



PINETOP / LAKESIDE
Chamber of Commerce

November 4, 2011

Dear Artist,

Enclosed you will find the 37th Annual Fall Artisan Festival application. We hope you will be joining us at the show again this year.

The Festival will be located at Mountain Meadows Recreation Complex the address is 1101 W. Woodland Road Lakeside, AZ 85929. 2012 festival dates are Saturday September 29th from 9:00 am to 6:00 pm and on Sunday September 30th from 10:00 am to 3:00 pm.

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 18, 2012. The item must accompany your completed application. If you donated an item at last year's Fall Festival, we do have record of that. Just send in your booth fee less the \$25 for each booth.

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 Friday when you are done setting up you must notify the Festival Coordinator, who will check your booth to make sure all items that will be sold, are handmade. 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 or (800) 573-4031 if you have any questions.

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

Sincerely,

Crystal O'Donnell
Festival Coordinator

PO Box 4220, Pinetop AZ 85935 OR 102-C W. White Mtn. Blvd, Lakeside AZ 85929
Telephone: (928) 367-4290 Fax: (928) 367-1247 Toll Free (800) 573-4031
info@pinetoplakesidechamber.com www.pinetoplakesidechamber.com

37th Annual Pinetop-Lakeside Fall Artisan Festival

September 29th & 30th 2012

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 2012

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

Questions: Call Festival Coordinator at (800) 573-4031 or (928) 367-4290 or email at info@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 August 1, 2012/ \$275 until September 19, 2012 / (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 2008), and a summary of your creation process.

_____ Self-addressed, stamped (.65) if you want your pictures returned

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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 August 1, 2012. The fee after August 1, 2012 is \$275. Until September 18, 2012. Includes Town Permit Fee of \$20. Form is attached and needs to be completed.

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 (.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 Mountain Meadow Recreational Complex, 1101 S. Woodland Road, Lakeside 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 artist. 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 set-up their assigned booths by 7:30 am on Saturday September 24, 2011.

Booth Space

Booth dimensions are 14 feet by 14 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.

Registration

Check-in will begin on Friday, September 29, 2012 from 8:00 am until 3:00 pm and Saturday, September 30, 2012 from 6:00 am until 8:00 am. Booths must be set up by 8:30 am, open by 9 am on Saturday and 10 am on Sunday, and remain open until 6:00 pm on Saturday and 3:00 pm on Sunday. Applicant must claim their assigned booth space no later than 7:30 am on Saturday or your booth and fee will be forfeited. Your acceptance letter will have your assigned check in time.

Festival Hours

Saturday, September 29 from 9 am to 6 pm and Sunday September 30 from 10 am to 3 pm with a \$2.00 admission fee.

**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.

Pets Prohibited

No pets allowed on the festival grounds, except dogs assisting visually handicapped persons. Pet may be available at entrance. Artists bringing pets will be asked to leave grounds and forfeit their booth space.

Dry Camping

There are a limited amount of RV dry camping places available. 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 2010, 35th 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

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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 29 & 30, 2012 _____ (Permit good only on date(s) indicated)

NATURE & TYPE OF BUSINESS:

- | | |
|---|--|
| <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Other Sales |
| <input type="checkbox"/> Real Estate Services | <input type="checkbox"/> Other Professional Services |
| <input type="checkbox"/> Building or Construction | <input type="checkbox"/> Auto Sales, New/Used |
| <input type="checkbox"/> Other: _____ | |

Brief Description: _____

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

TYPE OF BUSINESS ENTITY:

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Non-Profit Corporation (Proof Required) | <input type="checkbox"/> Other |
| <input type="checkbox"/> L.L.C. | |

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**