

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 _____

2018 4th of July Festival
Saturday, July 7th & Sunday, July 8th, 2018 @ 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.**
If any item is sold that is not listed it may result in rejection of participation at the time of the event. Use back of form if more space is required.

Special Needs: (2 or more spaces, electrical needs, water, 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 the additional space at the rates quoted above.) To reserve the same space from the 2017 event, the application and payment must be received no later than June 9th, 2018.** **Booth assignments will be sent via email after this date.** All applications are subject to staff approval. 110-volt electrical power and water will be available. You must provide your own power connections and hoses. Booth Assignments will only be sent out after payment has been received. NO booth changes are allowed once assigned. **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 compliance**. The local tax rate is 6.1%. 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 4th of July 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 event **via email**.



Vendor Information and Instructions

- Where: Tall Timbers Navajo County Park
Highway 260, Overgaard, AZ 85933
- Sponsored by: Heber-Overgaard Chamber of Commerce
- Fee: \$125 – Arts & Craft Vendor Booths (includes Saturday & Sunday)
\$175 – Food & Beverage Vendor Booths (includes Saturday & Sunday)
ALL FEES ARE NON-REFUNDABLE.
- Application Deadline: June 2nd, 2018 for payments made with a check or money order
July 6th, 2018 for payments made with cash 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. Specific booth location requests must be submitted by **June 9th, 2018** and will be handled on a first-received basis. **Payment must also be received prior to receiving a booth assignment.**
- Show Hours: Saturday Noon-5pm, Sunday 11am -5pm **NO EARLY BREAKDOWN PERMITTED!**
All booths must remain open until festival ends July 8th at 5pm
- Sales Tax: You must hold a current Arizona Sales Tax License. The local sales tax rate is 6.1%.
- 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: Please check in with the Chamber of Commerce on Friday July 6th from 9am to 4pm to receive a Vendor Pass. Saturday setup starts at 7am **(MUST BE ON SITE BEFORE 9AM SATURDAY JULY 7TH – DUE TO THE CLOSURE OF HIGHWAY 260 (FOR THE PARADE) STARTING AT 10:30AM UNTIL APPROXIMATELY 1PM.**
- Vendor RV camping is available free of charge.**
Located at Tall Timbers Park Only. No electric, water or showers are available for campers. Please no generators running after 8pm.
- Compliance: **Applicant represents that they have a current Arizona sales tax license and will be responsible for compliance.**