



Greetings from the Town of Pinetop-Lakeside!

I am excited to announce the **3rd Annual White Mountains Hot Air Balloon Festival** will return to Mountain Meadow Recreation Complex on June 26-28, 2020. This year's event promises to be the biggest and best yet, with 20 beautiful hot air balloons, great local entertainment, and a kickoff concert featuring Duane Moore and Mogollon. And, we have more big news!

This year, we have partnered with the Pinetop-Lakeside Chamber of Commerce to include the **Spectacular Red, White Mountain, & Blue Bash** as part of the festivities. While the Chamber will be responsible for producing the Spectacular and the Town will produce the Balloon Festival, we see this as an opportunity to present a seamless event for our residents, visitors, and vendors. If you are not familiar with the Spectacular Red, White Mountain, & Blue Bash, it is a great kids-centric event featuring live entertainment, inflatable rides, and other activities for the entire family.

We are now accepting vendor applications for the combined event. Here is the schedule for the weekend:

Friday, June 26

- 6:30 a.m. Balloon launch (weather permitting)
- 7-10 a.m. Pancake breakfast by the Pinetop-Lakeside Chamber of Commerce
- 10 a.m. Spectacular Red, White Mountain, & Blue Bash Opens
- 6 p.m. Balloon Festival Kick-Off Concert featuring Duane Moore and Mogollon
- 8:15 p.m. Balloon Glow (weather permitting)
- 9 p.m. Event ends

Saturday, June 27

- 6:30 a.m. Balloon launch (weather permitting)
- 7-10 a.m. Pancake breakfast by the Pinetop-Lakeside Chamber of Commerce
- 10 a.m. Spectacular Red, White Mountain, & Blue Bash Opens
- 4 p.m. Balloon Festival opens
- 8:15 p.m. Balloon Glow (weather permitting)
- 9 p.m. Event ends

Sunday, June 28

- 6-9 a.m. Pastries, coffee, and juice available for purchase (Pinetop-Lakeside Chamber of Commerce)
- 6:30 a.m. Balloon Launch (weather permitting)
- 9 a.m. Event ends



Vendors may move in beginning Thursday afternoon and must be in place and ready to open by 10 a.m. Friday morning. Vendors may tear down and depart once the event closes Saturday at 9 p.m. Sunday is an optional day for all vendors. More detailed move-in information will be provided closer to the event.

Attached you will find a vendor application for your use. Please complete and return the application to me at talba@pinetoplakesideaz.gov. Accepted vendors will be notified by May 1, 2020. Space is limited, so we encourage you to apply early.

Thank you for your consideration and let me know if you have questions.

Tony Alba
Community Services Manager

Town of Pinetop-Lakeside
325 W. White Mountain Blvd.
Lakeside, AZ 85929
Office: (928) 368-8696, Ext. 240
Cell: (602) 568-0472

Email: talba@pinetoplakesideaz.gov
Web: www.pinetoplakesideaz.gov

Visitor Website: www.pinetoplakeside.com



NOTICE TO ALL VENDORS OF SPECIAL EVENTS

Thank you for doing business in our Town we are glad you are here. There are a few things that we would like you to do to participate in the special events per our Town Code.

- Single Event permit is \$20.00. This allows you to participate in one show only.
- An Annual Permit is available at a cost of \$75.00. This allows you to participate in as many events as you would like during that calendar year and only go through the process once. If you purchase an annual permit in 2020 it is only good for 2020, it does not carry over to the next calendar year.

Required attachments to the permit application:

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

Other requirements:

- We must receive your Vendor's Permit application **a minimum of 10 days** prior to the start of the event or your permit may be denied. **Permits must be complete and legible, if not legible the permit may be denied.**
- If you show up for an event and you have not been issued a permit you will be asked 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 9.43% tax on all items sold** (food for immediate consumption on grounds is 11.43%) 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 have any questions, please call Cody Blake at (928)368-8883

Thank you,

Cody Blake
Community Development Director



FOR OFFICIAL USE ONLY	
PERMIT #:	_____
PERMIT FEE PAID: \$	_____
DATE:	_____
ISSUED BY:	_____

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

- Single Event Permit** **Annual Permit**

All applications must be submitted a minimum of 10 days prior to the start of the event.

BUSINESS NAME: _____ PHONE #: _____

APPLICANT NAME: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EVENT SPONSOR: _____

DATE OF EVENT(S): _____ **(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"/> 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 | <input type="checkbox"/> L.L.C. |

Arizona State Transaction Privilege Tax License #: _____
(Copy of State License MUST be attached to THIS application)

Federal I.D. #: _____

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

- Navajo County Health Department Certificate/Permit: _____

OWNER/OFFICER(S) OF BUSINESS:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____

SIGNATURE: _____ DATED: _____

APPLICATION FEE: \$20.00 FOR A SINGLE EVENT PERMIT OR \$75.00 FOR ANNUAL PERMIT
Please make check payable to: The Town of Pinetop/Lakeside



June 26-28, 2020
Mountain Meadow Recreation Complex

The 3rd Annual White Mountains Hot Air Balloon Festival returns to Pinetop-Lakeside in 2020 with some exciting additions. The event again will be three days and all balloon activities will be free to the public. And, we've partnered with the Pinetop-Lakeside Chamber of Commerce to include its Spectacular Red, White Mountain, & Blue Bash, featuring activities and live entertainment for the entire family. Balloon activities are weather permitting and will be part of a festival featuring live entertainment, food and retail vendors, bounce houses and water activities, a beer garden and more. Vendor spots are now available for the 2020 White Mountains Hot Air Balloon Festival and Red, White Mountain and Blue Spectacular. All vendor applications will be considered and vendors will be notified of their selection by May 1, 2020.

Vendor Information
\$50 vendor fee covers both days

- ❖ Vendors selling product must have a business license from the Town of Pinetop-Lakeside. Vendors who do not have a business license may pay a single special-event permit fee of \$20 or an annual special event fee of \$75 which is good for the entire year. A State TPT License also is required.
- ❖ Return payment and completed form to:
Town of Pinetop-Lakeside
325 W. White Mountain Blvd.
Lakeside, AZ 85929
Attn: Tony Alba
- ❖ Please provide your logo for inclusion on our website.

Business Name _____

Contact _____ Email _____

Products being sold _____

Mailing Address _____

Space and power requirements _____

Bus. Phone _____ Cell Phone _____

Do you have a Pinetop-Lakeside Business License (Please circle) Yes No

State TPT License Number _____

For more information, contact Pinetop-Lakeside Community Services Manager Tony Alba at 928-368-8696 extension 240 or talba@pinetoplakesideaz.gov.