



PLEASE FILL OUT ALL SECTIONS COMPLETELY AND CLEARLY

GENERAL FESTIVAL INFORMATION

Vendor Setup: 7:00am -11:00am, Friday, November 1, 2019

Festival Dates & Hours:

Fri Nov 1, 2019 3:00 pm – 10:00pm
Sat. Nov. 2, 2019 10:00am – 10:00pm

Vendor Contact:

Page Lake Powell Chamber
Brenda Dominick
PO Box 727, Page, AZ 86040
Office: 928-645-2741
Cell: 928-614-0739

Event Location: Block 17

Lake Powell Blvd & Elm Street

VENDOR INFORMATION

Business Name: _____
Name: _____
Mailing Address: _____
City/State/Zip: _____

Contact Phone #: _____
Email Address: _____
24hr Emergency Phone #: _____
Yes: ____ No: ____ Share my information with other promoters

CLASSIFICATION

Not for Profit: Charities with a designated IRS nonprofit status (IRS copy of filing certificate required)
Arts & Craft Vendors: Hand-Made, create, assemble or manufacture at least 70% of the finished product.
Commercial: Retail, advertising and non-handmade items
Food: Vendors who make fresh food onsite
Please list items being sold (If selling food items please attach menu):

EXHIBIT BOOTH SPACE OPTIONS (Prices are for 2-day event)

Electricity: Yes: ____ No: ____ \$50.00

Insurance: Yes: ____ No: ____ \$50.00 (Insurance is required)

10' wide: Commercial Booth: \$200.00	<input type="checkbox"/>	Food Booth: \$200.00	<input type="checkbox"/>	Arts/Crafts: \$175.00	<input type="checkbox"/>
20' wide: Commercial Booth: \$400.00	<input type="checkbox"/>	Food Booth: \$400.00	<input type="checkbox"/>	Arts/Crafts: \$350.00	<input type="checkbox"/>
30' wide: Commercial Booth: \$575.00	<input type="checkbox"/>	Food Booth: \$575.00	<input type="checkbox"/>	Arts/Crafts: \$500.00	<input type="checkbox"/>
Non-Profit: (not selling items) \$100.00	<input type="checkbox"/>	Oversized:	<input type="checkbox"/>		

Price determined by Chamber

EXHIITOR REQUIREMENT

The Page Lake Powell Balloon Regatta is a rain or shine outdoor event, and as such, may be vulnerable to weather. Vendor understand that fees are not refundable due to inclement weather, interruptions in festival schedule due to weather, dangerous conditions, acts/threats of terrorism, acts of god, natural disaster, or war.

I hereby state that I have read all the vendor rules and regulations, and the fire department safety requirements in this packet and agree to abide by all rules or risk being removed from this event and /or excluded from future shows. I understand that this agreement made between myself and, The Chamber Page Lake Powell committee. I am the authorized vendor listed on the application, and that all information has been completed to the best of my knowledge.

Vendor Name (Please print)

Vendor Signature

Date



2019- Vendor Rules & Regulations

Application deadline is September 15, 2019 CANCELLATIONS: The Page Lake Powell Chamber needs to be notified of cancellations no later than October 1, 2019 in order to receive a full refund (minus \$35.00 processing fee), and by October 15, 2019 for a 50% refund (minus \$35.00 processing fees). Cancellations made after October 20, 2019 will not be eligible for a refund.

FEE INFORMATION

Worksheet

Booth Price: \$ _____
 Electric: \$ _____
 Insurance: \$ _____

 Total fees due: \$ _____

Please include your total payment with the submission of your application.

Payment by: (Circle One) VISA MC Discover Amex

Credit Card #: _____ Exp Date: _____ Security Code: _____

Billing Address for CC:

Make Checks Payable to: Page Lake Powell Chamber

Mail to: Page Lake Powell Chamber
 PO Box 727 Page, AZ 86040

IMPORTANT NOTICE: The Vendor Committee will meet to review each application. In an effort to avoid excessive vendor product duplication, the date of application receipt may be used to determine individual vendor category selection. Shortly after the committee meets you will be notified via email if you have been accepted as a vendor for this event. Once notified, we expect you, in ample time before the event, to secure the following: 1) Insurance; 2) Coconino County Health Permits. By signing this form, you state you understand these requirements. Vendors closed by an inspector for any reason will not receive a refund. If because of duplications, or other reasons, you were not accepted as a vendor at this year's event, you will be notified via email and you will be issued a full refund at that time.



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.

INSURANCE:

The following should be listed as an additional insured:

- a. Page Lake Powell Chamber PO Box 727, Page AZ. 86040, as the Certificate Holder
The Limits are General Liability \$1,000,000 each occurrence / \$2,000,000 General Aggregate
- b. We are offering vendor insurance to cover this two-day event only! The cost for insurance through The Page Lake Powell Chamber is \$50.00, please add this to your fee and your signed booth application for insurance.

Sales Tax License

All festival vendors are required to hold a current Arizona Sales Tax (Resale) License. More information on the Sales Tax License can be found at <http://www.azdor.gov> or call 602-255-2060.

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

Setup: Booth set up begins at 7:00am and must be completed and ready for sales at 3:00 pm 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. We will have escorts available to take you to your site and answer any questions you may have. Slot assignments are based on size of booth, electrical needs, and location. By assigning this way, we can hopefully avoid multiple vendors within a given area attempting to setup at the same time. Because of safety concerns, motor homes, long trailers or 5th wheels will not be allowed on the festival site without prior written consent. Please be considerate of other vendors who are already set up. Vendors must provide any ground cover required to avoid damage to the grounds and remove same at the conclusion of the event. Grease or burn marks will not be tolerated and will result in forfeit of deposit or additional assessment of damages.

Teardown: Vendors may begin teardown no sooner than 10:00 P.M. on Saturday, NOVEMBER 2, 2019. VENDORS MUST BE OFF the FESTIVAL AREA BY 11:30 P.M. ON NOVEMBER 2, 2019. Labor for setup and teardown is the responsibility of the vendor and is not provided by the Page Lake Powell Chamber or the volunteers. Those who do not comply with this policy will not be asked to participate in future festivals.

The Chamber Page Lake Powell will not be responsible for lost/stolen items, accidents, personal injuries of damaged equipment.

There is no exclusivity on spaces. Spaces are on a first come first service basis and is at the discretion of The Page Lake Powell Chamber. The Chamber reserves the right to limit sales to ONLY those items the vendor lists on this application.

Trash: Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, (broken down) and signs. The Chamber will provide dumpsters for this purpose.

Booths: All vendors must have weights or stakes for any canopies in use. Please insure that all four corners of your canopy have weights of at least **50 lbs** attached or are NO stakes in the asphalt. If high winds develop, all vendors must take action to minimize damage and risk to attendees. Vendors agree to see that their booth is staffed with sufficient people during the scheduled hours of the festival. There will be no live animals brought onto the festival grounds at any time with the exception of animals trained and used for medical reasons or law enforcement (specifically service animals as defined in the American's with Disabilities Act). Vendor acknowledges that it is unlawful to leave unattended pets inside a vehicle. Vendors will not bring onto the festival grounds any alcoholic beverages. Booth sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths will not be asked to participate in future festivals. The use of any sound devices must be a conversational level not to interfere with neighboring vendors. The HBFF Committee expects our vendors to be respectful of other vendors, volunteers, State employees and dignitaries, as well as our citizens and guests enjoying the festival. Anyone behaving in a rude or unprofessional manner will not be asked to participate in future festivals.

FOOD VENDORS

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.

Fire Inspectors

The following is a list of requirements that the fire inspectors will be checking for:

1. Minimum of one (1) fire extinguisher with a minimum rating of 2A10BC, with an approved service tag that reflects a current inspection date within the last twelve months, shall be required for each concession using any type of open flame device. All others shall have an extinguisher accessible within 75' travel distance of their location.
2. Multi-plug connections, frayed/broken electrical extension cords, or cords with less than 12-gauge wiring are prohibited.
3. All L.P.G. tanks shall be secured with a small chain or other approved device.
4. Cooking that requires the use of a deep fat fryer(s) shall provide a minimum of one Class K portable fire extinguisher. Class K extinguishers shall be a minimum of 1.5 gallons in capacity.
5. Portable generators shall not be used inside a closed tent and placed approximately 10 ft. from the tent, canopy, or portable booth. (A fixed unit on a trailer is exempt.)
6. Cooking that produces sparks or grease-laden vapors shall not be performed inside trucks, trailers, booths,

tents, or canopies unless an approved suppression system is provided. Suppression system shall have a service tag dated within 6 months from time of inspection.

7. All cooking devices shall be in good working condition. All cooking equipment shall be restricted to UL approved commercial cooking appliances only.

8. All cooking devices shall be on a flat stable surface.

9. If wood, charcoal or any other type of approved solid burning material is utilized, the material shall be stored away from any combustible material and usage shall be confined to a cooking container designed for such use/material. Hot material shall be disposed of in a proper container designed for the hot material.

Hot material shall not be stored near combustible material. There shall be a method in place to prevent any combustible material from coming in direct contact with the discarded hot material.