

FOR OFFICE SPACE#: _____ SLR Y / N STATUS: _____ APP NO. STATLTTR: _____ DEPOSIT: _____
 USE ONLY: _____
 SPACE SIZE: _____ ELEC Y / N STATUS DATE: _____ SPCLTTR: _____ RETURN: _____

Flagstaff Festival in the Pines™ 2019

APPLICATION FOR BEVERAGE SPACE

July 4, 5, 6th, 2019 · 10am – 5pm · Coconino County Fairgrounds, Flagstaff, AZ

INCOMPLETE/INCORRECT APPLICATIONS WILL NOT BE CONSIDERED. DEADLINE 04/25/2019

WWW.888ARTFEST.COM

email: info@888artfest.com

BEVERAGE PROVIDER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ WEBSITE: _____

MENU: (Attach additional sheet if needed) _____

PREPARATION: Indicate whether beverages will be pre prepared _____, or prepared on site _____.

NOTES: A PHOTO OF YOUR BOOTH SHOWING THE SET UP MUST BE INCLUDED WITH YOUR APPLICATION!

Indicate if you have a trailer _____ or tent _____. If trailer what size (including hitch) _____, and which side you serve out of _____.

No Bottle Water Sales.

SIGNAGE: Each Beverage Provider is required to supply a banner or sign with either the Beverage Provider's name and/or logo or product to be displayed on his/her booth, plus signage with menu pricing. If you need assistance with a banner, contact us.

EQUIPMENT: An equipment rental request form is on map if other items are needed. Each Bev Provider must furnish and maintain two (2) 30 gallon trash containers with liners for public waste outside their booth. If beverage provider does not have 30 gallon trash containers visible by beginning of the festival they will be asked to immediately go purchase them or they will be charged \$50.00 per day that containers are not on site, money to be taken out of clean-up deposit. It is the Bev Provider's responsibility to maintain the appearance around their booth.

ELECTRICITY: Please complete the Electrical Request below and include fees if electricity is needed. All electrical appliances, including cords and plugs, must be electrically sound. Andrew Maguire & Associates, LLC. reserves the right to disconnect power from any booth with questionable equipment. A \$20.00 charge will be required for restoration of power due to faulty equipment or blown circuit breaker. All beverage vendors must bring a 100 ft. electric cord to plug into a power source. NO electric fees will be refunded after acceptance.

CLEAN-UP: A \$200.00 deposit is required to ensure the maintenance and disposal of garbage, grease, oil and debris in and around each Beverage Vendor's assigned space. Wastewater must be disposed of in gray water containers on site. All garbage must be sealed in transportable containers before disposing in garbage containers on site. Do not leave trash or any debris on or near your booth location. Do not use the portable toilets for disposal of trash or for any reason other than the purpose they are intended for. Any violations of these rules will result in the forfeiture of your clean-up deposit. **CLEAN-UP DEPOSIT CHECK MUST BE INCLUDED FOR APPLICATION TO BE COMPLETE!**

ENCLOSE FEES:	<u>SPACE FEES CHECK ONE</u>	<u>TOTAL</u>
<input type="checkbox"/>	\$315.00 per 10 x 10 booth space (provide own tent)	_____
<input type="checkbox"/>	\$25 per 15 amps (110 VOLTS)	_____
<input type="checkbox"/>	\$50 per 30 amps (110 VOLTS)	_____
<input type="checkbox"/>	\$65 per 40 amps (220 VOLTS)	_____
<input type="checkbox"/>	\$85 per 50 amps (220 VOLTS)	_____
	* CALL FOR PRICING FOR OVER 50 AMPS*	
	Total (including electricity)	_____
<input type="checkbox"/>	\$200.00 clean-up/beverage restriction deposit (SEPARATE CHECK, PLEASE)	
<input type="checkbox"/>	\$35.00 nonrefundable late fee if application is postmarked after September 25, 2018	

There is a \$45 fee on all returned checks. **Make checks payable to: Andrew Maguire & Associates, LLC.** There will not be a commission on sales since this is a gated show. **No refunds.**

() VISA () MC () AMEX () DISCOVER # _____ AMT \$ _____ EXP DATE _____
 Credit card address (if different from above) _____
 3 digit security code (AMEX 4 digit code) _____ City, State, Zip Code

I have read and agree to abide by the Art Festival rules and regulations enclosed. I understand that this application does not guarantee a space and agree to abide by the decision made by the Art Festival jury. I understand there will be a charge for the public to attend.
 Signature - **Application must be signed and dated.** (Valid for Credit Card - if applicable) _____ Date _____

Flagstaff Festival in the Pines, 2019

BEVERAGE PROVIDER RULES AND REGULATIONS

1. Beverage Provider must personally attend their exhibit and be present during the entire three days of the Festival. No subletting.
2. All Menu items served must be listed on or attached to the application. All changes must be made in writing to Andrew Maguire & Associates, LLC. & are subject to approval. Acceptance is based, in part, on your menu items listed.
3. Exclusive sponsorship rights are made with beverage companies. This will restrict how and which beverages, including **bottled water**, may be served at the Festival (**Clean-up deposits will be held if beverage restrictions are not met.** **Updated beverage information will be sent with space assignment letter.**
4. All beverage providers are required to have at least **two million dollars (\$2,000,000)** in public liability, bodily injury and product liability coverage. Beverage provider must provide Andrew Maguire & Associates, LLC. a **Certificate of Insurance** naming Andrew Maguire & Associates, LLC, Coconino County, and Fort Tuthill as additional insured.
5. All beverage providers must pass the **Coconino County Health Department** inspection. County Health Representatives will be on site. Beverage providers are fully responsible to comply with any restrictions or suggestions given by these representatives. Andrew Maguire & Associates, LLC. will not be liable for any manner in which the county health department closes any or all of the beverage provider's activities for failure to abide by their rules.
6. All beverage providers are required to obtain all area and local government permits (i.e. health, tax, etc.). Beverage providers must also furnish all required business licenses and permits necessary at Andrew Maguire & Associates, LLC. request. All taxes and Licenses are the beverage provider's responsibility.
7. All applicable fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, or otherwise affixed to walls, or the ground in such a way to damage the area. Beverage Providers who are cooling or heating shall have a minimum of one fully charged fire extinguisher in each booth. The fire extinguisher must have a 40BC rating. If you do not have one, it will be provided for \$75.00, to be paid at festival or deducted from clean up deposit.
8. All beverage providers shall be liable for delivery, handling, erection and removal of beverage provider's displays and materials (excluding rental equipment). The beverage provider **must** remove all grease and oil from the art festival site. Each beverage provider **must** furnish and maintain two **(2) 30-gallon trash containers with liners** for public waste outside their booth. If beverage provider does not have 30 gallon trash containers visible by beginning of the festival they will be asked to immediately go purchase them or they will be charged \$50.00 per day that containers are not on site, money to be taken out of clean-up deposit. All tents or structures must have 25lbs of more weights on each leg. Failure to provide weights may require the removal of the tent or structure.
9. It is Andrew Maguire & Associates LLC. sole obligation to furnish assigned booth space plus general lighting, cleaning and guard service. Services of any other nature shall be requested by the exhibitor in writing at least 30 days prior to the Festival and may or may not be granted by the festival director.
10. Beverage vendor is solely responsible for the collection and remittance of sales tax to the State of Arizona . (A state representative may contact you during the Festival.) State and County tax will apply. 6.9% is the state and county rate combined. You must have submitted your paperwork for your city sales permit prior to the festival. Coconino County does check them all!
11. **Set-up** for the Festival may begin on Wednesday after all spaces in your area are marked correctly and approved by the Director or Assistant Director. Due to parking restrictions during Festival hours, set-up must be completed and all vehicles removed by 8:30am Thursday, Friday and Saturday. Thereafter, it will be necessary for you to park outside the Festival area and carry your equipment and beverage supplies in.
12. **Takedown!** To facilitate clean up and all booths must be removed from the premises by 11 p.m. on Saturday. **No exceptions!** Please let the Festival staff know, 15 days before the Festival, if you need assistance.
13. Andrew Maguire & Associates, LLC. will not be liable for refunds or any other liabilities whatsoever for failure to fulfill these terms & conditions due to the unusable condition of the area in which the Festival is to be produced caused by, but not limited to, fire or other calamity, any act of God, public enemy, strikes, statutes, ordinances of any legal authority, or any cause beyond Andrew Maguire & Associates, LLC. control. Insurance must be obtained by & at the beverage vendor's expense. Andrew Maguire & Associates, LLC. assumes no risk.
14. Beverage vendor, by signing the prospectus will hereby release and forever discharge **Flagstaff Festival in the Pines™**, Andrew Maguire & Associates, LLC., (AMA), Coconino County, Fort Tuthill, and all sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with his/her participation in **Flagstaff Festival in the Pines™**. Andrew Maguire & Associates, LLC. will not be responsible for any injury sustained by the beverage vendor and guests while within space designated for exhibits. Beverage vendor understands that storage of beverage and equipment at the site is at the beverage vendor's own risk.
15. Andrew Maguire & Associates, LLC. prohibits the installation and operation of any exhibits not meeting its approval. Andrew Maguire & Associates, LLC., in its sole discretion, may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the Festival.
16. No waivers, modifications or amendments shall be valid unless approved in writing by the Director of **Flagstaff Festival in the Pines™**. Venue for all legal proceedings arising from violations of these terms and conditions must be initiated in Coconino County, Arizona.
17. Clean-Up deposits can be and may be held for up to 3 months and will be mailed back at the discretion of the Festival Director after all inspections are completed.
18. **NO FEES WILL BE REFUNDED AFTER ACCEPTANCE.** A written cancellation must be provided. \$45.00 late fee (if applicable) is NOT refundable. There is a \$45.00 fee for all returned checks.

FLAGSTAFF FESTIVAL IN THE PINES®

In the "Cool Pines" of Northern Arizona

Produced by Andrew Maguire & Associates, LLC
Brought to you by the Greater Flagstaff Chamber of Commerce

Dear Vendor:

Andrew Maguire and the Greater Flagstaff Chamber of Commerce is proud to bring back the 24th year for Flagstaff Festival in the Pines July 4th, 5th and 6th, 2019. This Festival has been an Arizona tradition for over twenty years and located at the Fort Tuthill Fairgrounds, part of a 350-acre county park surrounded by National Forest. The entrance to the Fairgrounds is located south of Flagstaff, at exit 337 (Flagstaff Airport) on Interstate 17.

Flagstaff and the Grand Canyon area are two of the top tourist destinations in the country. Located just to the south is Sedona, a very artistic community as well as a popular tourist stop million people tour the Grand Canyon National Park each year. Arizonans and tourists alike find the cool pines of Flagstaff a great place to escape in the summer when temperatures rise well above 100 degrees in Phoenix Valley and surrounding areas. The Arizona Republic newspaper recently published several articles on the baby boomer generation's fascination with buying and building cabins (second homes really), particularly in Arizona. All this has made Flagstaff Festival in the Pines as one of Arizona's most sought after Festivals. Tens of thousands of visitors come to Flagstaff for 4th of July weekend for the cool weather, the Greater Flagstaff Chamber 4th of July parade, and the Symphony Orchestra. The long standing reputation of this fine arts and crafts festival is another reason why Flagstaff is named the #1 destination for Independence Day weekend.

We have planned radio, television and print promotions for Flagstaff Festival in the Pines that will be broadcast and displayed in Flagstaff, Scottsdale, Phoenix and the Valley of the Sun, as well as other areas throughout Northern Arizona. Continuous live entertainment is planned for the main stage along with several strolling musicians and performers. A fascinating children's area will provide hands-on arts and crafts entertainment for children of all ages. All this entertainment, combined with mouth-watering food, will assure a festive atmosphere at Flagstaff Festival in the Pines.

There is a \$10.00 admission fee to attend the Flagstaff Festival in the Pines. Children 12 and under are free.

Enclosed is an application and other information required for your participation. Space is limited, artists and slides are juried in order of receipt, and therefore, we encourage you to apply now.

If you would like more information please call (480) 968-5353 or email us at info@888artfest.com or write to us at P. O. Box 328, Tempe, AZ 85250-0328.

We look forward to seeing you in Flagstaff on July 4th, 5th and 6th in 2019.

Sincerely,

**Andrew Maguire
Festival Director**