



## Vendor Packet

### Application

- Please read and complete the online application in its entirety.
- All spaces are on a first come, first serve basis.
- The Vail Chamber staff will review all applications received.
- Applications that are incomplete will not be considered in the selection process.
- Only one vendor for each type of marketer will be selected on a first come first serve basis.

### Festival Information & Requirements

- Total of 180 indoor vendor spaces available.
- Outdoor spaces available upon request.
- Booth spaces are 10x10 without electricity.
- Tables are available for \$15 each.
- Electricity is available for a \$15 fee. Booth space with electricity must provide their own heavy-duty extension cords (100 ft. recommended).
- Payment is due with application.
- Application Deadline is October 21, 2019.
- Palo Verde, Acacia and Mesquite level sponsors get premium locations. All other vendor location requests will be considered on a first come - first serve basis and honored whenever possible.

### Description of Event

- VailFest is an indoor/outdoor Festival at the Pima County Fairgrounds.
- Admission is free to the public.
- All day entertainment and kid's activities.
- Parade in the morning (seperate registration required) and Dinner and Concert in evening.
- Average attendance is 5,000.



## Vendor Information

### 1. Arriving for Set Up

- The event will be inside Thurber Hall at the Pima County Fairgrounds.
- We will have signs for the general public to follow for parking and entry.
- You will park in a different area.
- Please use the entrance off off Brekke Road to access your booth.
- During the fair you can park behind Thurber Hall in the dirt.
- Please do not park any vehicles on the grass.

### 2. Helping Hands

- We will have volunteers on site to help you find your booth assignment and answer any questions.
- There will be maps of the booth assignments posted throughout the building for everyone's convenience. These are going to be used for both exhibitors and to help the public find you. If you have any other questions throughout the event, look for the people wearing VailFest shirts.

### 2. Booth

- The booths have been pre-assigned; you will get your assignment when you arrive for setup.
- You can set up Friday starting at 3:00 p.m. but we need to be out by 8:00 p.m.
- The building will be locked up at night and there will not be a security guard on duty.
- You can also come in on Saturday morning at 6:30 to set up.
- You may pull your car up to the front of the building both days but on Saturday morning we will clear all the cars out by 8:00 am.
- Please plan to have your booth setup by 8:30 a.m. on October 26.
- Booth space is 10' x 10'.
- There are no boundaries for the space so you may want to bring your "easy-up" or "pop up" to define your space and possibly give you a place to hang your banner.



### **Booth Cont.**

- Booth spaces are inside Thurber Hall unless otherwise requested.
- If you ordered electric you must bring an extension cord.
- If you did NOT rent a table when you registered don't forget to bring one. They are not provided free of charge and will not be available unless you pre-order it! If you ordered one, it will be in your area when you arrive. You can look on your invoice to see if you rented a table. If you didn't and you need one, please go back and order it now. They are 8 foot tables.
- You must bring your own chairs, they are not provided free of charge. If you need chairs make sure you have requested them on the registration form. The cost is \$5 per chair.
- Be considerate of your neighbors and make sure you clean up after yourself.
- Like any tradeshow or event, there will be a steady ebb and flow of people. Please do not plan on leaving the vendor area prior to 4:00 pm on Saturday.

### **5. Wifi**

- If you need wifi access during the fair, see event staff for the login information.
- The wifi is for business purposes only. Please do not stream videos or games.

### **6. Silent Auction**

- Although silent auction donations are not required from exhibitors, they are a great way to maximize your time at the fair.
- To make a donation please contact Stacy Winstryg at [vailfest@greatervailchamber.com](mailto:vailfest@greatervailchamber.com).
- Prior notice must be given so appropriate signs that name your item and your company can be made.
- Items can be given to staff during booth set-up times.