

P A T A G O N I A

FESTIVAL
 a celebration of music and art
 OCTOBER 13, 14 & 15, 2017

FOOD VENDOR APPLICATION

IN THE HISTORICAL MOUNTAIN TOWN OF PATAGONIA, ARIZONA

The Patagonia Fall Festival is held in the central town park area of the beautiful Town of Patagonia, nestled at 4000 ft. and surrounded by majestic mountains. The festival features fine arts and crafts by talented artists and artisans as well as performances by world class musicians. It is a free three day event.

Dates	October 13, 14, and 15, 2017
Admission	Free to the public
Location	Central Town Park
Festival Details	Fine Artists and Artisans in all mediums, activities, and food vendors. The festival will feature live performances.
Application Dates	Jury dates are as follows: Jury date #1 April 15th Jury date #2 July 15 th Applications received after July 15 th will be reviewed as received on a space available basis. Applicants will be notified by August 10 th .
Sales Tax & Permits	Vendors are required to collect a 9.6% sales tax (3% for Patagonia and 6.6% for Arizona) and report their earnings to the Arizona Dept. of Revenue. PABA is required to report all business license numbers both in and out of state to the Arizona Dept. of Revenue. Also required is a \$5.00 per day or \$25 per year sales permit from the town of Patagonia in addition to the TPT license from the State of Arizona. Proof of payment will be required.
Health & Fire Department Permits	Health Department permits are available through Santa Cruz County Department of Environmental Health and must be prominently displayed during the length of the festival. Proof of compliance must be presented at check-in or the Vendor will NOT be allowed to participate in the Patagonia Fall Festival and all fees paid will be forfeited. Cost for a temporary permit is \$75. The Patagonia Area Fire Department will be on site to ensure that fire codes are adhered to. Food vendors must comply with all requests from the Santa Cruz Health Department and Fire Department officials. Santa Cruz County Dept. of Environmental Health 520-375-7900 www.co.santa-cruz.az.us/149/Environmental-Health
Insurance	Food vendors are required to supply individual liability insurance for \$1,000,000 covering the vendor. Proof of current coverage must be provided at check-in or the vendor will NOT be allowed to participate in the Patagonia Fall Festival and all fees paid will be forfeited. A policy may be purchased through the Town of Patagonia. Information will be included in the vendor acceptance package.
Space Details & Fees	Jury Fee (non-refundable) \$20 Food Service space 12x24 \$295 15 amp electricity \$25 30-50 amp electricity \$40-\$65 table rental (8') \$10
Parking	Free overnight parking is available. There are no hook-ups available on site. Visit www.patagoniaaz.com for other accommodations.
Tent and Space Requirements	All tents must be commercially made (no tarps allowed). All vendors are required to have their canopies sufficiently and safely anchored with weights (40# per leg) the entire time their canopy is set up. Food Vendors must maintain a sanitary and professionally managed space for the duration of the festival.
Event set up	Vendors may check in and set up between the following hours: Thurs. Oct. 12th between 1 and 4 pm, Fri. Oct. 13th between 8 and 10 am Limited parking is available for food vendors adjacent to food court.
Security	Security on the site Thursday, Oct. 12 th through Sunday October 15 th between 5pm – 9:30am.
Info. Packet	A welcome packet with event details will be mailed to each vendor with the acceptance notification.

Food Vendor Application

Vendor Name _____

Business Name _____

Resale # or Tax ID _____ Cell Phone # _____

Address _____

City _____ State _____ Zip _____

E-mail(s) _____ Website _____

Booth Space Selection:

- Single Booth Space \$295
- Double Booth Space \$550
- 15 amp electricity \$25
- 30-50 amp electricity \$40-\$65 (specify)
- Table Rental \$10 each 8'

Onsite Check-in and Set-up

- Thursday, October 12 1pm-4pm
- Friday, October 13 8am-11am

Describe your Product: (Please include 3-5 sentences detailing: What products you will be selling? What ingredients and processes are used? What is the price range for your products?)

Booth: How do you sell and display your products? For example: tables, tent, wood booth, trailer.

Images: Your application must include 6 images: 3 of your product, 3 images of your booth with at least one with the booth in action. These can be sent via email. (jpg, jpeg, tif preferred)

Space Requests: Do you have any special requests or needs?

- Handicap Parking
- Trailer type Booth Parking Trailer length _____ serve from side _____ rear _____ Other _____
- Other _____

****Please note**** Requests are considered, but not guaranteed. Returning vendors have priority for spaces until April 15th, after that it is first come/first assigned. Occasional changes will be made to space assignments due to special needs at festival discretion up to and including day of festival set-up. Effort will be made to limit changes.

Tent Weights: Please describe your tent weights _____

Payment Information: Please note that the non-refundable jury fee payment is not a guarantee of participation. Your application will not be considered without payment of the jury fee. On acceptance, SITA will hold your space for up to 30 days pending payment in full. No cash refunds will be given for cancellations within 45 days of festival. If you cancel a minimum of 7 days prior to the festival, you may use your booth fee as a credit towards the next Patagonia Fall Festival. Within 7 days of the festival, no refund or credit will be given.

Payment enclosed:

- Jury Fee \$20 (separate check required)
- Single Booth Space \$295 Double Booth Space \$550 Electricity \$25, \$40, \$65 Other

Total fees paid \$_____ Make checks out to SITA Fall Festival

RULES & REGULATIONS

Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Patagonia Fall Festival.

- **VENDOR WELCOME PACKET**

Vendor welcome packets will be given to you during check-in at to the festival.

- **BOOTH ASSIGNMENTS** are NOT guaranteed. Festival management reserves the right to change assignments up to and including day of check-in due to special needs. Effort will be made to limit changes. Special Requests (e.g. location, proximity to other exhibitors, etc.) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type.

- **CANCELLATIONS & REFUNDS** No refund will be given for cancellations after 45 days prior to the festival. If you cancel 7 days prior to the festival, you may use your booth fee as a credit towards the next Patagonia Fall Festival on acceptance. Within 7 days no refund or credit will be given.

- **COMMISSIONS** No commission on sales will be retained by Festival Management.

- **SALES TAX & REPORTING** All vendors are responsible for all sales tax from the Town of Patagonia and Arizona Department of Revenue.

- **CONDUCT** Vendors should arrive on time to the festival allowing for adequate time to unload and set up their materials. The Festival does NOT provide set up, unloading or loading assistance for exhibitors. Intoxication is intolerable. No liquor, smoking or drugs should be in evidence at ANY TIME. Pursuant with Arizona State Law, smoking is ONLY permitted in the areas designated OUTSIDE of the festival area. Inappropriate and/or foul language will not be tolerated. If your behavior is deemed unruly at any time during the festival, SITA reserves the right to expel you from the festival and refuse your participation in any future festival. A refund will not be given in the event of disqualification due to unruly behavior.

- **PARKING** Vendors must park their vehicle during show hours only in the designated EXHIBITOR PARKING area. Parking adjacent to the festival is available only during loading/unloading.

- **BOOTH SPACE** Display areas should be kept free of storage boxes, sloppy tablecloths or clutter at all times. SITA reserves the right to make changes to a vendor's display at any time. Vendors are liable for their own trash within their allotted space prior to, during and following the festival. Vendors leaving refuse will be fined a minimum of \$100 for clean-up following the festival and risks not being invited to a future show.

- **SPECIAL REQUESTS** (e.g. location, proximity to other exhibitors, etc.) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type. Pursuant with State Law, scheduled Fire Department, Health Department and Building Safety Inspectors will be present on site prior to the festival to issue the final permit. Exhibitors must comply with all inspector instructions or modifications to their space and set up so that they are in compliance with pertinent fire codes, laws, ordinances and regulations pertaining to the festival.

- **SECURITY** Festival grounds will be monitored by security services overnight. SITA, the Town of Patagonia, and Festival Management are not liable for damage, theft or other destruction of vendor display, product or bodily harm.

Printed Name: _____

Signature: _____ Date: _____

RELEASE & HOLD HARMLESS

This agreement is entered into by and between the Sky Islands Tourism Association and Town of Patagonia (Producer) and the vendor filling out, signing, and returning the application (Vendor). The Vendor hereby indemnifies and holds the Producer, its agents, employees and servants from any and all claims, including costs and attorney's fees resulting there from, arising out of said Vendor's participation in any and all events which have been organized by or through Producer. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and food items to their designated location, the set up and display of any such structure and food items, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants, or the Vendor or its agents, employees and servants.

The Vendor hereby expressly assumes any risk of harm to the Vendor, merchandise, guests or guests' property arising out of their participation and the participation of other vendors or agents in any given festival organized by Producer, including any risk resulting from the particular location of the space designated for them by the Producer. The Vendor agrees to hold harmless the Producer from any and all liability for damages to persons or property from any source. If weather, other acts of Nature, or other reasons beyond the control of the Vendor or Producer causes the event's cancellation, Vendor entry fees will not be returned and the Producer will not be held liable to Vendors for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect for the duration of the festival and the time.

PLEASE SIGN AND INITIAL

_____ I agree to comply with all Santa Cruz County Department of Environmental Health requirements.

_____ I agree to maintain a sanitary, clean, and professionally managed booth through the duration of the Festival.

_____ I agree to comply with all Patagonia Fire Department requirements through the duration of the Festival.

_____ I agree to abide by the policies set forth by the Sky Islands Tourism Association and the rules governing the event. I understand that any deviance from the above rules and regulations will result in termination of my participation in the Festival.

_____ I agree to allow my images included in this application as well as any pictures of my booth and/or merchandise taken at the festival to be used in all SITA promotional materials, or published advertising.

_____ I have read and will adhere to the accepted tent weight requirements included in this application.

_____ I agree to defend, indemnify and hold harmless SITA, the Fall Festival administration, employees and volunteers, from and against all claims including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason or be alleged to be caused by the undersigned's participation in the Festival. The undersigned further agrees to provide a Certificate of Insurance for liability coverage.

Printed Name: _____

Signature: _____ Date: _____

Please send pages 2, 3 & 4 with your deposit to SITA - Fall Festival

SITA - Patagonia Fall Festival
PO Box 241
Patagonia, AZ 85624

(520) 345-4172

patagoniafallfestival@gmail.com

www.patagoniafallfestival.com