

Heber-Overgaard Chamber of Commerce  
2774 Highway 260  
P.O. Box 1926  
Overgaard, AZ 85933-1926  
(928) 535-5777  
E-Mail: coc@heberovergaard.org

**For Office Use Only**

Date App. Rec'd \_\_\_\_\_

Booth Assignment \_\_\_\_\_

2020 Oktoberfest Festival  
Friday, Sept. 18th & Saturday, Sept. 19th ,2020 @ Tall Timbers Park

**Booth Application for Arts & Craft Vendors**

**PLEASE PRINT**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of items for sale and space needed: **PLEASE BE VERY SPECIFIC.**  
**Any item sold that is not listed, may result in rejection of participation at the time of the event. Please use the back of form if more space is required.**

Special Needs: (2 or more spaces, electrical needs, etc.)

The booth fee is \$125 per 10x10 space and is **NON-REFUNDABLE**. Each booth space will only be a 10'x10' (If additional space is needed you must purchase a second space (10x10 for \$125.00) Deadline to reserve the same space assignment from the previous year's event is **August 31, 2020**. All booth assignments will **ONLY** be sent out after payment has been received and **NO** booth changes are allowed once assigned. We will email your assigned booth after this date.

\*All applications are subject to staff approval. Electrical power will be available for only a few select booths and are on a first come basis. You must provide your own power cords.

**NO EARLY BREAK DOWN OF A BOOTH IS ALLOWED WITHOUT PRIOR PERMISSION FROM THE CHAMBER OF COMMERCE EVENT CORDINATOR.**

Applicant represents that they have a **current Arizona sales tax license and will be responsible for all compliance**. The local tax rate is 6.5%. I have read and understand and agree to comply with the instructions set forth by the Heber-Overgaard Chamber of Commerce for my booth at the Oktoberfest Festival. I agree to not hold Heber-Overgaard Chamber of Commerce responsible for any loss of property during this event. Failure to comply with the guidelines herein set forth may result in cancellation of this application.

Signature \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed application and your check payable to:  
**Heber-Overgaard Chamber of Commerce (address above)**  
We will send your confirmation & booth assignment prior to the event **via email**.

## Vendor Information and Instructions

- Where: Tall Timbers Navajo County Park  
2774 AZ-HWY 260, Overgaard, AZ 85933
- Sponsored by: Heber-Overgaard Chamber of Commerce
- Fee: \$125 – Arts & Craft Vendor Booths (includes Friday & Saturday)  
\$175 – Food & Beverage Vendor Booths (includes Friday & Saturday)  
**ALL FEES ARE NON-REFUNDABLE.**
- Application Deadline: For payment made with a check or money order August 31st, 2020. After which all Applications received must pay the entry fee with cash or credit card only.
- Booths: Spaces are approximately 10' X 10' and will be pre-assigned. Booths must be constructed to withstand the elements, including rain and wind. Canopies are permitted with ropes or tie-downs within space area. Power and water is available for food vendors. Vendors must supply their own power cords and hoses. Picnic tables and garbage cans will be available. Deadline to reserve the same space assignment from the previous year's event is **August 31<sup>st</sup>, 2020** after this date specific booth location requests will be handled on a first-received basis. **Payment must also be received prior to receiving a booth assignment.**
- Show Hours: Friday, Sept. 18<sup>th</sup> 1pm-10pm – Saturday, Sept. 19<sup>th</sup> 10am-5pm (On Friday the Beer Garden will be open until 8:30pm and music until 10pm, you may choose to remain open during this time, however, you are only required to stay open until 6pm.) **NO EARLY BREAK DOWN OF A BOOTH IS ALLOWED WITHOUT PRIOR PERMISSION FROM THE CHAMBER OF COMMERCE EVENT CORDINATOR.** All booths must remain open until festival ends September 19<sup>th</sup> at 5pm.
- Sales Tax: The local sales tax rate is 6.5%.
- Signs: Signs must clearly identify all food booths in the food vendor area. All cooking and food service areas must be kept clean and orderly. Must comply with Navajo County Food Service Guidelines. Failure to comply with guidelines will result in eviction from the show with no refund.
- Vendor Check-in: Check-in at the Chamber of Commerce booth Thursday, Sept 17<sup>th</sup> from 9am to 4pm. Check-In at the Chamber of Commerce Booth Friday, Sept. 18<sup>th</sup> from 8-11am. On Friday set-up must also be completed and all vehicles out of the area no later than 12pm.
- Vendor RV camping is available free of charge.** Located at Tall Timbers Park Only. No electricity, water or showers are available. Please no generators running after 8pm.
- Compliance: **Applicant represents that they have a current Arizona sales tax license and will be responsible for any and all compliance.**