

Saturday, February 7, 2009
10am-5pm
Sunday, February 8, 2009
10am-4pm

24th Annual Winterfest Vendor Application

Please read all included information before completing.
Incomplete applications will not be accepted.
Please type or print clearly.



Business Name _____

Contact Phone Number _____

Name (First, Last) _____

Email address (with an email address, we can notify you that your application was received, as well as send periodic updates).

Mailing address _____

Please share my information with other promoters

City, State, Zip _____

yes no

Items being sold

Please list all items being sold. We try our best to separate like vendors, and a complete list of your products helps.

Category listing - see booth information sheet for list, list all numbers that apply to your product(s)

Booth Letter - see booth information sheet for the booth letter you need

Electric

VENDORS:

(Electric prices are for both days)

110v is the **maximum** power allotted per vendor outside the food court. The standard electricity rate (110v) is \$45. Generators are not allowed.

_____ Yes, I will need electricity (110v) \$45

FOOD VENDORS IN THE FOOD COURT:

A limited number of 220v outlets are available for food court vendors only. This is on a first come, first served basis. 220v rate is \$65.

_____ Yes, I need electricity (220v) \$65

_____ I will be using a generator (food vendors only)

"I hereby state that I have read all the rules and regulations in this packet and swear to abide by all rules or risk being removed from this show and/or excluded from future shows. I understand that this is an agreement made between me and the Lake Havasu Area Chamber of Commerce, 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 _____

VISA/MasterCard # _____

Expiration Date _____

| For Office Use ONLY | Type of payment |
|-----------------------|------------------------------|
| Date Received _____ | Cash _____ Credit Card _____ |
| Amount Received _____ | Check # _____ |

Please return completed application to **Michelle Mizuno** at:
Lake Havasu Area Chamber of Commerce
314 London Bridge Road * Lake Havasu City, AZ 86403
(928) 855-4115 * Fax (928) 680-0010
Email: michellem@havasuchamber.com

RULES & REGULATIONS

1. Liability Indemnity: Vendor covenants that it will protect, defend, hold harmless and indemnify the Lake Havasu Area Chamber of Commerce, its directors, officers, agents, employees and volunteers from and against any and all expenses, claims, actions, liabilities, attorney's fee, damages and losses of any kind whatsoever, actual or alleged, resulting from or connected with the participation as a vendor in Winterfest. The Chamber of Commerce shall not be liable for any loss or damage to any merchandise or personal property in or about the vendor's booth space, regardless of the cause of such loss or damage. **Vendors must provide a Certificate of Insurance naming the Lake Havasu Area Chamber of Commerce as an Additional Insured on their policy with a limit of \$1,000,000.00 per occurrence.**

2. City Business License, Certificate of Insurance, Sales Tax Payments and Health Permits: These items are not processed by the Chamber of Commerce. An application for a City Business License is included with the application; it is the vendor's responsibility to obtain the City License. The City Business License must be displayed in the booth along with the Sales Tax License. City officials will be checking for valid licenses the weekend of Winterfest, please call (928) 453-4153 for questions on the Business License and/or the Sales Tax ID. **A Certificate of Insurance may be obtained from your insurance company, or possibly through your homeowners insurance policy as an endorsement and must be turned in with the Winterfest application.** Health permit applications are available by calling (928) 453-0712. **All licenses and permits are the responsibility of the vendor and must be obtained before Saturday, February 7, 2009. If you don't have your licenses and permits before this date, you will be excluded from the event with no refund.**

3. Electric: A limited number of 110v outlets for vendors outside of the food court are on a first come, first served basis and must be paid for before the event. Electric is limited to 110v only. **You must supply your own cords and connectors (120v, 15amp, 3-wire cord connector, straight blade with a U ground);** the Chamber of Commerce will not have any cords and/or connectors available. If you need more than 110v, you will need to provide your own power source. Vendors who pay for electric will be issued an electric pass; this pass **must** be displayed prominently in your booth. If you use electric the day of the show without a pass, you will be fined.

Food Vendors Electric: For food vendors placed in the food court, a limited number of 220v outlets are available on a first come, first served basis. **You must supply your own cords and connectors to match our NEMA 14-50 R 4-wire receptacle rated at 125/250 Volt which is a standard electric range type of receptacle;** the Chamber of Commerce will not have any cords and/or connectors available. If you apply for a 220v outlet and the available spots are sold out, we will notify you upon receipt of your application. Vendors who pay for electric will be issued an electric pass; this pass **must** be displayed prominently in your booth. If you do not have a pass and you use electric the days of the show, there will be a fine assessed. **Please note: 220v is only available in the food court area.**

4. Requirements: All vendors will be required to have weights for their booth space, all 4 corners need to have a least a 50lb weight on it. **Vendors are required to attend both days of the event.** Vendors who do not attend both days in full will not be allowed into future shows. Food vendors must have proper safety precautions in place, specifically a fire extinguisher.

5. Payments: The Lake Havasu Area Chamber of Commerce accepts VISA, MasterCard, cash, checks or money orders. Postdated checks will not be honored. Payment processing is at the discretion of the Lake Havasu Area Chamber of Commerce. Payments must accompany the Winterfest Application. Please make checks payable to LHACC. **Payment problems with checks and/or credit cards will result in having to pay with cash or money order only for future shows. There will be a fee of \$45 for returned checks.**

6. Food Deposit/Clean-up Fee: Along with the application and booth fee, **food vendors must include a \$200 clean-up/garbage deposit. This payment will be processed.** At the conclusion of Winterfest on Sunday, February 8, 2009, each food vendor will have a walk-through of their area with a Chamber representative to assure that the area is clear of garbage and debris. When the Chamber representative signs off on the booth space(s), the food vendor will then receive a refund check for their deposit of \$200. Checks will be payable to the individual listed on the application. **Food vendors may not drain ice chests or other liquids into the street until the show has concluded on Sunday, February 8, 2009.**

7. Deadline: Applications, Certificates of Insurance, and payment must be received by December 12, 2008. Booth assignments will be mailed out no later than 2 weeks before the show. There will be email confirmation that your application has been received. For those without email access, confirmation will be sent when the booth assignments are mailed out.

8. Special Requests: We will consider all requests. However, not all requests can be granted. Placement in a specific spot is not guaranteed to any vendor for any reason, regardless of seniority or the order in which your application was received. Placement is based on the best flow for the show and is up to the Chamber's discretion. Availability of space at the show is on a first come, first served basis.

9. Booth setup and removal: Vendors will be permitted to begin assembling booths no earlier than 6am, MST on Saturday, February 7. **Motorhomes, long trailers, or 5th wheels will not be allowed on the festival site (McCulloch Blvd. between Smoketree and Acoma Blvd. You must either either bring a regular vehicle, or hand carry or hand cart items to your booth space.** Adjacent vendors will not be expected to move for late comers. Late arrivals need to be considerate of other vendors that are already set up. **The booths must be finished and operational by 10am, MST on Saturday, February 7, 2009.** Teardown will begin immediately at 4pm, MST on Sunday, February 8, 2009. **VENDORS MUST BE OFF OF THE STREET by 7pm, MST. The street will open to traffic no later than 8pm, MST.** Labor for setup and teardown is the responsibility of the vendor and is not provided by the Lake Havasu Area Chamber of Commerce. Those who do not comply with this policy will not be allowed to participate in future shows.

10. Trash: There will be trash receptacles identified on your map when you receive your booth assignments. Do not use private business trash receptacles. Doing so will result in a fine. Please respect the local businesses of Lake Havasu City.

11. Parking: **There is no overnight parking permitted at festival site.** Overnight parking is permitted in designated RV parks only. Those who do not comply risk tickets, towing, and fines by the Lake Havasu City Police Department. Please be respectful of full-time business in the show area when parking.

12. Cancellations: The Lake Havasu Area Chamber of Commerce must be notified of cancellations no later than Friday, November 28, 2008 in order to receive a full refund (minus processing fees) and by Friday, December 12, 2008 for a 50% refund (minus processing fees). **Any cancellations made after Friday, December 12, 2008 will not be eligible for a refund.**

13. Photographs and promotional items: This show is not a juried show, therefore, photographs and promotional items (unless requested by the Winterfest coordinator) are not required. If you choose to send photographs or other items, they become the property of the Lake Havasu Area Chamber of Commerce and you grant the Chamber of Commerce permission to use said photographs or items in a promotional manner. Photographs and/or other items will not be returned.

14. Behavior: The Lake Havasu Area Chamber of Commerce prides itself on the professional manner in which Winterfest is conducted. We expect our vendors to be respectful of other vendors, volunteers, Chamber of Commerce employees and dignitaries, as well as of our citizens and guests enjoying the event. Anyone behaving in a rude or unprofessional manner will be excluded from future shows, without exception.

15. Booth Sharing: Booth sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths will be excluded from future shows.

16. Important: **Please be sure to review items #1 and #2 regarding the requirement of Proof of Insurance from each vendor.** Due to insurance regulations and safety concerns, vehicles of any kind will be prohibited on the street between 9am, MST on Saturday, February 7 and 5pm on Sunday, February 9, 2009. **Anyone not complying will not be welcomed back to future shows. Security will be on site from 5pm MST on Saturday, February 7, 2009 until 8am MST on Sunday, February 8, 2009.** If you do not wish to leave your items overnight at the festival site (at your own risk) then you will have to hand carry all items out and hand carry them back in the next day. **This is a very serious matter, and no exceptions will be made. Please do not jeopardize the show for future years.**

24th Winterfest Booth Information, Price List and Worksheet

Please enter the corresponding category listing and Booth letter on the application

Classifications:

Non-Profit: Charities with a designated IRS nonprofit status.

Arts & Crafts: Vendors who hand make, create, assemble or manufacture at least 70% of the finished product.

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

Food: Vendors who make fresh food on site (ice cream, popcorn, hot dogs, hamburgers, fresh roasted nuts, sandwiches, etc..)

Booth Letter

| | | |
|---------|--------------------------|-------|
| A | 10x10 Non-profit | \$120 |
| B..... | 10x20 Non-profit | \$145 |
| C..... | 10x10 Arts & Crafts | \$160 |
| D..... | 10x20 Arts & Crafts | \$185 |
| E..... | 10x30 Arts & Crafts | \$240 |
| F..... | 10x40 Arts & Crafts | \$265 |
| G..... | 10x10 Commercial or Food | \$280 |
| H..... | 10x20 Commercial or Food | \$340 |
| I..... | 10x30 Commercial or Food | \$390 |
| J..... | 10x40 Commercial or Food | \$440 |

Category Listing

1. **Jewelry:** Rings, bracelets, toe rings, watches, etc..
2. **Art:** Paintings, pottery, framed art, metal, sculptures, etc.
3. **Woodworking:** Shelves, signs, furniture, etc..
4. **Food:** Packaged, homemade, and on site.
5. **Clothing:** Women's, Men's, children, infants
6. **Bath/beauty/candles/scents:** Lotions, oils, cosmetics, soaps, perfumes, etc.
7. **Kitchen items:** Cutting boards, utensils, magnets, aprons, dish towels, etc..
8. **Accessories:** Shoes, belts, scarves, purses, bags, hats, etc..
9. **Quilting/sewing/stitching/knitting:** Blankets, quilts, towels, etc.
10. **Toys:** Kaleidoscopes, dolls, stuffed animals, trains, etc..
11. **Outdoor Accessories:** Wind chimes, sun catchers, yard art, bird feeders, etc.
12. **Indoor Accessories:** Lamps, wall decor, furniture, accessories, etc.
13. **Information:** Strictly informational booths.
14. **Other:** Please specify on application in category listing section

Please read #1 and #2 of the Rules & Regulations

Winterfest Vendor Worksheet:

Booth price: \$ _____

Electric: \$ _____

Total fees due: \$ _____

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

Please make sure you have completed your application, read the rules and regulations and submitted the correct amount with your application.

Please be sure to review paragraphs 1 & 2 of the Rules & Regulations regarding proof of insurance.

Winterfest Food Vendor Worksheet:

Booth price \$ _____

Electric \$ _____

Refundable Deposit \$ 200 _____

Total Price Due \$ _____

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



For questions, contact us at:

Lake Havasu Area Chamber of Commerce
 314 London Bridge Road
 Lake Havasu City, AZ 86403
 (928) 855-4115 * (928) 680-0010
 Email: michellem@havasuchamber.com