



VENDOR APPLICATION

2026 Fall Festival

Event Dates

CHECK IN: Thursday, September 24, 2026: 10:00 AM – 2:00 PM (Vendors are welcome to set up once they have checked in)

Friday, September 25, 2026: 10:00 AM – 5:00 PM

Saturday, September 26, 2026: 9:00 AM – 5:00 PM

Sunday, September 27, 2026: 9:00 AM – 2:00

Event Location

Mountain Meadow Recreation Complex

1101 S. Woodland Road

Lakeside, AZ 85929



Event Host

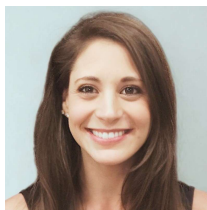


Chamber of Commerce For Pinetop-Lakeside

Call/Text: 928-205-19891

Email: PinetopChamber@gmail.com

Event Head Coordinator



Jennifer Butterbrodt

Chamber Board Member

Cell: 928-369-8645

Email: jlbutterbrodt@gmail.com





VENDOR APPLICATION

IMPORTANT

The Vendor Overview The Vendor is granted a non-exclusive license to occupy a designated booth or space at the Fall Artisan Festival solely for the purpose of displaying and selling handmade artisan goods, crafts, or other products pre-approved by the event organizers.

The Organization Overview The Pinetop-Lakeside Chamber of Commerce is a 501(c)(6) nonprofit organization dedicated to promoting business, community, and economic vitality in the White Mountains region. As the host/organizer of the annual Fall Festival (a cultural and civic-related event featuring artisans, vendors, community activities, and local engagement), the Chamber collects revenue primarily through vendor booth fees, sponsorships, admissions (if any), and related activities to support chamber operations and community initiatives. If you would like to learn more, please visit plazchamber.com or email pinetopchamber@gmail.com

By submitting an application, the Vendor acknowledges that they have read and fully understand their responsibilities to the event, have provided truthful and complete information, and agree to abide by all terms set forth in the Vendor Application, Vendor Agreement, and Vendor Terms & Conditions.

Product that promotes substance use, nudity (in any capacity, including cartoons, animals etc.), exploits minors, etc. will be automatically denied. The event committee will decide if submitted work falls into PICO rating. No reconsideration will be given. Denial due to PICOE will not provided reasoning or details, only the rating. Vendor will also be permanently ineligible in all future events.

The Chamber of Commerce for Pinetop-Lakeside has the final authority to determine if the artist applicant and/or their product meets these guidelines and reserves the right to approve/reject the applicant and/or product

Owner Signature: _____ Date: _____

Printed Name: _____





VENDOR APPLICATION

Booth Selection

Vendor Business Name _____

EVENT LAYOUT AND MAP

- **REQUESTS:** All booth locations are considered fair and equitable. In the final stage of booth map layout, location requests will be considered once all other layout priorities have been met. Requests will be considered based on a clear need and not preference. All documents and payments must be received and processed in order for request to be reviewed for consideration.
- **LOCATION:** All booths will be placed in the best interest of the event, to uphold guest experience expectations and safety, with consideration to type of booth and adherence to venue requirements.
- **RELOCATION:** The Chamber of Commerce for Pinetop-Lakeside reserves the right to make any necessary layout changes. An exhibitor may be relocated if it is deemed necessary and in the best interest of the Event.

EVENT BOOTH DISPLAYS

Absolutely ALL displays, inventory, boxes, products etc. MUST BE CONTAINED inside of exhibitor booth space. Distribution of samples and literature is strictly limited to the confines of the exhibitor booths.

BOOTH DETAILS

Booth Assignment and Fees

- Booth size: Standard 10ft x10 ft
- Booth fees are for full event weekend;
- Refunds / Cancellations etc. see Vendor Agreement
- Payment: Each registrant will be contacted for payment after registration has been reviewed
- Corner/premium locations: Additional fee if requested and available.

Booth Appearance: Maintain clean, professional, attractive display consistent with event theme. No signage blocking neighboring booths.

BOOTH PURCHASE SELECTION

Fill in Purchase Quantity, Payment Total & Type (Payment can be made by card & then submit app)

- _____ 1 Chamber Member ONLY | 1 Standard Booth (10' x 10') = \$150
- _____ 1 Non-Profit (non-chamber member) | 1 Standard Booth (10' x 10') = \$200
- _____ 1 Standard Booth (10 x 10') = \$250
- _____ 1 Large Booth or double booth (10' x 20') = \$450
- _____ 1 Corner/Premium Standard Booth (10' x 10') = \$600+ (LIMITED, CALL FIRST)
- _____ 1 Standard Food Truck = \$350 (must have a quiet generator)
- _____ Electricity / Access to water needed (additional charge, will review during payment contact)

***Proof of permanent (27+ weeks/year) residency required:**

- Driver's License or other state government / business issued identification must include owner's name and physical address in the White Mountain area (NO P.O. BOX) or 1 Utility bill in owner's name with local address
- Current Arizona TPT (Transaction Privilege Tax) License with Pinetop-Lakeside Jurisdiction Required
- All Vendors must register for a Single Vendor Permit with the Town of Pinetop-Lakeside & Must display permit during the length of the event





VENDOR APPLICATION

Rules & Agreement

Vendor Business Name _____

ORGANIZER RIGHTS & RESPONSIBILITIES

- Provide designated booth space, basic event promotion, security (limited), and amenities (e.g., restrooms, parking as available).
- Reserve right to relocate booths for operational reasons.
- May cancel or modify event due to weather, low attendance, or force majeure without liability beyond refund of booth fee (prorated if partial event held).
- No guarantee of sales or attendance.

CONDUCT

Vendors represent the Pinetop-Lakeside community and the Chamber of Commerce during the event.

Vendors are expected to:

1. Be courteous, respectful, and welcoming to all members of the local community, customers, visitors, and event volunteers at all times.
2. Provide friendly and engaging customer service to anyone within a 5-foot radius of their booth. This includes greeting customers in a warm and friendly manner upon approach, thanking them for their interest or support (whether they purchase or not), and engaging in basic, positive conversation to enhance the visitor experience.
3. Maintain a positive, inclusive atmosphere that reflects community values—no aggressive selling, negative comments, or behavior that could detract from the event's family-friendly, welcoming vibe.

Vendor Misconduct Includes but Not Limited To:

1. Aggressive selling, loud music/devices
2. Pets / animals (service animals excepted, must be communicated prior)
3. Behavior disruptive to patrons/other vendors.

RULES

1. No subletting booth space.
2. No Early Break Down (Booth must remain open and tended until festival ends each day)
3. No Late Open
4. No Smoking or Vaping
5. No consumption of alcohol
6. All Vendors must be sober
7. No Vehicles on the premises (must park in vendor only parking ONLY)
8. NO CAMPING
9. NO RV PARKING (There are several campsites and RV areas in our area, you are responsible for your own lodging)
10. NO OVERNIGHT PARKING
11. GENERATORS MUST BE AT APPROPRIATE DECIBELS, AND CANNOT DISRUPT NEIGHBORING VENDORS OR GUESTS, YOU WILL BE ASKED TO TURN IT OFF
12. NO Sound Devices
13. NO selling or solicitation of products/services that have not been approved

FAILURE TO COMPLY

Violation of any rules or this contract is basis of expulsion. The Chamber of Commerce for Pinetop-Lakeside may close a booth that fails to cooperate.

Owner Signature: _____ Date: _____

Printed Name: _____





VENDOR APPLICATION

Legal & Compliance

Vendor Business Name _____

REFUNDS & CANCELLATIONS

All fees are non-refundable except as outlined below.

Vendor Cancellation:

- Cancellations received in writing (via email to pinetopchamber@gmail.com) more than 15 days prior to the event start date will receive a refund of the booth fee, less a \$50 non-refundable processing/administrative fee (to cover costs already incurred).
- Cancellations received 15 days or fewer prior to the event start date are non-refundable.
- No-shows or failure to notify the Organizer of cancellation will result in forfeiture of the full booth fee and may impact eligibility for future events.

Event Cancellation or Modification by Organizer: The Organizer reserves the right to cancel, postpone, shorten, or modify the event due to inclement weather, low attendance, venue issues or other circumstances beyond its control. In such cases:

- If the event is fully canceled with no rescheduled date, booth fees will be refunded (less any non-recoverable costs at the Organizer's discretion) via mailed check post-marked by November 1st, 2026.
- If the event proceeds in a modified form (e.g., shortened days), no refunds will be issued.
- Events are rain-or-shine; no refunds will be given due to weather
- Vendors are not permitted to vacate due to weather
- If Organizer cancels or postpones event due to safety concerns e.g. lightning, communication will be sent via email. No refunds will be given

Emergency, Family, Medical, or Hardship Requests: Requests for exceptions (e.g., due to medical emergency, family hardship, or other extenuating circumstances) will be considered on a case-by-case basis

LICENSE & PERMIT

1. Obtain and display a valid Arizona Transaction Privilege Tax (TPT) license at booth (via AZDOR.gov).
2. Collect and remit TPT on all taxable sales (~9.43% combined state + county + town rate; food for immediate consumption may differ).
3. Comply with all Town of Pinetop-Lakeside vendor permit requirements (Single Vendor or Annual Vendor Permit) – Must be displayed during event
4. Follow health/safety rules (e.g., food vendors need Navajo County health permits).

INSURANCE

Vendor must carry general liability insurance (minimum \$500,000 coverage. Proof of insurance due with Agreement.

INDEMNIFICATION

- Vendor assumes all risk for goods, equipment, and personal property. Organizer, its officers, volunteers, and The Town of Pinetop-Lakeside are not liable for loss, theft, damage, or injury arising from Vendor's participation.
- Vendor agrees to indemnify, defend, and hold harmless Organizer (and affiliates) from any claims, damages, or liabilities arising from Vendor's acts, products, or booth activities.

INTELLECTUAL PROPERTY & PHOTOGRAPHY

Vendor grants Organizer non-exclusive license to photograph/video booth/products for promotional use (website, social media, future marketing). Vendor warrants no infringement of third-party IP.

TERMINATION

Organizer may terminate this Agreement immediately for violation of terms (e.g., unapproved products, non-compliance with tax/permit rules) without refund. Vendor may withdraw by written notice; fees non-refundable after approval.

ENTIRE AGREEMENT

This document constitutes the full agreement. Amendments in writing only, signed by both parties.

Organizer Signature: _____ Date: _____

Organizer Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____





For Internal Use ONLY

VENDOR APPLICATION

Booth Cat:

Booth Color:

Booth #

Vendor Business Name (As it will appear on booth signage & event marketing):

Owner Full Name: _____

Owner Cell Number: _____

Owner Email: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business / Studio Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Phone Number: _____

Website: _____

Business Email Address: _____

Additional Contact Name: _____

Additional Contact Cell Number: _____

Date Received:

For Internal Use ONLY

Approved YES / NO :

Date Paid:

Approved By:

Amount Paid:

Status Emailed On:





VENDOR APPLICATION

Applicant Product Information

Vendor Business Name _____

PRODUCT CATEGORIES – CHECK ALL THAT APPLY

- | | |
|---|---|
| ☐ Artisan Gourmet (Packaged) Food
(honey, seasoning, flour, etc.) | ☐ Holiday / Seasonal |
| ☐ Pottery / Ceramic | ☐ Kids |
| ☐ Painting / Photography / Drawing | ☐ Craft / Hobby |
| ☐ Henna Tattoos | ☐ Toys |
| ☐ Clothing / Accessories | ☐ Large Sculpture / Wood |
| ☐ Face Painting | ☐ Toys |
| ☐ Health/Beauty | ☐ Music Entertainment |
| ☐ Home/Decor | ☐ Food Truck |
| ☐ Jewelry | ☐ Other |

Product Description (5-7 sentences MAX)
