



## Pinetop-Lakeside Chamber of Commerce 4<sup>th</sup> of July Mutt Strutt

Wednesday, July 4th, 2018

2 March 2018

Dear Vendor,

Enclosed you will find the vendor application for the first ever Pinetop-Lakeside Chamber of Commerce 4<sup>th</sup> of July Mutt Strutt. In conjunction with the town of Pinetop-Lakeside, our area has been officially deemed the pet-friendly, fireworks-free zone and we are celebrating with a day long event followed by a movie in the park with our hosts, the town of Pinetop-Lakeside.

The Mutt Strutt 5K walk/run and day of events will be held at p.l.a.c.&s, 5475 Buck Springs Rd, Pinetop, AZ 85935. Entry is free but parents of furry contestants must purchase a wristband for either all contests or all contests and the race combined.

If you are interested in vending at this event, we have two primary areas: Flealess Market and the VIP Pet Promenade. Vendors in the Flealess Market may sell any product they choose, but VIP Pet Promenade vendors must sell ONLY pet products.

If you would like to donate an item to our auction fundraiser (a value of \$15 or more), we will promote your product throughout the event and discount your booth fee \$5. The item must accompany your completed application.

***Please note: This is our inaugural event and details are still coming together. We reserve the right to make changes as needed for the benefit of the event.***

If we can assist you further or if you have any special requests, please send on a separate sheet of paper along with your application and we will do our best to accommodate you. If you have questions, phone (928) 367-4290. We look forward to receiving your application and having a successful Mutt Strutt.

Sincerely,

Executive Director  
Pinetop-Lakeside Chamber of Commerce



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### CHECKLIST

- Completed application
- \$50 booth fee for VIP Pet Promenade.
- \$40 booth fee for Flealess Market.
- Donated auction item of \$15 or more retail value
- Completed indemnity agreement and/or insurance certificate
- Photo release



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### APPLICATION

Flealess Market    VIP Pet Promenade    I am donating an item of \$\_\_\_\_\_ value to the auction.

Vendor's Name \_\_\_\_\_

Business Name \_\_\_\_\_ AZ Sales Tax # \_\_\_\_\_  
(8 digits; no letters)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (     ) \_\_\_\_\_ Evening Phone (     ) \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Products you will be selling: \_\_\_\_\_

Make money orders, cashier's or business/personal checks payable and mail to:

Pinetop-Lakeside Chamber of Commerce (MS2018), 518 W. White Mountain Blvd., Lakeside, AZ 85929

Credit Card Information:  Visa    Mastercard

\_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Credit Card Billing Address (check here if same as above )

Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If I am accepted as a vendor at the Pinetop-Lakeside Chamber of Commerce Mutt Strutt, my booth fee payments will not be refunded to me should I need to cancel for any reason. I agree to abide by the conditions and requirements set forth in this packet and understand the event producer may deny my participation for any reason.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



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### RULES, STANDARDS, ELIGIBILITY & APPLICATION GUIDELINES

- Products for Sale** All products at booths must be for sale.
- Booth Fee** The Flealess Market space is \$40 and the VIP Pet Promenade space is \$50. If you would like to donate an item to our auction fundraiser (a value of \$15 or more), we will promote your product throughout the event and discount your booth fee \$5. The item must accompany your completed application.
- Payment** Credit cards (VISA or Mastercard only), money orders, cashier's check, or checks are accepted. Make payable to Pinetop-Lakeside Chamber of Commerce (MS2018).
- Cancellation & Refund Policy** Once a vendor has been confirmed, there will be no refund due to cancellation for any reason.
- Booth Assignments** The Mutt Strutt committee assigns exhibitor locations in the best interest of the event. The committee may reassign booths due to cancellations or no-shows. (No-shows are exhibitors who have not begun set up at their assigned space by 8:00 AM on Wednesday, July 4th.)
- Booth Space** Booth dimensions are 10 feet X 10 feet. No chairs, tables, electrical power, or internet services are included. We encourage vendors to provide a professionally manufactured shade (tent or canopy) in good condition—it's July so it could be hot or it could be raining. Your booth will be on grass or ground—weights are required to anchor your tent to the festival grounds. **NO STAKING ALLOWED.**
- Check In** **Check-in:**
- Booth Hours** **Tuesday, July 3<sup>rd</sup>, 3 PM to 7 PM**  
**Wednesday, July 4<sup>th</sup>, 6 AM to 9 AM**
- Booth Hours**  
**Wednesday, July 4<sup>th</sup>, 10AM to 4PM**
- Exhibitors must claim their assigned booth space no later than 9AM on Friday or the booth and fee will be forfeited.
- Location** This event is held at p.l.a.c.&s, 5475 Buck Springs Rd, Pinetop, AZ 85935—rain, shine, or wind. We are in the mountains, be prepared for inclement weather.



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- Loading and Unloading Parking** A loading and unloading area is designated for your convenience. **Immediately after unloading, please move your vehicle to the designated parking lot.** Vehicles are subject to towing if not in proper parking area or blocking entrance/exit.
- Code of Conduct** Any vendor or member of their family who is involved in any verbal or physical altercation will be asked to remove themselves and their products from the event grounds immediately and will not be permitted to return. No refunds will be issued.
- License, Sales Tax and Town Permit** Vendors must collect, report, and pay appropriate taxes for all items sold at the festival—if applicable. Each exhibitor is responsible for registering with the State of Arizona Revenue Department. Phone (480) 545-3500 and ask for a license compliance officer. Visit [www.revenue.state.az.us](http://www.revenue.state.az.us) if you have any questions or call (602) 255-2060.
- Security and Waiver** Vendors are responsible for their products, booth, and liability insurance during the event. Security is not provided. Pinetop-Lakeside Chamber of Commerce and PLAC&S, their agents, employees or volunteers are not responsible for loss, damage, vandalism, casualty, injury, or theft. No illicit drugs or firearms are allowed on the event grounds.



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### **THIS IS AN IMPORTANT LEGAL DOCUMENT YOU MUST SIGN AND RETURN** **RELEASE AND INDEMNITY AGREEMENT**

\_\_\_\_\_ (your name), hereinafter “Applicant” agrees to indemnify and hold harmless the Pinetop-Lakeside Chamber of Commerce and Pinetop Lakes Activity & Equestrian Center, hereinafter “Chamber” and “PLAC&S” 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 Pinetop-Lakeside Chamber of Commerce 4<sup>th</sup> of July Mutt Strutt, hereinafter “Mutt Strutt.” Applicant shall be solely responsible for providing products liability insurance, completed operations insurance, or other liability insurance that will provide coverage for the acts or omissions of Applicant or for Applicant’s activities at the Mutt Strutt. In the event Applicant chooses not to purchase such liability insurance, Applicant understands Applicant shall be corporately and individually responsible for holding harmless Chamber and PLAC&S and for defending any lawsuits or claims made by insured persons. Applicant’s indemnification of Chamber and PLAC&S shall include all 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 PLAC&S in defending such claims and lawsuits. In the event Applicant has liability insurance, Applicant agrees to add Chamber and PLAC&S as additional named insureds for this event only.

Applicant further agrees and promises 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 PLAC&S harmless for any and all such taxes, fees, or benefits.

Further, Applicant agrees 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 PLAC&S harmless for any violation of law relating to Applicant’s activities or Applicant’s use of the booth or exhibit area.

Likewise, Chamber and PLAC&S agrees to indemnify and hold Applicant harmless for any and all claims or



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lawsuits for personal injuries, wrongful death, or property damage arising from the acts or omissions of Chamber and PLAC&S. Further, Chamber and PLAC&S provides insurance coverage for losses that occur in the common areas of the Mutt Strutt. While Chamber accepts primary responsibility for the common areas, Applicant has the sole responsibility for Applicant's booth or exhibit area where Applicant's customers stand to purchase or view Applicant's products and services.

In the event Applicant is a corporation, both the president and secretary of the corporation must sign this document. In addition, in the event Applicant is a corporation, two major shareholders of the corporation must also sign and guarantee this release and indemnity.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Guarantor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### PHOTO/VIDEO RELEASE

Please sign to grant permission for you and/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 products during the 4<sup>th</sup> of July Mutt Strutt and Movie in the Park 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 vendor (or a representative of the vendor), 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 \_\_\_\_\_