

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 FOOD VENDOR SPACE**

July 4, 5, 6<sup>th</sup>, 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**

FOOD PROVIDER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

MENU: (Attach additional sheet if needed) \_\_\_\_\_

**PREPARATION:** Indicate whether food 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 Food Provider is required to supply a banner or sign with either the Food 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 Food Provider must furnish and maintain two (2) 30 gallon trash containers with liners for public waste outside their booth. If food 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 Food 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 food 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 Food 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!**

SPACE FEES CHECK ONE

TOTAL

**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"/> \$625 per 15' x 20' space                                      | <input type="checkbox"/> \$25 per 15 amps (110 VOLTS) |
| <input type="checkbox"/> \$545 per 10' x 15' space                                      | <input type="checkbox"/> \$50 per 30 amps (110 VOLTS) |
| <input type="checkbox"/> \$455 per 10' x 10' space                                      | <input type="checkbox"/> \$65 per 40 amps (220 VOLTS) |
| <input type="checkbox"/> \$315 per cart space 5'x8" space (food provider supplies cart) | <input type="checkbox"/> \$85 per 50 amps (220 VOLTS) |

\* CALL FOR PRICING FOR OVER 50 AMPS\*

**Total (including electricity)** \_\_\_\_\_

- [ ] **\$200.00 clean-up/food restriction deposit (SEPARATE CHECK, PLEASE)**
- [ ] **\$35.00** nonrefundable late fee if application is postmarked after April 25th, 2018
- [ ] **\$150.00** fee for a SPECIAL LOCATION REQUEST (Please Mark your top 3 choices on map)

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

## FOOD PROVIDER RULES AND REGULATIONS

1. Food 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 food providers are required to have at least **two million dollars (\$2,000,000)** in public liability, bodily injury and product liability coverage. Bev 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 food providers must pass the **Coconino County Health Department** inspection. County Health Representatives will be on site. Food 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 food provider's activities for failure to abide by their rules.
6. All food providers are required to obtain all area and local government permits (i.e. health, tax, etc.). Food providers must also furnish all required business licenses and permits necessary at Andrew Maguire & Associates, LLC. request. All taxes and Licenses are the food 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. Food 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 food providers shall be liable for delivery, handling, erection and removal of food provider's displays and materials (excluding rental equipment). The food provider **must** remove all grease and oil from the art festival site. Each food provider **must** furnish and maintain two **(2) 30-gallon trash containers with liners** for public waste outside their booth. If food 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. Food 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.) City and County tax may apply. You must have submitted your paperwork for your city sales permit prior to the festival. Coconino County does check them all! (Paperwork enclosed with acceptance letter.)
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 food 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 food vendor's expense. Andrew Maguire & Associates, LLC. assumes no risk.
14. Food 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 food vendor and guests while within space designated for exhibits. Food vendor understands that storage of food and equipment at the site is at the food 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.
19. ALL Food vendors must complete the Coconino Temporary Food Service Application and Submit to the Environmental Department: <https://az-coconinocounty2.civicplus.com/DocumentCenter/View/511/Special-Event-Application?bidId=>

# **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**



FOOD BOOTHS ARE 10X10 OR 10X15 OR 15X20.

Name \_\_\_\_\_ CART SPACE 5X8

**Special Location:** YES  (\$150 Fee) NO   
 Mark four booths on the map and number them in order of preference. Number the Special Request options below in order of preference . . .  
 corner space  same booth as last year  
 booth facing: North South East West  
 other \_\_\_\_\_

ELECTRIC REQUEST		ONE	EQUIPMENT REQUEST	
110 VOLTS		220 VOLTS		
15 AMPS	\$25	40 AMPS	\$65	10X10 CANDY \$125
EA. ADDITIONAL		50 AMPS	\$85	10X10 CANDY W/ 3 SIDES \$185
15 AMPS	+\$25	60 AMPS	\$100	6' TABLES \$10ea
TOTAL AMPS		OVER 60 AMPS	CALL FOR PRICING	8' TABLES \$10ea
\$ TOTAL		TOTAL AMPS		CHAIRS \$3ea

All exhibitors must supply a 100' (ft.) outdoor elec cord rated for the total AMPS requested on app.

**\$100 EQUIP. DEPOSIT**  
 SEPARATE CHECK FOR \$100 EQUIPMENT DEPOSIT, PLEASE.

**General Request:** \_\_\_\_\_  
 Use a pen (not a black one!) to mark either the East side or West side food area and 2 or 3 booth choices. Number the booth choices in order of preference.

We strive to keep each food court balanced with a variety of food.