



## Pinetop-Lakeside Chamber of Commerce Vendor Application 2021

May 16, 21

Dear Vendor:

Enclosed you will find the Vendor Application for the Pinetop-Lakeside Chamber of Commerce events. **There are changes to the schedule, location, and pricing. Please read this document carefully!**

Due to COVID-19 restrictions, event locations and restrictions have been updated. Your application will be reviewed and confirmed. Not all events allow food vendors.

**This application supersedes all previous documents. If you have already signed your contract for next year, the pricing changes and location changes will not affect you.**

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 are looking forward to receiving your application and having another successful year of events with the chamber.

Sincerely,

Board of Directors  
Pinetop-Lakeside Chamber of Commerce



# Pinetop-Lakeside Chamber of Commerce Vendor Application

2021

## VENDOR APPLICATION

Choose events (see pricing in following section)

- Wine in Our Pines, June 19, 11 AM – 2 PM, Mountain Meadow Recreation Complex NO FOOD**  
Booth fee  \$75 (Must be a white tent)
- White Mountain Beer & Music Festival, July 24, Noon – 7 PM, Mountain Meadow Recreation Complex**  
Booth fee  \$75
- Sweet Samplers & Wine, August 28, 6 PM – 9 PM, Location TBD, NO FOOD**  
Booth fee  \$75
- Fall Artisans Festival, September 24 – 26, The Orchard at Charlie Clark's SOME FOOD IS ALLOWED**  
Booth fee  12 X 12, \$250  12 X 24, \$450  12 X 36, \$600 (Must be white tents)

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

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

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

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

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

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

I am the creator or artist of the following products.

### Category

- Handcrafts  Jewelry  Packaged Food  Fine Art  Wood and/or Metal Crafts  
 Manufactured Items  Other  Native American Handcrafted items

**A confirmation and an invoice will be sent so you can send a check or before you are charged**

Money order or check

Visa  Mastercard **Total to be charged (see above in red): \$** \_\_\_\_\_



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Card number \_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_

Credit card billing address (check here if same as above )

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

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

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

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

### INCLUSIONS

- 12×12 space in which to place your WHITE tent and display your wares. (You may place products outside your booth area at the sole discretion of Event Committee and space permitting.)
- Event ticket for your booth host or hostess
- Printed, branded material placed in welcome kits or at welcome desk
- Mentions in advertising
- Mentions in social media postings
- Mentions in chamber emails
- Logo on our website



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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 the venue, hereinafter “Chamber” and “Venue” 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 event, hereinafter the “Event.” 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 Event. 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 the Venue and for defending any lawsuits or claims made by insured persons. Applicant’s indemnification of Chamber and the Venue 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 the Venue in defending such claims and lawsuits. In the event Applicant has liability insurance, Applicant agrees to add Chamber and the Venue 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 the Venue 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 Event. Applicant further states it will defend and hold Chamber and Orchard harmless for any violation of law relating to Applicant’s activities or Applicant’s use of the booth or exhibit area.

Likewise, the Chamber and the Venue agree 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 the Chamber and the Venue. Further, the Chamber and the Venue provide insurance coverage for losses that occur in the common areas of the event. While Chamber accepts primary responsibility for the common areas, Applicant has the sole responsibility for Applicant’s



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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



## Pinetop-Lakeside Chamber of Commerce Vendor Application 2021

### 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 artwork during the Event 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.

If I am the artist (or a representative of the artist), I am 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.

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SIGNATURE

DATE

### COVID AGREEMENT

I understand **my staff, helpers, volunteers, children, and I** may be required to wear a mask at all times while manning the booth. This requirement will be updated as needed and in accordance with CDC, local, state, and federal guidelines.

I will provide hand sanitizer at my location.

I will disinfect my area no less than once per hour.

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SIGNATURE

DATE



# Pinetop-Lakeside Chamber of Commerce Vendor Application 2021

[www.ci.pinetop-lakeside.az.us](http://www.ci.pinetop-lakeside.az.us)



## 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.

COMMUNITY DEVELOPMENT DEPARTMENT  
1360 N. Niels Hansen Lane ! Lakeside, AZ 85929  
(928) 368-8883 ! FAX (928) 368-8528 ! TDD (928) 368-8802  
[www.ci.pinetop-lakeside.az.us](http://www.ci.pinetop-lakeside.az.us)

510 W. WINDY MOUNTAIN BLVD, LAKESIDE, AZ 85929 | (928) 368-1230  
[director@pinetoplakesidechamber.com](mailto:director@pinetoplakesidechamber.com) | [www.pinetoplakesidechamber.com](http://www.pinetoplakesidechamber.com)



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### TOWN OF PINETOP-LAKESIDE VENDOR PERMIT APPLICATION

**YOU MUST REMIT COPY OF AZ SALES TAX LICENSE CERTIFICATE & DRIVER'S LICENSE**

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

BUSINESS NAME \_\_\_\_\_

PHONE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

RELATIONSHIP TO BUSINESS \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EVENT SPONSOR: Pinetop-Lakeside Chamber of Commerce (**Permit valid only on date(s) indicated**)

**Wine in Our Pines, June 19, 11 AM – 2 PM, Mountain Meadow Recreation Complex**

**White Mountain Beer & Music Festival, date and location to be determined**

**Sweet Samplers, August 28, location to be determined**

**Fall Artisans Festival, September 24 – 26, the Orchard at Charlie Clark's**

#### NATURE & TYPE OF BUSINESS

Retail Sales

Other Sales

Real Estate Services

Other Professional Services

Building or Construction

Auto Sales, New/Used

Other: \_\_\_\_\_

Continued on next page





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Brief description of your business:

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Describe any chemicals or hazardous materials/wastes to be used or stored by the business

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### TYPE OF BUSINESS ENTITY

- Corporation     Sole Proprietorship     Non-Profit Corporation (Proof Required)     LLC  
 Other

If a Corporation or LLC, 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

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NAME & PHONE NUMBER OF PERSON TO BE CONTACTED IN THE EVENT OF ANY EMERGENCY:

SIGNATURE

DATE

TITLE

**\$20 PPLICATION FEE INCLUDED IN BOOTH FEE**



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### RULES, STANDARDS, ELIGIBILITY, AND APPLICATION GUIDELINES

#### DO NOT RETURN THE FOLLOWING PAGES WITH YOUR APPLICATION

<b>Event Committee Quality Control</b>	The Event 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 Event Committee whose decision is final.
<b>Code of Conduct</b>	<p>You must show courtesy to your fellow vendors at all times. You are not permitted to create distractions in order to pull customers from other vendors. This includes the loud playing of music or catcalls.</p> <p>Any vendor involved in a verbal or physical altercation with Event staff, other vendors, or customers will be asked to leave the show immediately and will not be permitted to return. No refunds will be issued.</p>
<b>Security and Waiver</b>	Exhibitors are responsible for their art, booth, and liability insurance during the festival. In the case of the Fall Artisans Festival, security will be provided overnight on Thursday, Friday, and Saturday. Pinetop-Lakeside Chamber of Commerce, the Venue, nor the Town of Pinetop-Lakeside, its agents, employees or volunteers are responsible for loss, damage, vandalism, casualty, injury or theft. No alcohol, illicit drugs, or firearms are permitted on the festival grounds.
<b>Booth Fees</b>	Booth fees vary and include the town of Pinetop-Lakeside permit fee of \$20 (the attached form must be completed). You may deduct \$20 from your booth fee if you already have a town business license.
<b>Payment</b>	VISA, Mastercard, money order, cashier's check, or business/personal check are accepted.
<b>Cancellation &amp; Refund Policy</b>	Once a vendor has been confirmed, there will be no refund due to cancellation for any reason.
<b>License, Sales Tax and Town Permit</b>	<p>Exhibitors must collect, report, and pay appropriate taxes for all items sold at the Event—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.</p> <p>Visit <a href="http://www.revenue.state.az.us">www.revenue.state.az.us</a> if you have any questions or call (602) 255-2060.</p> <p>A permit application for the Town of Pinetop-Lakeside is included in this packet and must be completed and returned with your exhibitor application. A compliance officer will be walking the Event grounds to verify sales tax permits.</p>



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**Your must remit a copy of your AZ TPT license and driver's license with your application.  
Your AZ TPT license must be posted and visible in your booth space at the festival.**

- Location** This Event locations will be announced in advance. We are in the mountains, be prepared for inclement weather.
- Booth Assignments** The Event Committee assigns exhibitor locations in the best interest of the Event. The committee may reassign booths due to cancelations or no-shows.