

CAMP VERDE PROMOTIONS

PO Box 1970, Camp Verde, AZ 86322 928-301-0922 Fax 928-567-4025

questions@campverdepromotions.org

Presents

Spring Heritage Pecan & Wine Festival *3rd weekend in March*

Camp Verde Cornfest *3rd weekend in July*

Fort Verde Days *2nd weekend in October*

Vendor Information, Terms & Conditions

You may register for the Spring Heritage Pecan & Wine Festival, the Cornfest and Fort Verde Days at the same time.

Please indicate the event(s) on the Registration Form.

You may complete these forms and pay on line. We will notify you of our receipt.

Payment is required at the time of registering online.

Incomplete registrations and incomplete required forms will be returned.

Our events are open to all artists, crafts people, and food and beverage vendors. We strive to have no duplicate booths. Paid registration is on a first come, the only exception is Spring Heritage Pecan and Wine Festival as we have a variety of wine and pecan products. We reserve the right to refuse an application based on our judgment concerning quality and content as well as any items that do not meet our event standards. Please note that preference will be given to custom made, hand crafted items made by the vendors themselves and returning vendors.

EVENT LOCATION: Camp Verde Community Center, 395 S. Main Street, Camp Verde, AZ, and the adjoining Community Soccer Field located at 75 E. Hollamon Street, next to Fort Verde.

FORMS **Please indicate vendor status on Vendor Registration and complete ONLY THOSE FORMS
NEEDED depending on your vendor status:**

REQUIRED:

VENDOR-Signed Vendor Information, Terms & Conditions, Pg. 2
Vendor Registration, Pgs. 3 & 4
Vendors with Liability Insurance, Pg. 5

FOOD/BEVERAGE VENDOR - Signed Vendor Information, Terms & Conditions, Pg. 2
Vendor Registration, Pgs. 3, 4 & 5

STATE TPT NUMBER (transaction privilege tax): All Vendors are required to provide their State TPT Number and are expected to collect and pay the 10.0% sales tax.

BOOTH HOURS: Booths are required to remain open during the entire event. **Tearing down without permission will result in loss of deposit.** Initial _____

SET UP & HOURS: **PECAN AND WINE:** Due to congestion on the field, it is recommended that vendors with trailers set up Friday between 10AM-2PM, smaller vendors may set up between 2PM-5PM. Remaining vendors may begin setting up Saturday at 7AM. Vendors must be set up 1 hour prior to event and all vehicles must be off the field at this time. Event hours are 10AM-6PM Saturday and 10AM-5PM Sunday. Tear down begins immediately following the event.
CORNFEST: Due to congestion on the field, it is recommended that vendors with trailers set up Thursday between 10AM-1PM, smaller vendors may set up between 2PM-6PM. Remaining vendors may begin setting up Friday at 8AM. Vendors must be set up 1 hour prior to event and all vehicles must be off the field at this time. Event hours are 3PM-10PM Friday and 9AM-10PM Saturday. If vendor can breakdown within 1 hour after event closes they may breakdown Saturday at 10PM. Remaining vendors may breakdown Sunday at 7AM-12PM.
FORT VERDE DAYS: Due to congestion on the field, it is recommended that vendors with trailers set up Thursday between 10AM-2PM, smaller vendors may set up between 2PM-5PM. Remaining vendors may begin setting up at 8AM, Friday and are expected to be set up one hour prior to the opening of the event and all vehicles must be off the field at this time. Event begins at 9AM, Saturday, however Kiwanis starts serving their pancake breakfast at 7AM. Event hours are Friday 4PM-9PM, Saturday 9AM-9PM and Sunday 11AM-4PM. Tear down immediately following the event.

TEAR DOWN: Vendors may begin tear down at the conclusion of the event for Pecan & Wine and Fort Verde Days. Cornfest tear down will be Sunday 7AM-12PM unless tear down can be completed within one hour after closing. Early tear down is not permitted unless approved by Camp Verde Promotions.

ELECTRICITY: Electricity is available for a fee of \$15.00 per event. We have limited access so reserved electrical hook-up will be in order of receipt of paid registration. Please bring your own extension cords. Generators are allowed but must be quiet.

SECURITY There is a \$100.00 refundable security deposit.

DEPOSIT: Your security deposit will be refunded if you **(1) adhere to the scheduled set-up and tear down, (2) remain open the hours required, (3) leave your area clean of all boxes and trash, and (4) deposit all trash in the trash dumpster.** Initial _____

LIABILITY: Camp Verde Promotions and the Town of Camp Verde are not responsible for any loss or damage to your property in any form before, during, or after the event.

SECURITY: Security will be provided.

CANCELLATION: **ALL cancellations must be made in writing, either by mail or by fax. A 100% refund will be given if proper notification is received 20 days PRIOR to the event. A 50% refund will be given with a 10 day notification PRIOR to the event. NO refund will be given thereafter.**

KEEP A COPY OF THIS FORM FOR YOUR INFORMATION

Please RETURN required forms and checks to: Camp Verde Promotions, PO Box 1970, Camp Verde, AZ 86322

I Agree: I have read and agree to abide by the guidelines set forth by Camp Verde Promotions.

I understand Camp Verde Promotions can deny my participation for any reason.

Vendor/Business Name _____ Date _____

Signature _____

CAMP VERDE PROMOTIONS

VENDOR REGISTRATION

Food/Beverage Vendors and Vendors with Liability Insurance need to complete & return page 5.

All registrations are due 10 days prior to event, exceptions may be made.

You may register for all events at the same time. It is not necessary to pay for all events at the same time but payment for each event must be received 10 days prior to the event.

Your deposit will carry over for the next event registered.

Pets will not be allowed.

VENDOR NAME: _____

I would like to register for:

____ Spring Heritage Pecan & Wine Festival~ 3rd Weekend in March

____ Cornfest~3rd Weekend in July

____ Fort Verde Days~2nd Weekend in October

VENDOR FEES: *You must be contained in said space size that includes trailer hitch & awnings. An additional fee of \$5.00 per foot will be required if space needed is not within STANDARD size. If electric is needed there is a \$15.00 fee. Please include with vendor fee.*

SPRING HERITAGE PECAN & WINE

All spaces will be 10' x 10' and cost \$50.00 per space.

Number of Spaces requested _____ X \$50.00 = Amount Pd _____
 Electric fee: \$15.00 Electric _____

CORNFEST

All spaces will be 10' x 10' and cost \$50.00 per space.

Number of Spaces requested _____ X \$50.00 = Amount Pd _____
 Electric fee: \$15.00 Electric _____

FORT VERDE DAYS

All spaces will be 10' x 10' and cost \$75.00 per space.

Number of Spaces requested _____ X \$75.00 = Amount Pd _____
 Electric fee: \$15.00 Electric _____

SECURITY DEPOSIT See Pg. 2 \$ 100.00

Total \$ _____

PLEASE ISSUE TWO CHECKS MADE PAYABLE TO CAMP VERDE PROMOTIONS.

One for the deposit (which will be held if registering for more than one event) and one for fees.

CVP Use Only) Date Received _____ Fee _____ Deposit _____ Total Received _____

Please check the vendor status applicable for your registration

VENDOR

FOOD/BEVERAGE VENDOR

*Insurance, Health Department Permit and a Fire Extinguisher are required for all Food Vendors.
Food/Beverage Vendor or a Vendor with Liability Insurance need to complete and return page 5.*

VENDOR REGISTRATION -continued

Vendor Name _____

Company _____

If you want confirmation of your registration please include your E-Mail Address:

E-Mail Address _____

State TPT (transaction privilege tax) Number _____

Phone _____ Cell _____

Address _____

City _____ State _____ Zip _____

Describe your work, product, or Food/Beverage. Please be specific on the products you are vending, we strive to have only one of a kind booths, the only exception to this is Spring Heritage as we have a variety of wine and pecan products. List products or provide a menu for each event, if registering for more than one event. **Food/Beverage vendor, please attach a menu of food you will be serving. Vendors selling from a trailer, please indicate serving or selling side (driver side or passenger side) and the dimension of the trailer including the hitch.**

Will you be putting up a shade tent? Yes ___ No ___ **Size** ___ Will you be using a trailer? Yes ___ No ___ **Size** ___

NO STAKES are to be driven into the ground. Please use heavy-duty weights as tie downs;

WE DO HAVE SEVERE WINDS! If a vendor does not have adequate weights and an incident occurs they will forfeit their deposit and be responsible for damages. Tie downs, trailer hitches, and awnings must be contained within your space. **YOU MUST STAY WITHIN YOUR SPACE!** Initial _____

Electrical hook-ups are very limited and will be based on first paid registration.

Do you need electric hook-up? Yes ___ No ___ **Amps Needed** _____ What will the electricity be used for? Lights _____ Refrig. _____ Freezer _____ Deep Frier _____ Roaster _____ Other _____

Will you be bringing a generator? Yes ___ No ___ It MUST be quiet so as not to disturb your neighbors.

Please mail registration to the address below.

E-Mail confirmation to be sent to: _____

Camp Verde Promotions, PO Box 1970, Camp Verde AZ 86322.

Should you have any questions please call 928-301-0922 or 928-592-9137. Thank you. We look forward to seeing you!

Date Registration Received _____

CAMP VERDE PROMOTIONS

FOOD/BEVERAGE VENDOR REGISTRATION/INSURANCE AND HEALTH DEPT. REQUIREMENTS

VENDORS WITH LIABILITY INSURANCE

Food vendors MUST contact the Yavapai County Health Dept. three weeks prior to the event for a temporary permit (928-639-8138). (It is more time efficient if you wish to participate in all of our events to register all at one time).

It is not necessary to pay for all events at the same time but payment for the event must be received 10 days prior to the event, your deposit will continue to the next event registered.

Vendor Name _____

INSURANCE INFORMATION

Event Location:	Camp Verde Community Center 395 S. Main St. Camp Verde, AZ. 86322	and	Community Soccer Field 75 E. Hollamon Street Camp Verde, AZ 86322
Named Insured:	Town of Camp Verde 473 S. Main Street Camp Verde, AZ. 86322	and	Camp Verde Promotions PO Box 1970 Camp Verde, AZ. 86322

INSURANCE – We must have complete insurance information 10 days prior to the event or your application WILL BE DENIED.

Policy Number and Expiration Date _____

INSURANCE AGENT _____

Phone _____ Fax _____

E-Mail _____

You need to contact your agent to give him/her permission to follow the instructions Camp Verde Promotions and the Town of Camp Verde need for our insurance requirements. Your insurance agent is required to send the Certificate of Insurance and the Additional Insured Endorsement to Camp Verde Promotions no later than 10 days prior to the event. We will request this information with specific instruction **no more than two times**, the registration will be **DENIED** if requirements are not met 10 days prior to the event.

Initial _____

CHECKLIST: Please review and mail - -

- 1. Signed Vendor Information form to: pg 2**
- 2. Vendor Registration- pgs 3 & 4**
- 3. Food/Beverage Insurance/Health Department Requirements-pg 5**

Mail payment to: Camp Verde Promotions, PO Box 1970, Camp Verde AZ 86322

Should you have any questions please call 928-301-0922 or 928-592-9137 Thank you. We look forward to seeing you!

Date Registration Received _____