



# Specialty Food Vendor Application

Vendor Name \_\_\_\_\_

Business Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

## Booth Space Selection:

- Single Booth Space \$195
- Premium Booth Space \$220
- Double Booth Space \$395
- Table Rental \$10 each 8'

## Onsite Check-in and Set-up

- Thursday, October 12 1pm-4:00pm
- Friday, October 13 8am-10am

## Electricity Required

- 15 amp \$25  30 amp \$40 Other \_\_\_\_\_

**Describe your Product:** (Please include 4-6 sentences detailing: How you prepare your product? What materials are used in the process? What will you be selling and the price range for your products?)

**Display:** How do you display your products? For example: tables, grid work, display cases.

**Images:** Your application must include 6 digital images: 3 of your artwork, 1 image of your work in your booth, 2 images of the artist creating the work and the workshop. These can be sent via email. (jpg, jpeg, tif preferred)

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

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

**\*\*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 the non-refundable jury fee payment is not a guarantee of participation. Your application will not be considered without payment of the jury fee. On acceptance, SITA will hold your space for up to 30 days pending payment in full. 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, no refund or credit will be given.

Payment enclosed:

- Jury Fee \$20 (separate check please, non-refundable)
  - Single Booth Space \$195  Premium Booth Space \$220  Double Booth Space \$395 Other \$ \_\_\_\_\_
- (checks for booth payment will be cashed prior to jury date, they will be considered a deposit on space, pending acceptance)

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 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.

- **VENDOR COMMISSIONS** No commission on vendor sales will be retained by Festival Management.

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

- **VENDOR CONDUCT** The artist who produces the artwork must be on site for a minimum of 50% of the festival. 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 a 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 artwork described in this application is designed by me, the artist, and I will remain present on site a minimum of 50% of the total show hours.

\_\_\_\_\_ 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 of my participation in the Festival.

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

\_\_\_\_\_ I WILL NOT SELL OR EXHIBIT ANY IMPORTED OR PRE-MANUFACTURED GOODS FROM MY SPACE. (Up to 5% of complementary manufactured items may be offered with approval)

\_\_\_\_\_ 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