

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 _____

2019 Oktoberfest Festival
Saturday, Sept. 28th & Sunday, Sept. 29th, 2019 @ 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.**
Any item sold that is not listed, may result in rejection of participation at the time of the event. Please use the 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.)

The deadline to reserve the same space from the previous year's event in **September 13th 2019**. All booth assignments will **ONLY** be sent out after payment has been received and **NO** booth changes are allowed once assigned. We will email your assigned booth after this date.

*All applications are subject to staff approval. Electrical power will be available for only a few select booths and are on a first come basis. You must provide your own power cords.

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 all compliance**. The local tax rate is 6.1%. I have read and 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: Sept. 13th, 2019 for payments made with a check or money order. Any applications Received after this time must pay the entry fee with cash or credit card 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 13th, 2019** 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 and Sunday 11am -3pm
NO EARLY BREAK DOWN OF A BOOTH IS ALLOWED WITHOUT PRIOR PERMISSION FROM THE CHAMBER OF COMMERCE EVENT CORDINATOR.
All booths must remain open until festival ends September 29th at 3pm.
- Sales Tax: 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 at the Chamber of Commerce booth Friday September 27th from 9am to 4pm to receive a Vendor Pass.
MUST BE ON SITE BEFORE 8AM SATURDAY SEPTEMBER 28TH. ALL VEHICLES MUST BE OUT OF THE VENDOR AREA BEFORE 9AM AND PARKED IN THE VENDOR RESERVED AREA.
- Vendor RV camping is available free of charge.** Located at Tall Timbers Park Only. No electric, water or showers are available. Please no generators running after 8pm.
- Compliance: **Applicant represents that they have a current Arizona sales tax license and will be responsible for any and all compliance.**