

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 Oktoberfest Festival
Saturday, Sept. 22nd & Sunday, Sept. 23rd, 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 Sept. 1st, 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 for only a few A/C Vendors, 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.**

It is the Applicant's responsibility to have, if required, a current Arizona sales tax license and be responsible for any and all compliance. The current total local sales tax rate in Overgaard, AZ 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 Oktoberfest 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: September 14th 2018 for payments made with a check or money order, after this date and up to September 21st, 2018 ALL payments must be paid 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 **September 1st, 2018** and will be handled on a first-received basis. **Payment must also be received prior to receiving a booth assignment.**
- Show Hours: Saturday 11am-5pm, Sunday 11am -3pm **NO EARLY BREAKDOWN PERMITTED!**
All booths must remain open until festival ends September 23rd at 3pm.
- Sales Tax: The local sales tax rate in Overgaard, AZ 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: All vendors must check in with the Chamber of Commerce on Friday, September 21st from 9am to 4pm prior to set up to receive a Vendor Pass and verify space assignment.
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: It is the Applicant's responsibility to have, if required, a current Arizona sales tax license and Be responsible for any and all compliance.