



# Non-Profit Vendor Application

Contact Name \_\_\_\_\_

Non-Profit Name \_\_\_\_\_

Resale # or Tax ID \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail(s) \_\_\_\_\_ Website \_\_\_\_\_

### Booth Space Selection:

- Single Booth Space, no retail sales \$35
- Double Booth Space, no retail sales \$70
- Single Booth Space, with retail sales \$50
- Double Booth Space, with retail sales \$100
- Table Rental \$10 each 8'

### Onsite Check-in and Set-up

- Thursday, October 12, 1pm-4:00pm
- Friday, October 13, 8am-10am
  
- Electricity Required \$25

### Describe the purpose of your organization and non-profit classification:

**Booth: Do you intend to sell products at your booth? YES \_\_\_ NO \_\_\_** (Any food sold, prepackaged or prepared on site, must comply with all Arizona and Santa Cruz County regulations) Manufactured goods must be readily identified as related to the non-profit. Handcrafted items and bake sales are permissible.

**If yes, please describe what you will be selling**

**What % of your booth will be informational?** \_\_\_\_\_

**What % of your booth will be items for sale?** \_\_\_\_\_

**We will have raffle items** \_\_\_\_\_

**We will have a donation jar** \_\_\_\_\_

**We will sell tickets to an event or general admission to our facility** \_\_\_\_\_

**Space Requests:** Do you have any special requests or needs?

- Handicap Parking
- Proximity to another vendor \_\_\_\_\_
- Other \_\_\_\_\_

**\*\*Please note\*\*** Space assignments for non-profit **\*\*Please note\*\*** Requests are considered, but not guaranteed.

Returning vendors have priority for spaces until April 15<sup>th</sup>, after that it is first come/first assigned. Occasional changes will be made to space assignments due to special needs at festival discretion up to and including day of festival set-up. Effort will be made to limit changes.

**Tent Weights:** Please describe your tent weights \_\_\_\_\_

**Payment Information:** Please note that payment of the fee is not a guarantee of acceptance. No cash refunds will be given for cancellations within 45 days of festival. If you cancel a minimum of 7 days prior to the festival, you may use your booth fee as a credit towards the next Patagonia Fall Festival. Within 7 days of the festival, no refund or credit will be given.

Payment enclosed:

Single Booth Space \$35    Double Booth Space \$70    Single Booth Space with Retail Sales \$50

Double Booth Space with Retail Sales \$100    Other \$ \_\_\_\_\_

Total fees paid \$ \_\_\_\_\_   Make checks out to SITA Fall Festival

# RULES & REGULATIONS

Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Patagonia Fall Festival.

- **VENDOR WELCOME PACKET**

Vendor welcome packets will be given to you during check-in at to the festival.

- **BOOTH ASSIGNMENTS** are NOT guaranteed. Festival management reserves the right to change assignments up to and including day of check-in due to special needs. Effort will be made to limit changes. Special Requests (e.g. location, proximity to other exhibitors, etc.) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type.

- **CANCELLATIONS & REFUNDS** No refund will be given for cancellations after 45 days prior to the festival. If you cancel 7 days prior to the festival, you may use your booth fee as a credit towards the next Patagonia Fall Festival on acceptance. Within 7 days no refund or credit will be given.

- **SALES TAX & REPORTING** All vendors are responsible for all sales tax from the Town of Patagonia and Arizona Department of Revenue.

- **VENDOR CONDUCT** Vendors are required to occupy their booth for all three days for the duration of the festival hours. Vendors that leave either before or during the festival will not be invited back to any other SITA event.

Vendors should arrive on time to the festival allowing for adequate time to unload and set up their materials. The Festival does NOT provide set up, unloading or loading assistance for exhibitors. Intoxication is intolerable. No liquor, smoking or drugs should be in evidence at ANY TIME. Pursuant with Arizona State Law, smoking is ONLY permitted OUTSIDE of the festival area. Inappropriate and/or foul language will also not be tolerated. If your behavior is deemed unruly at any time during the festival, SITA reserves the right to expel you from the festival and refuse your participation in any future festival. A refund will not be given in the event of disqualification due to unruly behavior.

- **PARKING** Vendors must park their vehicle during show hours only in the designated EXHIBITOR PARKING area. Parking adjacent to the festival is available only during loading/unloading. Vehicles left in visitor parking spaces will be towed at owner's expense.

- **BOOTH SPACE** Display areas should be kept free of storage boxes, sloppy tablecloths or clutter at all times. SITA reserves the right to require changes to an vendor's display at any time. Vendors are liable for their own trash within their allotted space prior to, during and following the festival. A vendor leaving refuse will be fined a minimum of \$100 for clean-up following the festival and does so at the risk of not be invited to a future show.

- **COMPLIANCE** Pursuant with State Law, scheduled Fire Department, Health Department and Building Safety Inspectors will be present on site prior to the festival to issue the final permit. Exhibitors must comply with all inspector instructions or modifications to their space and set up so that they are in compliance with pertinent fire codes, laws, ordinances and regulations pertaining to the festival.

- **SECURITY** Festival grounds will be monitored by security services overnight. SITA, the Town of Patagonia, Security Personnel, and Festival Management are not liable for damage, theft or other destruction of artist display, product or bodily harm.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RELEASE & HOLD HARMLESS

This agreement is entered into by and between the Sky Islands Tourism Association and Town of Patagonia (Producer) and the vendor filling out, signing, and returning the application (Vendor). The Vendor hereby indemnifies and holds the Producer, its agents, employees and servants from any and all claims, including costs and attorney's fees resulting there from, arising out of said Vendor's participation in any and all events which have been organized by or through Producer. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and arts or crafts to their designated location, the set up and display of any such structure and art or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants, or the Vendor or its agents, employees and servants.

The Vendor hereby expressly assumes any risk of harm to the Vendor, works of art or craft, guests or guests' property arising out of their participation and the participation of other vendors or agents in any given festival organized by Producer, including any risk resulting from the particular location of the space designated for them by the Producer. The Vendor agrees to hold harmless the Producer from any and all liability for damages to persons or property from any source. If weather, other acts of Nature, or other reasons beyond the control of the Artist or Producer causes the event's cancellation, Vendor entry fees will not be returned and the Producer will not be held liable to Vendors for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect for the duration of the festival.

## PLEASE SIGN AND INITIAL

\_\_\_\_\_ The non-profit vendor will display no products for sale that have not been pre-approved by the festival committee.

\_\_\_\_\_ I agree to abide by the policies set forth by the Sky Islands Tourism Association and the rules governing the event. I understand that any deviance from the above rules and regulations will result in termination in my participation in the Festival.

\_\_\_\_\_ I agree to allow my images included in this application as well as any pictures of my booth taken at the festival to be used in all SITA promotional materials, or published advertising.

\_\_\_\_\_ I WILL NOT SELL OR EXHIBIT ANY IMPORTED OR MANUFACTURED GOODS FROM MY SPACE (other than legitimate logo items pertaining directly to the participating non-profit)

\_\_\_\_\_ I have read and will adhere to the accepted tent weight requirements included in this application.

\_\_\_\_\_ I agree to defend, indemnify and hold harmless SITA, the Fall Festival administration, employees and volunteers, from and against all claims including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason or be alleged to be caused by the undersigned's participation in the Festival. The undersigned further agrees to provide a Certificate of Insurance for liability coverage.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Send pages 2, 3 & 4 with your deposit to SITA Fall Festival**

SITA - Patagonia Fall Festival  
PO Box 241  
Patagonia, AZ 85624

(520) 345-4172

patagoniafallfestival@gmail.com

www.patagoniafallfestival.com