information

<table>
<thead>
<tr>
<th>Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Legal Business Name</td>
<td>2) Employer ID Number (EIN) or SSN (Individual)</td>
</tr>
<tr>
<td>3) Business Name or DBA Name</td>
<td>4) Contact Name __________________________</td>
</tr>
<tr>
<td>5) Email Address</td>
<td>6) Business Address</td>
</tr>
<tr>
<td>7) Mailing Address (If different from Business Address)</td>
<td>8) In Care of or Attn:</td>
</tr>
<tr>
<td>9) Business Phone Number</td>
<td>10) Is Your Business Located on the Gila River Indian Community Reservation? ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

11) Detailed description of your business activity *(describe major business activity: principal product you manufacture, commodity sold, or services performed)*

12) Location of business activity on the Gila River Indian Community (GRIC)

13) Date business started on GRIC

14) Date Sales Began on GRIC

15) Estimated Gross Sales

16) Filing Method ☐ Cash ☐ Accural

IV. Identification of Owner (and spouse if married) Partners, Corporate Officers

Members and/or Managing Members of Officials *(if more space needed attach a separate sheet)*

<table>
<thead>
<tr>
<th>Name (Last, First, M.I.)</th>
<th>SSN</th>
<th>Title</th>
<th>% owned</th>
<th>Residential Address</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

Revised 06/10/16
Did you have a previous Gila River Indian Community Business License?  □ Yes  □ No  If yes, license # ______

V. Individuals Authorized to Receive Business License Information not Listed Above.


VI. Location of Tax Records (by whom and where your records are kept)
Name of Company

Person to Contact

Address (City, State, and Zip Code)

Phone Number


VII. Business Purchase Information
Did you buy an existing business?  □ Yes  □ No
If yes, did that business conduct business on the Gila River Indian Community?  □ Yes  □ No
Did the business have a license issued by the Gila River Indian Community?  □ Yes  □ No

Previous Business Name

Previous Owner's Name

Previous Business Owner's Address

Previous Owner's Phone Number

GRIC Business License Number


VII. General Information (bank, credit, trade) - Individuals May Use Personal References

References:
Name (Last, First, MI)  Address  Phone Number  Relationship


VIII. Consent to Liability (initials required) □□□□□□□□
You will receive a copy of Title 13 with your license. This an acknowledgement that you are responsible for reading Title 13, and consent to liability for and payment of all taxes imposed by it, and as it may be amended by GRIC Community Council in the future.

IX. Signature(s) by Individuals Legally Responsible for the Business
This application must be signed by a sole owner, two partners, two corporate officers, members and/or managing members, the trustee, receiver or personal representative of an estate.

Under penalty of perjury I (we) declare that the information on this document is true and correct.
Giving false information could result in disapproval and/or revocation of my business license.

Type or print name  Title  Signature  Date


Revised 06/10/16