



February 19, 2016

Dear Artist,

Enclosed you will find the Application for 41st Annual Fall Artisan Festival. Again there will be no admission fee to the public; and based on vendor response we will keep the event Friday, Saturday and Sunday with extended hours on Friday. **Also, if you would like an extra booth it will be an additional fee of \$100.00.**

Please note the Venue change! The Festival will be located at Charlie Clark's "The Orchard" the address is 1701 E. White Mountain Blvd, Pinetop, AZ 85935. 2016 festival dates are Friday, September 23rd from 10:00 a.m. to 5:00 p.m., Saturday, September 24th from 9:00 a.m. to 5:00 p.m. and on Sunday, September 25th from 10:00 a.m. to 3:00 p.m. We have kept the same hours as 2015 as a result of vendor feedback. **Your booth must be set up and ready for customers by opening of festival each day!**

If you have any special requests, please submit them on a separate sheet of paper and include with your application. I will do my best to satisfy them.

Also, if you would like to donate an item to our fundraiser (a value of \$35 or more) you can take \$25.00 off your booth fee. This offer is only valid until March 31, 2016. The item must accompany your completed application.

To ensure the quality of this show, you are required to send a written summary explaining the process in which you make all like items in your booth, along with pictures of each type of item you have made. **On Thursday or Friday Morning when you are done setting up you must notify the Festival Director, who will check your booth to make sure all items that will be sold, are handmade by each artist.** If you have any items that are not handmade, you will be asked to put them away. There will be secret shoppers going around all weekend to ensure quality control.

Please feel free to call me at (928) 367-4290 if you have any questions.

We are looking forward to receiving your application and having another successful festival.

Sincerely,

Malaina Spillman
Events Director

PO Box 4220, Pinetop AZ 85935 OR 518 W. White Mtn. Blvd, Lakeside AZ 85929

Telephone: (928) 367-4290 Fax: (928) 367-1247

malaina@pinetoplakesidechamber.com www.pinetoplakesidechamber.com

41st Annual Pinetop-Lakeside Fall Artisan Festival

September 23rd, 24th & 25th 2016

ARTISTS NAME: _____

BUSINESS NAME: _____ SALES TAX # _____
(8 digits no letters)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: () _____ EVENING PHONE: () _____

WEB SITE: _____ EMAIL: _____

MEDIUM:

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> BEADWORK | <input type="checkbox"/> METAL WORKS | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> JEWELRY | <input type="checkbox"/> POTTERY | <input type="checkbox"/> PAINTINGS/DRAWINGS/GRAPHICS |
| <input type="checkbox"/> WOOD | <input type="checkbox"/> BASKETRY | <input type="checkbox"/> WEAVING/TEXTILE |

Make all money orders, cashiers or business/personal checks payable to: Pinetop-Lakeside Chamber of Commerce – FALL 2016

Mail to: Pinetop-Lakeside Chamber of Commerce
PO Box 4220, Pinetop AZ 85935

Questions: Call Festival Director at (928) 367-4290 or email at
malaina@pinetoplakesidechamber.com

Credit Card Information: { } Visa { } MasterCard

_____ Credit Card Exp. Date ____/____

CVV # Digit # _____ (The last 3 digits of numbers located on the signature strip)

I fully understand the cancellation policy whereby if I am accepted to display at this festival and I should need to cancel, booth fee payments will not be refunded to me.

Applicant Signature: _____ Date: _____

Billing Address: Name _____ Telephone # () _____

Street Address: _____ City _____ State _____ Zip _____

“I agree to abide by the conditions and requirements as set forth on the accompanying application, requirement for and understand the event producer can deny my participation for any reason”.

APPLICANT SIGNATURE

DATE

THIS IS AN IMPORTANT LEGAL DOCUMENT WHICH MUST BE SIGNED AND RETURNED

- _____ Booth fee of \$250 through September 12, 2016 (Includes Town Permit fee of \$20)
- _____ Completed Permit Form (1 page), Application (2 pages), Indemnity Agreement (1 page) and/or Insurance Certificate, copy of Drivers license and AZ Sales Tax License
- _____ Photos of work, work area & booth set-up (if not on file from 2015), and a summary of your creation process.
- _____ Self-addressed, stamped (\$0.65) if you want your pictures returned

41st Annual Pinetop-Lakeside Fall Artisan Festival September 23rd, 24th & 25th 2016

Rules, Standards, Eligibility & Application Guidelines

Rules and Standards

All art must be original, handcrafted, created and exhibited by the artist. This is a **JURIED SHOW**. All items are subject to evaluation by the Festival Committee throughout the festival. The Festival Committee representatives may request that any item not meeting the established standards be removed from display. If you are asked to remove an item please do so immediately. All work at booths must be for sale. No imported, manufactured, mass produced or resale items.

Booth Fee

Single booth fee is \$250 until September 9, 2016. **Includes Town Permit Fee of \$20.** Form is attached and needs to be completed. Double booth fee \$350.00

Images & Biography

Submit a minimum of three photos: one of artwork, one of you making your artwork and one of your booth, along with a written summary of the process to make your art. Images will not be returned unless you enclose a self-addressed, stamped (\$0.65) envelope.

Payments

Credit cards (VISA or MasterCard only), money orders, cashiers check or checks will be accepted. Make money orders, cashiers check or business/personal checks payable to Pinetop-Lakeside Chamber of Commerce. Improper method of payment will be returned.

Pottery

Commercial pottery is prohibited. Christmas ornaments must be individually created, not mass produced.

Altercations

Any artist or member of their family who is involved in any verbal or physical altercations will be immediately removed from festival grounds along with their art and will not be permitted to return. No refunds will be made.

Jewelry

Jewelry must be handcrafted by the artist.

Location

This open air festival is held on the soccer grounds at Charlie Clark's "The Orchard", 1701 E. White Mountain Blvd. Pinetop, Arizona. Rain, Shine, or Wind we are in the mountains. Be prepared for the weather. Tents must be anchored by weights. **No staking allowed.**

Paintings, Drawings and Prints

All art must be original created and exhibited by the artist. Prints are acceptable as long as original art work is the artists. All items are subject to evaluation by the Festival Committee throughout the festival.

Weaving

Rugs, blankets, belts, purses, quilts, clothing/clothing designs must be handmade or created by the artist.

Cancellation Policy & Right Reserved

Once an artist has been confirmed, there will be no refund due to cancellations for any reason. The Festival Committee reserves the right to assign artists locations in the best interest of the festival and reassign booths due to artist cancellations or no-shows. No-shows are those artists who have not begun set-up at their assigned booths by 7:30 am on Friday September 23rd 2016.

Booth Space

Booth dimensions are 12 feet by 12 feet space. **WHITE TENTS or WHITE CANOPIES** must be provided by the exhibitor. Tents and canopies must be professionally manufactured, be all white in color and in good condition. Tarps, plastic sheeting, blankets or similar will not be allowed. Exhibitors are required to provide their own tables and chairs. Rain, wind or shine this is the mountains. So please note . . . we will be on grass so weights are required to anchor your tent on the festival grounds at Mountain Meadows Recreation Complex. **NO STAKING ALLOWED**

Registration

Check-in will begin on Thursday, September 22nd, 2016 from 1:00 a.m. until 5:00 p.m. and Friday, September 23rd, 2016 from 7:00 a.m. until 9:00 a.m. **Booths must be setup by 9:30 a.m. open by 10:00 a.m. on Friday, setup by 8:30 a.m. open by 9:00 a.m. on Saturday, and setup by 9:30 a.m. open by 10:00 a.m. on Sunday, and remain open until 5:00 p.m. on Friday, 6:00 p.m. on Saturday and 3:00 p.m. on Sunday.** Applicant must claim their assigned booth space no later than 7:30 am on Friday or your booth and fee will be forfeited. Your acceptance letter will have your assigned check in time.

Festival Hours

Friday, September 23rd 10:00 a.m. to 5:00 p.m., Saturday, September 24th from 9:00 a.m. to 5:00 p.m. and Sunday, September 25th from 10:00 a.m. to 3:00 p.m.

Loading & Unloading

A loading and unloading area is designated for your convenience. **Immediately after unloading, please move your vehicle to its assigned parking lot.** Vehicles are subject to towing if not in proper parking area or blocking entrance/exit.

Parking

During Festival hours you must park in the designated vendor parking area only. This is required for handicapped and customer parking.

Festival Committee Quality Control

The Festival Committee will conduct their duties throughout the event. If you are asked to put away any items, please do so immediately. Any dispute of a product or interpretation of rules must be submitted in writing and will be decided by a majority vote of the Festival Committee whose decision is final.

License, Sales Tax and Town Permit

Each artist is responsible to register with the State of Arizona Revenue (480) 545-3500, ask for a License Compliance Officer. Artists must collect report and pay appropriate taxes for all items sold at the festival if applicable. Visit www.revenue.state.az.us if you have any questions or call (602) 255-2060 Toll-free from 520 or 928 area code (800) 843-7196. Attached is the permit for the Town of Pinetop-Lakeside and must be completed and returned with application. A compliance officer will be walking around festival to verify previous and sales tax permit. **Must remit a copy of your AZ Tax License & Drivers License with application. AZ Tax License must be posted in your booth space at the festival.**

Security and Waiver

Artists are responsible for their art, booth and own liability insurance during the festival. Security will be provided overnight on Friday and Saturday. Pinetop-Lakeside Chamber of Commerce, Town of Pinetop-Lakeside, its agents, employees or volunteers are not responsible for loss, damage, vandalism, casualty, injury or theft. No alcohol, illicit drugs or firearms are allowed on the festival grounds at Mountain Meadows Recreation Complex.

Dry Camping

There are a limited amount of RV dry camping places available at Mountain Meadows. Please see RV dry camping application at www.pinetoplakesidechamber.com under Festivals - Fall Festival – RV dry camping application. \$10 per night.

Photo/Video Release

(Please sign for permission for you or your artwork to be photographed by Pinetop-Lakeside Chamber of Commerce)

I authorize photographers for the Pinetop-Lakeside Chamber of Commerce to take photographs of me or videotape me and/or my artwork during the 2016, 41st Annual Pinetop-Lakeside Fall Artisans Festival for any purpose the Chamber, a non profit corporation, deems necessary and appropriate for use in its publicity, publications, promotion, and/or advertising, with or without individual name(s), and for the Chamber to copyright these photographs or videotapes if it so desires.

I am the artist (or a representative of the artist), of legal age, and have the right to enter into a contract in this matter. I have read the authorization and release, and understand its contents.

Signature _____ Date _____

ALL NEW APPLICANTS MUST include (3) three photos: one of their product(s), the making of the product, and booth set-up. Along with written summary of the process it takes to make them.

Can we give your name out to other vendors and third parties? _____ YES _____ NO

41st Annual Pinetop-Lakeside Fall Artisan Festival

September 23rd, 24th & 25th 2016

RELEASE AND INDEMNITY AGREEMENT

(PRINT NAME HERE) _____, hereinafter "Applicant" agrees to indemnify and hold the Pinetop-Lakeside Chamber of Commerce and Town of Pinetop-Lakeside, hereinafter "Chamber" and "Town" harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts or omissions of Applicant which is related to Applicant's sale of products or services or Applicant's booth or exhibit area at the Festival. Applicant shall be solely responsible for providing products liability insurance, completed operations insurance or other liability insurance which would provide coverage for the acts or omissions of Applicant or for Applicant's activities at the Festival. In the event that Applicant chooses not to purchase such liability insurance Applicant understands that Applicant shall be corporately and individually responsible for holding Chamber and Town harmless and for defending any lawsuits or claims made by insured persons. Applicant's indemnification of Chamber shall include all of the costs of defense including reasonable attorney fees, expert witness fees, travel, food and lodging expenses related to the defense and other costs actually incurred by Chamber and Town in defending such claims and lawsuits. In the event that Applicant has liability insurance, Applicant agrees to add Chamber and Town as an additional named insured for this event only.

Applicant further agrees and promises that Applicant will be solely responsible for the payment of all taxes, workman's compensation benefits and other taxes, fees, etc., relating to Applicant's sale of products and services and will hold Chamber and Town harmless for any and all such taxes, fees or benefits.

Further, Applicant agrees that it will abide by all Federal, State and local laws and ordinances related to its use of the booth or exhibit area during the Festival. Applicant further states it will defend and hold Chamber and Town harmless for any violation of law relating to Applicant's activities or Applicant's use of the booth or exhibit area.

Likewise, Chamber and Town agrees to indemnify and hold Applicant harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts or omissions of Chamber and Town. Further, Chamber and Town provides insurance coverage for these losses which occur in the common areas of the Festival, While Chamber accepts primary responsibility for the common areas, Applicant has the sole responsibility for its booth or exhibit area where Applicant's customers stand to purchase or view Applicant's products and services.

In the event that Applicant is a corporation, both the President and Secretary must sign. In addition, in the event the Applicant is a corporation, the two major shareholders of the corporation must also sign and guarantee this Release and Indemnity.

(MUST DATE HERE) Dated this _____ day of _____ 201____.

(APPLICANT MUST SIGN HERE) _____

Applicant (President)

Applicant (Secretary)

If Applicant is a corporation, I, individually and personally, agree to guarantee the performance of Applicant

Guarantor

Guarantor



NOTICE TO ALL VENDORS OF SPECIAL EVENTS

Required attachments to the permit application:

- Copy of State Transaction Privilege Tax License
- Copy of driver's license. (in accordance with A.R.S. § 41-1080)

Other requirements:

- We must receive your application for the Vendors Permit 10 days before the event you are wishing to participate in or your permit will be denied.
- If you show up for an event and you have not been issued a permit you will be told to leave. We will not issue permits the day of the event
- Your State Transaction Privilege Tax License number will be verified with the state and if invalid your permit will be denied. A copy of the TPT License must be displayed at the event.
- You must collect a 9.6% tax on all items sold (food for immediate consumption on grounds is 11.6%) and pay the taxes to the State and indicate that the sales were made within the Town of Pinetop-Lakeside. Taxes paid to the state will be verified and if not paid all future permits may be denied.
- If you were a vendor in 2009 in the Town of Pinetop-Lakeside and you did not pay your tax to the Town you may be denied.



**Must Remit Copy of
AZ Sales Tax License Certificate &
Drivers License**

FOR OFFICIAL USE ONLY

PERMIT #: _____
PERMIT FEE PAID: \$ _____
DATE: _____
ISSUED BY: _____

**TOWN OF PINETOP-LAKESIDE
VENDOR'S PERMIT APPLICATION**

BUSINESS NAME: _____ PHONE #: _____
APPLICANT NAME: _____ RELATIONSHIP TO BUSINESS: _____
PHYSICAL ADDRESS: _____
MAILING ADDRESS: _____
EVENT SPONSOR: _____ Pinetop – Lakeside Chamber of Commerce _____
DATE OF EVENT: ____ Fall Artisans Festival September 27, 28 & 29, 2016 ____ (Permit good only on date(s) indicated)

NATURE & TYPE OF BUSINESS:

- Retail Sales
- Real Estate Services
- Building or Construction
- Other: _____
- Other Sales
- Other Professional Services
- Auto Sales, New/Used

Brief Description: _____

Please describe any chemicals or hazardous materials/wastes to be used or stored by the business: _____

TYPE OF BUSINESS ENTITY:

- Corporation
- Non-Profit Corporation (Proof Required)
- L.L.C.
- Sole Proprietorship
- Other

If a Corporation or L.L.C., state where formed: _____

Name and Address of Statutory Agent: _____

Federal I.D. #: _____ **State Sales Tax #:** _____

If applicable: (Please attach a copy of the Permit)

- Navajo County Health Department Certificate/Permit: _____
- Federal Licenses/Registrations/Permits: _____

OWNER/OFFICER(S) OF BUSINESS:

NAME

ADDRESS

NAME & PHONE NUMBER OF PERSON TO BE CONTACTED IN THE EVENT OF ANY EMERGENCY: _____

SIGNATURE: _____ DATED: _____

TITLE: _____

APPLICATION FEE: \$20.00
(included in booth fee)