Heber-Overgaard Chamber of Commerce

**For Office Use Only**

Date App. Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2774 Highway 260

P.O. Box 1926

Overgaard, AZ 85933-1926

(928) 535-5777

E-Mail: coc@heberovergaard.org

**2021 Fall Festival Festival**

Friday, Sept. 24th & Saturday, Sept. 25th 2021 @ Tall Timbers Park

**Booth Application for Arts & Crafts Vendors**

**PLEASE PRINT**

**Company & Owner(s) Name:**

**Mailing Address:**

**E-Mail: Phone:**

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

**Description of items for sale and number of spaces needed:** **PLEASE BE VERY SPECIFIC.**

**Any item that not listed it may result in rejection of participation at the time of the event. Please use the back of form if more space is required. (Power & Water is not available. Please bring a generator if you need power).**

The booth fee is $145 per 10 x 10 space and is **NON-REFUNDABLE**. Please indicate number of spaces needed .

Deadline to reserve the same space from the previous year’s event is **August 31st, 2021**.

All booth assignments will **ONLY** be assigned after payment has been received and **NO** booth changes are allowed once assigned**.** We will give you your assigned space number at check-in.

\*All applications are subject to staff approval.

Applicant represents that they have a ***current* Arizona sales tax license and will be responsible for compliance**. The local tax rate is 6.5%. I have read, understand and agree to comply with the instructions set forth by the Heber-Overgaard Chamber of Commerce for my booth at the Fall Festival 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return this completed application and your check payable to:

**Heber-Overgaard Chamber of Commerce (address above)**

 We will assign your booth space to you at the time of check in.

 **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: $145 – Arts & Craft Vendor Booths (includes Friday & Saturday)

\*\* **ALL FEES ARE NON-REFUNDABLE \*\***

Application Deadline: For payment made with a check or money order September 10, 2021. After which

 all applications received must pay the entry fee with cash or credit card only.

Booths: Booths spaces will be assigned at check-in and must be constructed to withstand the elements, including rain and wind. Canopies are permitted with ropes or tie-downs within space area. Arts & Crafts Vendor needing power must supply their own generator. Picnic tables and garbage cans will be available. Deadline to reserve the same space assignment from the previous year’s event is **August 31st, 2021** 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. 24th 1pm-10pm & Saturday, Sept. 25th 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.)

 **All booths must remain open until festival ends September 25th at 5pm**.

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

Sales Tax: The local sales tax rate is 6.5%.

Security Security is available upon request. A donation of any amount to the Sherriff’s Auxiliary Volunteers providing security is appreciated. If you want 24hr security for you space please initial here \_\_\_\_ \_\_. Your donation will be collected at check in. If you DO NOT want security, please initial here .

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 is Thursday, Sept.23rd from 9am to 4pm. Check-In at the Chamber of Commerce Booth Friday, Sept. 24th 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 electric, water or showers are available. Please no generators running after 8pm.

Compliance: **Any county or state license is the responsibility of the vendor to obtain and maintain. If you have any questions, check with ADOR.**