



PLEASE FILL OUT ALL SECTIONS COMPLETELY AND CLEARLY

**GENERAL FESTIVAL INFORMATION**

Vendor Setup: 8:00am -11:00am, Friday, November 4, 2022

Festival Dates & Hours:

Fri Nov 4, 2022, 3:00 pm – 10:00pm  
 Sat. Nov. 5, 2022, 11:00am – 10:00pm  
 Set-Up Time starting at 8:00 am

Vendor Contact:

Page Lake Powell Chamber  
 Brenda Dominick  
 PO Box 727, Page, AZ 86040  
 Office: 928-612-2928  
 Fax: 928-608-5808  
 Email: office@pagechamber.com

Event Location: Block 17

Lake Powell Blvd & Elm Street

**VENDOR INFORMATION**

Business Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 24hr Emergency Phone #: \_\_\_\_\_  
 Yes: \_\_\_ No: \_\_\_ Share my information with other promoters

**CLASSIFICATION**

**Not for Profit:** Charities with a designated IRS nonprofit status (IRS copy of filing certificate required)

**Arts & Craft Vendors:** Hand-Made, create, assemble, or manufacture at least 70% of the finished product.

**Commercial:** Retail, advertising, and non-handmade items

**Food:** Vendors who make fresh food onsite

**Food Vendors please apply for your permits with the Coconino County Health Department "Temporary Food Service License" website.. The Link is listed under FOOD Vendors on this application.**

**Please list items being sold (If selling food items please attach menu):**

**EXHIBIT BOOTH SPACE OPTIONS (Prices are for 2-day event)**

10 x10 wide: <b>Commercial Booth:</b> \$300.00	<b>Food Booth:</b> \$275.00	<b>Arts/Crafts:</b> \$250.00
20 x 10 wide: <b>Commercial Booth:</b> \$475.00	<b>Food Booth:</b> \$425.00	<b>Arts/Crafts:</b> \$400.00
30 x 10 wide: <b>Commercial Booth:</b> \$800.00	<b>Food Booth:</b> \$650.00	<b>Arts/Crafts:</b> \$575.00
40 X 10 wide: <b>Commercial Booth:</b> \$1000.00	<b>Food Booth:</b> \$800.00	<b>Arts/Crafts:</b> \$700.00
<b>Non-Profit:</b> (not selling items) \$125.00		

**EXHIITOR REQUIREMENT**

The Page Lake Powell Balloon Regatta is a rain or shine outdoor event, and as such, may be vulnerable to weather. Vendors understand that fees are not refundable due to inclement weather, interruptions in festival schedule due to weather, dangerous conditions, acts/threats of terrorism, acts of god, natural disaster, or war.

I hereby state that I have read all the vendor rules and regulations, and the fire department safety requirements in this packet and agree to abide by all rules or risk being removed from this event and /or excluded from future shows. I understand that this agreement made between myself and, The Chamber Page Lake Powell committee. I am the authorized vendor listed on the application, and that all information has been completed to the best of my knowledge.

\_\_\_\_\_  
 Vendor Name (Please print)

\_\_\_\_\_  
 Vendor Signature

\_\_\_\_\_  
 Date



**Application deadline is September 15, 2022, CANCELLATIONS:** The Page Lake Powell Chamber needs to be notified of cancellations no later than October 1, 2022, in order to receive a full refund (minus \$35.00 processing fee), and by October 15, 2022, for a 50% refund (minus \$35.00 processing fees). Cancellations made after October 20, 2022, will not be eligible for a refund.

FEE INFORMATION

Worksheet

Booth Price:	\$ _____
Service Fee: (Food Vendors Only) \$50.00	\$ _____
Insurance: (\$50.00)	\$ _____
Electric: (\$75.00)	\$ _____
<b>(Food trucks please use a generator)</b>	
 Total fees due:	 \$ _____

Please include your total payment with the submission of your application.

Payment by: (Circle One)    VISA    MC    Discover    Amex

Credit Card #: \_\_\_\_\_                      Exp Date: \_\_\_\_\_                      Security Code: \_\_\_\_\_

Billing Address for CC:

Make Checks Payable to: Page Lake Powell Chamber

Mail to: Page Lake Powell Chamber  
PO Box 727 Page, AZ 86040

**IMPORTANT NOTICE:** The Vendor Committee will meet to review each application. In an effort to avoid excessive vendor product duplication, the date of application receipt may be used to determine individual vendor category selection. Shortly after the committee meets you will be notified via email if you have been accepted as a vendor for this event. Once notified, we expect you, in ample time before the event, to secure the following: 1) Insurance; 2) Coconino County Health Permits. By signing this form, you state you understand these requirements. Vendors closed by an inspector for any reason will not receive a refund. If because of duplications, or other reasons, you were not accepted as a vendor at this year’s event, you will be notified via email and you will be issued a full refund at that time.

**Insurance Disclaimer.** I understand that City of Page will provide liability insurance for “location only”. Any coverage so provided will be governed by the policy language. Except to the extent that it may provide such insurance, City of Page does not carry or maintain any health, medical, disability, damage, or other liability insurance coverage for the benefit of its vendors, and expressly disclaims any responsibility or obligation to do so. Insurance provided to Vendors through the City of Page is for “location only”. Does not cover any incidents caused by the sale of food.

By signing below, I acknowledge that I have read and understand this disclaimer and agree to its provisions.

\_\_\_\_\_  
Signature of participant/ vendor

\_\_\_\_\_  
Date



**The following policies and procedures have been adopted by The Chamber Page Lake Powell and shall govern activities of the Lake Powell Balloon Regatta Vendor Fair.**

To be considered, all applicants for booth space must submit a signed contract with The Chamber and pay all applicable fees prior to the deadlines set forth herein. This form affirms that the participant agrees to abide by the rules and regulations set forth by the Chamber including products to be exhibited and procedures for set-up and tear down of exhibits. Any exhibitor refusing to comply with any of the rules set forth will automatically forfeit their booth space and registration fee and will be asked to leave the show immediately.

**General Rules & Regulations:**

The Chamber Page Lake Powell shall not be responsible for any injury or loss that may incur to the exhibitor, their employees, or representatives of their goods from any cause whatsoever while at the show. The exhibitor agrees that they will hold The Chamber Page Lake Powell, or designated representatives, harmless and free from all damages by reason of liability occasioned by any act or omission, neglect, or wrongdoing of the exhibitor, his employees, or any of his agents, officers or representatives, and said exhibitor will at his own expense defend and protect The Chamber Page Lake Powell against all such claims and demands. The exhibitor also agrees that The Chamber Page Lake Powell will not be responsible for accidents, fire, theft, breakage, or any other accident incurred by the exhibitor at any time and the festival is released from liabilities and responsibilities. This includes the hours for setting up and dismantling the show.

**INSURANCE:**

The following should be listed as an additional insured:

City of Page PO Box 1180, Page AZ. 86040, as the Certificate Holder

The Limits are General Liability \$1,000,000 each occurrence / \$2,000,000 General Aggregate.

**Sales Tax License**

All festival vendors are required to hold a current Arizona Sales Tax (Resale) License. More information on the Sales Tax License can be found at <http://www.azdor.gov> or call 602-255-2060.

**Check in:** All vendors must check in with a Chamber representative before setting up.

**Setup:** Booth set up begins at 8:00am and must be completed and ready for sales at 3:00 pm and remain set up until the end of the event. Upon completion of the event, vendor is responsible for clean-up and trash removal of their area. Failure to do so will result in a \$100.00 fee and rejection of future events. We will have escorts available to take you to your site and answer any questions you may have. Slot assignments are based on size of booth, electrical needs, and location. By assigning this way, we can hopefully avoid multiple vendors within a given area attempting to setup at the same time. Because of safety concerns, motor homes, long trailers or 5th wheels will not be allowed on the festival site without prior written consent. Please be considerate of other vendors who are already set up. Vendors must provide any ground cover required to avoid damage to the grounds and remove same at the conclusion of the event. Grease or burn marks will not be tolerated and will result in forfeit of deposit or additional assessment of damages.

**Teardown:** Vendors may begin teardown no sooner than 10:00 P.M. on Saturday, NOVEMBER 6, 2021. VENDORS MUST BE OFF the FESTIVAL AREA BY 11:30 P.M. ON NOVEMBER 6, 2021. Labor for setup and teardown is the responsibility of the vendor and is not provided by the Page Lake Powell Chamber or the volunteers. Those who do not comply with this policy will not be asked to participate in future festivals.

The Chamber Page Lake Powell will not be responsible for lost/stolen items, accidents, personal injuries of damaged equipment.

There is no exclusivity on spaces. Spaces are on a first come first service basis and is at the discretion of The Page Lake Powell Chamber. The Chamber reserves the right to limit sales to ONLY those items the vendor lists on this application.

**Trash:** Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, (broken down) and signs. The Chamber will provide dumpsters for this purpose.

**Booths:** All vendors must have weights or stakes for any canopies in use. Please ensure that all four corners of your canopy have weights of at least **50 lbs.** attached or are NO stakes in the asphalt. If high winds develop, all vendors must take action to minimize damage and risk to attendees. Vendors agree to see that their booth is staffed with sufficient people during the scheduled hours of the festival. There will be no live animals brought onto the festival grounds at any time with the exception of animals trained and used for medical reasons or law enforcement (specifically service animals as defined in the Americans with Disabilities Act). Vendor acknowledges that it is unlawful to leave unattended pets inside a vehicle. Vendors will not bring onto the festival grounds any alcoholic beverages. Booth sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths will not be asked to participate in future festivals. The use of any sound devices must be a conversational level not to interfere with neighboring vendors. The HBFF Committee expects our vendors to be respectful of other vendors, volunteers, State employees and dignitaries, as well as our citizens and guests enjoying the festival. Anyone behaving in a rude or unprofessional manner will not be asked to participate in future festivals.

## FOOD VENDORS

1. All food vendors are required to have a **Food Handler's Card from the Coconino County Health Department**. Copies of the food license must be submitted along with the booth fees and signed contract. You must also have a Coconino County Health Department "Temporary Food Service License". The Portal to apply for this permit is listed below all permits are online only now no paper forms will be accepted.

<https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal &installationID=330>

The Health Department staff will check all food booths; if you do not have the required Health Department permits it is possible the inspector will close your booth for not having the required permit(s), refunds will not be issued. You will need to submit a copy of these permits to the Page Chamber prior to event.

2. Food vendors may not sell any beverages or food items not described on the application. Approval for additional items must be requested and received.
3. All food vendors will be required to pay a \$50.00 non-refundable service fee. This fee will cover the cost of food area clean-up. There will be no exceptions to this charge.

## Fire Inspectors

The following is a list of requirements that the fire inspectors will be checking for:

1. Minimum of one (1) fire extinguisher with a minimum rating of 2A10BC, with an approved service tag that reflects a current inspection date within the last twelve months, shall be required for each concession using any type of open flame device. All others shall have an extinguisher accessible within 75' travel distance of their location.
2. Multi-plug connections, frayed/broken electrical extension cords, or cords with less than 12-gauge wiring are prohibited.
3. All L.P.G. tanks shall be secured with a small chain or other approved device.
4. Cooking that requires the use of a deep fat fryer(s) shall provide a minimum of one Class K portable fire

extinguisher. Class K extinguishers shall be a minimum of 1.5 gallons in capacity.

5. Portable generators shall not be used inside a closed tent and placed approximately 10 ft. from the tent, canopy, or portable booth. (A fixed unit on a trailer is exempt.)

6. Cooking that produces sparks or grease-laden vapors shall not be performed inside trucks, trailers, booths, tents, or canopies unless an approved suppression system is provided. Suppression system shall have a service tag dated within 6 months from time of inspection.

7. All cooking devices shall be in good working condition. All cooking equipment shall be restricted to UL approved commercial cooking appliances only.

8. All cooking devices shall be on a flat stable surface.

9. If wood, charcoal, or any other type of approved solid burning material is utilized, the material shall be stored away from any combustible material and usage shall be confined to a cooking container designed for such use/material. Hot material shall be disposed of in a proper container designed for the hot material.

Hot material shall not be stored near combustible material. There shall be a method in place to prevent any combustible material from coming in direct contact with the discarded hot material.