



The Chamber Page Lake Powell  
 P.O. Box 727, Page, AZ 86040  
 Telephone 928-645-2741 Fax 928-645-3181  
 Email: [chamber@pagechamber.com](mailto:chamber@pagechamber.com)  
 Website: [www.pagechamber.com](http://www.pagechamber.com)

**Booth Space  
Number**

(For Office Use Only)

**LAKE POWELL BALLOON REGATTA VENDOR FAIR**  
 November 2-3, 2018  
**VENDOR BOOTH AGREEMENT**

Name/Business/Organization	
Address	
City/State/Zip	
Phone	
E-Mail Address	
Detail items to be sold: (be specific listing each item). ➔ If selling food, please attach menu. Forms are with application for food permits that are required.	
Number of Booths	
<b>Size of Your Booth</b> Width: _____ Length <b>(Include tongue &amp; hitch)</b> _____ Additional space needed for awnings Ends _____ Side _____  Please make sure you have included full measurements of the vehicle you will be placing in the booth space the space is limited to the 10' x 10' please make sure your vehicle will fit in this space. <b>If you have not given the correct area needed and need additional space, you will be charged for the next 10 x 10 space no expectation will be made.</b>	<b>Electrical Requirement:</b> <b>Add \$50.00 for Electric</b> Volts _____ Amps _____  <b>***Request vendor insurance through the Chamber</b> Yes _____ No _____ <b>Add \$45.00 for insurance.</b>  (10 x 10) space      \$175.00 each _____ (10 x 20) space      \$350.00 each _____ (20 x 20) space      \$475.00 each _____  Total Enclosed: _____

This agreement is between The Chamber Page Lake Powell and person(s) above known as the Vendor. The Vendor will be subject to the following rules.

1. All food vendors are required to have a **Food Handler's Card from the Coconino County Health Department**. Copies of the food license must be submitted along with the booth fees and signed contract. You must also have a Coconino County Health Department "Temporary Food Service License" <http://coconino.az.gov/documentcenter/view/511>

*The Health Department staff will check all food booths; if you do not have the required Health Department permits it is possible the inspector will close your booth for not having the required permit(s), refunds will not be issued. You will need to submit a copy of these permits to the Page Chamber prior to event.*

2. Food vendors may not sell any beverages or food items not described on the application. Approval for additional items must be requested and received.
3. Please note that the Chamber is supplying security from Friday the 2<sup>th</sup> -10:00 p.m. till Saturday 3<sup>rd</sup> at 7:00 am.
4. *Refund Policy*
  - Refunds will be given only if your cancellation is 2 weeks prior to the event.
  - No Refunds if cancelling with less than 2 weeks before the event.
5. All vendors are responsibility for collection and/or payment of all application sales taxes to the Arizona Department of Revenue.
6. Vendors must provide their own equipment i.e. tables chairs extension cords and displays. Outlets may be several feet away – not at your booth site, cords need to be taped down through common walkways.
7. This is an outdoor event: minimal accommodation will be made in case of inclement weather.
8. Booths spaces are on pavement and tents require weights. No stakes.
9. Booth space fee is based on a 10X10 area. Booths fees are as follows (for each booth set up):

**(10X10) Booth - \$175.00    (10X20) Booth - \$350.00    (20X20) Booth - \$475.00**

**Add \$50.00 per booth for electric hook up. NON-PROFIT - \$75.00 NON-PROFIT SELLING ITEMS - \$175.00 FOR A 10X10 BOOTH**

10. All vendors must have proof of **liability insurance naming The Chamber Page Lake Powell as additionally insured** for the event and must be submitted with this application. The Chamber can offer insurance to those who qualify, ask for details.

#### **NO BOOTH SHARING**

11. Booth set up begins at 7:00am and must be completed and ready for sales at 11:00am and remain set up until the end of the event. Upon completion of the event, vendor is responsible for clean-up and trash removal of their area. **Failure to do so will result in a \$100.00 fee and rejection of future events.**
12. The Chamber Page Lake Powell will not be responsible for lost/stolen items, accidents, personal injuries of damaged equipment.
13. There is no exclusivity on spaces. Spaces are on a first come first service basis and is at the discretion of The Chamber. The Chamber reserves the right to limit sales to ONLY those items the vendor lists on this application
14. We are offering vendor insurance to cover this two-day event only! The cost for insurance through The Chamber is \$45.00, please add this to your fee and your signed booth application for insurance. You

must give a detailed list of items you will be selling at your booth. Not all vendors will qualify and must obtain their own insurance. For more details please contact The Chamber staff.

**ALL SUBMITTED INSURANCE FORMS MUST SHOW THE CHAMBER PAGE LAKE POWELL AS AN ADDITIONAL INSURER**

Print Name

Signature

Date

FOR OFFICIAL USE ONLY

- Insurance
- Food Handlers Permit
- Coconino County Health Permit
- Payment

# Lake Powell Balloon Regatta Vendor Fair

## *Policies & Procedures for Exhibitors*

The following policies and procedures have been adopted by The Chamber Page Lake Powell and shall govern activities of the Lake Powell Balloon Regatta Vendor Fair.

To be considered, all applicants for booth space must submit a signed contract with The Chamber and pay all applicable fees prior to the deadlines set forth herein. This form affirms that the participant agrees to abide by the rules and regulations set forth by the Chamber including products to be exhibited and procedures for set-up and tear down of exhibits. Any exhibitor refusing to comply with any of the rules set forth will automatically forfeit their booth space and registration fee and will be asked to leave the show immediately.

### **General Rules & Regulations:**

The Chamber Page Lake Powell shall not be responsible for any injury or loss that may incur to the exhibitor, their employees, or representatives of their goods from any cause whatsoever while at the show. The exhibitor agrees that they will hold The Chamber Page Lake Powell, or designated representatives, harmless and free from all damages by reason of liability occasioned by any act or omission, neglect, or wrongdoing of the exhibitor, his employees, or any of his agents, officers or representatives, and said exhibitor will at his own expense defend and protect The Chamber Page Lake Powell against all such claims and demands. The exhibitor also agrees that The Chamber Page Lake Powell will not be responsible for accidents, fire, theft, breakage, or any other accident incurred by the exhibitor at any time and the festival is released from liabilities and responsibilities. This includes the hours for setting up and dismantling the show.

**Application Deadlines:** Veteran vendors will be allowed to hold their booth space for the next year by paying the full appropriate payment (see Booth Fees). Only those vendors participating in the immediate year's festival will be allowed to exercise the advance registration option. This fee and a signed contract must be received prior to October 15 of the year preceding the festival. Failure to make the full appropriate payment will result in loss of reserved booth space. All remaining booth spaces will be placed on the open market and sign-up for these spaces will be allowed after January 1.

No refunds for cancellation shall be made after August 1. *Sub-leasing of booth space is strictly prohibited.*

**Application Procedure:** Signed contracts of agreement, payment of fee and a self-addressed stamped envelope with sufficient return postage is required to reserve booth space regardless of when reserved. A waiting list will be maintained should all booth spaces be reserved prior to established deadlines. Failure to comply with terms of the agreement will result in loss of rights to participate as a vendor.

**Exhibitor Set-up/Tear Down:** Vendors will be required to comply with the set-up and tear-down policies established by the BRVF Chamber. Failure to comply will result in loss of exhibitor status and will be subject to disciplinary action.

**Check in:** All vendors must check in with a Chamber representative before setting up.

**Right of Refusal:** The Board of Directors reserves the right to refuse to contract booth space to any exhibitor who does not meet the criteria set forth in these policies or who knowingly violates the policies and procedures governing festival operations. The Board of Directors also reserves the right to remove or order removal of items which are displayed or offered for sale which, in the opinion of the board or its designated representative, are inappropriate or are not in compliance with the guidelines.

**Right of Appeal:** Any exhibitor who is denied the right to exhibit or sell items in question or who is subject to disciplinary action has the right to appeal the decision of the Chamber by issuing a written request for review to the Board of Directors. A review will be scheduled within 30 days of receipt of the request and the exhibitor will be asked to appear in person at a meeting scheduled by the Board of Directors. The ruling of the Board of Directors shall be final.

MUST BE SIGNED AND RETURNED TO THE CHAMBER PAGE LAKE POWELL  
POB 727, Page, AZ 86040-0727 or [office@pagechamber.com](mailto:office@pagechamber.com) or fax to 928-645-3181

\_\_\_\_\_  
NAME:

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
COMPANY NAME:

\_\_\_\_\_  
DATE:



Approved:
Not Approved:
Approved by: _____
Date: _____
Receipt#: _____
EH-____-_____

Marie Peoples, PhD Chief Health Officer

**Environmental Services**

2625 N. King Street  
Flagstaff, Arizona 86004

TEL 928-679-8760

FAX 928 679-8771

**Application for a Temporary Food Service Permit**

Applications must be received by Environmental Health a **minimum of TEN (10) days prior to the event.** **Payment must be attached with the application in order to process. When faxing in application credit card information is required or application will not be processed.** Late applications will be assessed a penalty fee (see below).

**Single Event Fees:**

- ( ) For profit vendors \$90.00
- ( ) Non-profit food and samplers \$75.00
- ( ) Temporary Group (Mass) Event Coordinator Fee \$90.00

**6 Month Fees:**

- ( ) For profit food service vendors \$140.00
- ( ) Non-profit food service vendors \$115.00
- ( ) For profit food samplers and vendors that sell non-phf's (lemonade, etc.) \$80.00
- ( ) Temporary Group (Mass) Event Coordinator Fee \$150.00

**Penalty Fees**

- ( ) *Penalty fee* for application received less than 10 days before the event \$50.00
- ( ) *Penalty fee* for application received at the event \$50.00

PLEASE PRINT CLEARLY:

Applicant's Name & Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone numbers (*we will call you*, please provide phone(s) numbers where you can be reached):

Phone# \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Review:** Please list *ALL* events that you plan to attend in the next six months in Coconino County. If additional space is needed please use the back of this sheet or an additional sheet of paper.

Event	Location	Date(s)	Set-up Time	Event Organizer	Phone Number

**Menu Review:** Please list **ALL** menu items, including ingredients used, drinks and condiments. If additional space is needed please use the back of this sheet or an additional sheet of paper.

<b>Food Item</b>	Off-site prep Yes or No	On-site prep Yes or No	<b>Preparation procedures</b> <i>(i.e. wash, cut, refrig, grill, serve...be specific &amp; incl. prep of non-phf's)</i>

**PLAN REVIEW: ITEMS MARKED IN BOLD MUST BE ANSWERED BY ALL APPLICANTS. THESE ITEMS ARE REQUIRED OF ALL VENDORS. LEAVING THESE ITEMS BLANK WILL RESULT IN DENIAL OF YOUR APPLICATION**

**1. Obtained all necessary permits from the local building and planning and zoning authority**  
Yes [ ] No [ ]

**2. Construction of booth: Mobile Unit [ ] Tent [ ]** (tents only allowed for certain foods, refer to Temp F.S. Requirements)

**3. Hand washing facilities: Plumbed sink [ ] OR Gravity Flow [ ], Dispensed soap/paper towels [ ]**

**4. Number of Certified Food Handlers: \_\_\_\_\_ \*REQUIRED FOR ALL VENDORS EXCEPT SAMPLERS. MUST ATTACH COPIES OF CERTIFICATION**

**5. Location of any "Advanced Preparation Site(s):** \_\_\_\_\_

**6. Cold-Holding Equipment:** *(Coolers are not allowed for storage of PHF's or rawmeats)* \_\_\_\_\_

**7. Hot-Holding/Cooking Equipment:** \_\_\_\_\_

**8. Where will produce be washed? \_\_\_\_\_ Will meats/foods be thawed? Yes [ ] No [ ]**

**9. How long will food be in transport to the event?** \_\_\_\_\_

**10. How will food be kept hot/cold during transport?** \_\_\_\_\_

**11. A calibrated, metal stem probe thermometer(s) is available (range 0 – 220 F). Yes [ ] No [ ]**

**12. Type of chemical to be used as a sanitizer: Chlorine/Bleach [ ] Quaternary Ammonium [ ] Iodine [ ]**

**13. Dishwashing Facilities: 3-bin sink [ ] 3 portable tubs [ ]**

**14. Where will water for the operation come from?** \_\_\_\_\_

**15. Waste water disposal: Sewer [ ], Septic [ ], RV dump station [ ]**

**16. Covered Garbage Cans: Yes [ ] No [ ]**

**17. Where will food be stored during the evening hours when the booth is unoccupied?**

I hereby consent to inspection by the Health Authority and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with the **Temporary Food Service Requirements**. I also understand that the permit fee is non-refundable.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment method:** Check      Cash      Credit Card#      Exp: \_\_\_\_\_

**Official Use Only**

Date:

[ ] Approved

[ ] Denied

[ ] Mail Permit

[ ] Fax Permit

