

FOR OFFICE SPACE#: APPNO: SLR Y / N STATUS: APP FEE PAID: Y / N  
 USE ONLY: -----  
 SPACE SIZE: AMT: ELEC Y / N STATUS DATE: TOTAL AMOUNT PAID:

**Twenty-Fourth Annual  
 FLAGSTAFF FESTIVAL IN THE PINES®**  
 Produced by Andrew Maguire & Associates, LLC  
**Application for Exhibit Space for Pre Packaged Vendor**  
**Thursday, July 4, 10am to 5pm, Friday, July 5, 10am to 5pm & Saturday, July 6, 10am to 5pm**  
**Ft. Tuthill Fairgrounds – Flagstaff, AZ**  
**DEADLINE APRIL 25<sup>TH</sup>, 2019**

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: Cell ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Website \_\_\_\_\_

**SHARING A SPACE?** Yes No **With whom?** \_\_\_\_\_ *(If yes, must be mailed together)*  
 Please describe your product and the process required to serve samples of your product (attach additional sheet if necessary): \_\_\_\_\_

The following requirements must be met:

- Products being sold will be limited to non-potentially hazardous food products. (i.e. prepackaged, nondairy)
- Products being sold must be stable at room temperature and must not promote bacteria growth.
- Preparation of samples must be minimal. (i.e. just add water)
- Samples of products must be stable at room temperature and/or maintained at the health department required hot or cold temperatures.

**NOTE: A PHOTO OF YOUR BOOTH SHOWING THE SET UP AND SAMPLES OF YOUR PRODUCTS MUST BE INCLUDED WITH YOUR APPLICATION!**

**EQUIPMENT:** An equipment rental request form is attached (on the map) if any items are needed. Each pre-packaged edible vendor must provide and maintain two 30-gallon trash containers with liners for public waste outside the booth, if sampling. It is the pre-packaged vendor's responsibility to maintain the appearance around their booth.

**ELECTRICITY:** 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 \$30.00 charge will be required for restoration of power due to faulty equipment or blown circuit breaker. All pre-packaged vendors must bring a 100 ft. standard 110 volt 12amp electric cord. **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 Pre-Pack 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.

**ENCLOSE FEES**

**Space fee is for only space and doesn't include equipment rental. Booth set up/canopy must not exceed allotted space.**

- |  |   |
|--|---|
| <input type="checkbox"/> \$475 per 10' x 10' space | <input type="checkbox"/> \$150 Special Location Request   |
| <input type="checkbox"/> \$685 per 10' x 15' space | <input type="checkbox"/> \$35 Electric - 15 amps or less  |
| <input type="checkbox"/> \$895 per 10' x 20' space | <input type="checkbox"/> \$80 Late Processing Fee – NON REFUNDABLE – (If postmarked after April 25th, 2019) |
|  | <input type="checkbox"/> <b>\$200 Clean Up Deposit – Separate check please</b>                              |

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

**ENCLOSE 3 STAMPED, SELF-ADDRESSED :** two #10 business size SELF-ADDRESSED STAMPED ENVELOPES with postage for festival notification and one self-addressed ADEQUATELY SIZED AND STAMPED SELF-ADDRESSED ENVELOPE for the return of images/samples, with application and fees to: **Andrew Maguire & Associates, LLC., P.O. Box 3258, Tempe, AZ 85280-3258**

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®**  
**RULES AND REGULATIONS**  
**FT. TUTHILL FAIRGROUNDS**

1. Flagstaff Festival in the Pines has an admission price for the public.
2. Artist must personally attend his/her exhibit and be present during the entire three days of the festival. \*Representatives may not attend in place of the artist. Andrew Maguire & Associates, LLC reserves the right to request photo identification to ensure compliance with this rule. (\*exceptions to this rule may only be made in the case of a physical illness or other limitation which would otherwise preclude the artist's participation and will only be granted through the express written authorization of the Festival Director.) The work exhibited must be consistent with slides submitted by the artist. Andrew Maguire & Associates, LLC has the right to require that any other work be immediately removed from the show. Failure to comply may result in artist's removal from the festival and artist's right to exhibit in further festivals may be refused.
3. All work exhibited must be original artwork produced by the artist. No imports or manufactured goods. Work which has been produced with commercial kits, molds, patterns, plans, prefabricated forms or other commercial methods is not permitted. No unlimited offset reproductions may be exhibited. In the jewelry category, the artist present must be the original designer and creator. No buy/sell products are allowed at this festival, and if discovered, booths will be closed and artist will not be invited back to the festival.
4. Only limited edition prints, executed in process involving work by the artist, will be permitted, but only if they have been properly signed and numbered. At least 50% of artist's work, readily visible to the public, must be original. Prints of photographs made from the artist's original negative must be processed by the artist or under his/her direct supervision.
5. Andrew Maguire & Associates, LLC retains the rights to use slides (photos) submitted by the artist for use in advertising and promotion of the festival, which in this case, your slides (photos) may not be returned.
6. It is Andrew Maguire & Associates, LLC sole obligation to furnish assigned exhibit space, plus general lighting, cleaning and guard service. Services of any other nature shall be requested by the artist in writing at least 30 days prior to the festival.
7. Artist shall be liable for delivery, handling, erection and removal of artist's displays and materials. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, stakes or otherwise affixed to the wall, the ground or any part of the exhibition area in such a way to damage the area. Andrew Maguire & Associates, LLC prohibits the installation and operation of any exhibits not meeting its approval. Andrew Maguire & Associates, LLC in their sole discretion, may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the festival.
8. Set-up for the festival may begin when all spaces in your area are marked correctly and approved by the Director, approximately 1:00 PM Wednesday. Due to Fire Department restrictions during festival hours, set-up must be completed and all vehicles removed by 9:30 AM Thursday and 8:30 AM on Friday and Saturday. Thereafter, it will be necessary for you to park outside the festival area and carry your display in. Takedown! The festival ends at 5:00 PM on Saturday. Display and artwork must be removed by 10:00 PM that same evening. Please let the festival staffs know 10 days in advance if you will need assistance.
9. Andrew Maguire & Associates, LLC, and Coconino County will not be liable for refunds or any other liabilities whatsoever for failure to fulfill these terms and 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 Coconino County and Andrew Maguire & Associates, LLC's control. **Insurance must be obtained by and at artist's expense. Coconino County and Andrew Maguire & Associates, LLC assume no risk.**
10. Artist, by signing the application, will hereby release and forever discharge Flagstaff Festival in the Pines, Coconino County, Andrew Maguire & Associates, LLC, and all sponsoring Andrew Maguire & Associates, LLC 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. Coconino County and Andrew Maguire & Associates, LLC will not be responsible for any injury sustained by the artist and guests while within space designated for exhibits. Further, artist understands that he/she stores his/her artwork at his/her own risk.
11. Artist 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.) City and County Sales Tax may apply and artist is solely responsible for the collection. Artist must obtain a Sales Tax Permit. Visit State of Arizona Department of Revenue's website for further instructions.
12. No waivers, modifications or amendments shall be valid unless approved in writing by the Owner/Director of Flagstaff Festival in the Pines Venue for all legal proceedings arising from violations of these terms and conditions must be initiated in Maricopa County, Arizona.
13. **NO FEES WILL BE REFUNDED AFTER ACCEPTANCE. An accepted application is a commitment to participate in the Festival.** All cancellations must be received in writing. Space fees will be returned to all applicants not accepted into the festival. The \$35.00 application fee and \$80.00 late fee (if applicable) are **not refundable**. There is a \$45.00 fee for all returned checks
14. All rules are subject to interpretation by Andrew Maguire and Associates, LLC. Andrew Maguire and Associates, LLC reserves the right to amend these rules as deemed necessary.
15. Andrew Maguire and Associates, LLC has the authority to disqualify any entrant in case of violation of general or special rules or for misconduct while on fairgrounds. The decision will be final. Any artist or artist assistant who engages in inappropriate, aggressive, abrasive, or illegal behavior or who violates these rules or any other Festival policy, may be expelled or banned from the Festival and future festivals. Any artist who applies for admission to the Festival after having been banned shall not be entitled to a refund of any application fee. Any artist who is inadvertently invited to participate in the Festival after being banned may be asked to leave and shall not be entitled to a refund of any application or booth fee.
16. Artist agrees to obtain an Arizona Seller's Permit.

# 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 Artist:

Andrew Maguire and the Greater Flagstaff Chamber of Commerce is proud to bring back the 24<sup>th</sup> year for Flagstaff Festival in the Pines July 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 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 4<sup>th</sup> of July weekend for the cool weather, the Greater Flagstaff Chamber 4<sup>th</sup> 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](mailto: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



**General Request:** \_\_\_\_\_  
 Use a pen (other than a black one!) to mark the General location you prefer. Circle three areas on the map and number them in order of preference.  
 List general requests (i.e. mid-row, not near food, etc.)

**ELECTRIC REQUEST**  
 ONE 110 VOLTS  
 \_\_\_\_\_ 15 AMPS \$25  
 \_\_\_\_\_ ADDITIONAL 15 AMPS \$15  
 \$ \_\_\_\_\_ ELECTRIC FEE

**EQUIPMENT REQUEST**  
 \_\_\_\_\_ 10X10 CANDY \$125  
 \_\_\_\_\_ 10X10 CANDY W/ 4 SIDES \$185  
 \_\_\_\_\_ 6' TABLES \$10ea  
 \_\_\_\_\_ 8' TABLES \$10ea  
 \_\_\_\_\_ CHAIRS \$3ea

12 amp, 100 ft grounded outdoor cord to be provided by exhibitor.

\$ \_\_\_\_\_ RENTAL FEE \$100 EQUIP. DEPOSIT  
 SEPARATE CHECK FOR \$100 EQUIPMENT DEPOSIT, PLEASE.

**Booths on hard pack gravel** CIRCLE should be 2 inches in diameter