

anthem
community council

2023 Autumnfest • Craft Vendor Registration Only

Arts & Crafts Fair | Oct. 14 & 15 | 10 a.m.-4 p.m.

Featuring Craft and Business Vendors, Pumpkin Patch with Free Face Decorating, Food Court with Rotary Beer Garden and Live Entertainment, Bounce Houses, and Frazier Shows Carnival.

41703 North Gavilan Peak Parkway, Anthem, AZ 85086.

Event will be located on Soccer Field #1 in the lower park off Whitman Drive and Gavilan.

Early-bird rate available until Aug. 15, 2023. Final registration deadline is Sept. 15, 2023.

IMPORTANT: Use this form only if you are a craft vendor. Craft Vendors are those who make handmade craft items that is considered usual craft festival fair products.

CONTACT INFORMATION *(please print legibly)*

Business name			Detailed service/product description <i>(please submit pictures)</i>		
Mailing address					
City	State	Zip			
Contact name			Phone	Cell	
Fax			Email <u>(REQUIRED-all follow-up information will be communicated via email)</u>		

EARLY-BIRD PRICING <i>(Due Aug. 15, 2023, 5 p.m.)</i>	GENERAL PRICING <i>(Due Sept. 15, 2023, 5 p.m.)</i>	ADDITIONAL RENTAL OPTIONS <i>Please check those that apply</i>
<input type="checkbox"/> \$175 (10'x10') <input type="checkbox"/> \$325 (10'x20') <input type="checkbox"/> \$650 (20'x20')	<input type="checkbox"/> \$225 (10'x10') <input type="checkbox"/> \$375 (10'x20') <input type="checkbox"/> \$700 (20'x20')	<input type="checkbox"/> \$80 Electricity fee <i>(per 20 amps w/120 volts)</i> <input type="checkbox"/> \$200 Canopy - 10'x10'x8' tall, no side walls. <i>(may be stand alone or located within a 20'x20' canopy – subject to event staff determination). Side walls, table, chairs, ect... not included with this fee.</i>

Early-bird pricing ends on Aug. 15, 2023, 5 p.m. All registration are due by Sept. 15, 2023. Vendors will be notified via email confirmation if accepted into the event. Registration forms submitted after Sept. 15, 2023 may be considered for acceptance into the show on "space-available basis." **Reminder: Vendors provide their own canopy, table and chairs unless rented at time of registration.**

FORM OF PAYMENT

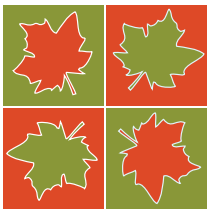
<input type="checkbox"/> Check (made payable to Anthem Community Council)	<input type="checkbox"/> Credit Card (NOTE: If your application is accepted, a payment link will be sent to the email listed above. The payment link will be sent by the Anthem Community Council from a noreply@rec1.com address. After payment is made, you can print a copy of your receipt.)
TOTAL PAYMENT ENCLOSED _____	Email: ijuarez@anthemcouncil.com
Submit completed form with payment to ATTN: Isabel Juarez	Mail: 3701 W. Anthem Way, Ste. 201, Anthem AZ 85086
(Please call to notify us that you have mailed in paperwork so we can watch for your paperwork to arrive.)	

SIGNATURE REQUIRED

The Anthem Community Council reserves the right to refuse acceptance of any vendor or exhibitor. By submitting this signed registration form, I acknowledge that I have received the Vendor Guidelines & Vendor Code of Conduct, and will adhere to the guidelines set forth. By signing below, I am agreeing to the terms of the Hold Harmless Agreement contained in the Vendor Guidelines. I also understand that I am responsible for full payment by the established deadline and authorize the charges to my credit card. I agree to give at least four (3) weeks written notice of cancellation or I will forfeit any fees already paid, minus a \$50 processing fee. I understand that my registration fees are non-transferable and non-refundable. Tent rentals will not be refunded. Event will be held rain or shine. Submittal of this form does not guarantee participation in the event. By submitting this registration form and engaging in participation, all applicants release and hold harmless the Anthem Community Council, Maricopa County, the State of Arizona and all event sponsors from any and all liability. The ability to hold Autumnfest may be subject to COVID-19 public health guidelines from the county, state or CDC.

Signature _____

Date _____



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EVENT REGISTRATION

- All event registration materials are due no later than Sept. 15, 2023.
- All all first time participants must submit sample photos of items for sale, with registration.
- Once a registration form has been received, vendors/exhibitors may not change tent/booth size preferences or electrical requirements.
- Anthem Community Council is not responsible for inclement weather or attendance on event day, and will not provide refunds.
- **Vendors are not permitted to share booths. Only one vendor may register for a booth space; the same vendor must occupy that space the entire weekend.**
- Vendors are not permitted to “sell” or “sublet” their booth to anyone else.

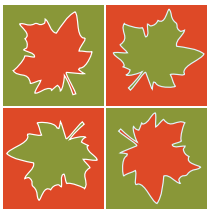
EVENT SET-UP

- Vendor setup (loading and unloading) is from noon-5 p.m. on Friday, Oct. 13 and 7-9 a.m. on Saturday, Oct. 14. Teardown starts at 4 p.m. Sunday, Oct. 15 (no early teardown is permitted).
- Load-in and out access will be from Gavilan Peak curb side only. No parking lot access for load in and out permitted.
- Vendors arriving after 8:45 a.m. Saturday will be turned away without a refund.
- Anyone tearing down before the event officially closes will not be accepted as a vendor at future events. All exhibitors are required to be open both days during the duration of the posted operating hours of the event.
- You are responsible for cleaning up any trash or debris at your booth area throughout the event. Please plan to bring garbage bags to keep at your booth.
- Bring dollies to transport your supplies to your booth. **Vehicles are not permitted to drive on the grass.**
- All exhibitors are responsible for ensuring that their booth, equipment and all contents are presented and stored in a manner that is safe for all patrons to avoid the risk of accidents or injury. All tents must be weighted or staked in a manner that will withstand Anthems strong winds that sometime quick arise.
- Vendors are not permitted to place A-frames/sandwich boards at the event entrance, have people posted at the entrance , have banner shakers/spinners, or have any other signage at the entrance.
- Vendors may not place flyers or coupons on vehicles in the parking lot or walk around passing them out anywhere in the park.
- Your display area should stay within the margins of the booth space size that you registered & paid for.
- It is required that vendors set up their booths in a manner that can withstand moderate to strong winds. Sandbags and/or stakes are required to secure tents, and tents should never be left unattended during event hours.
- Vendors are not permitted to have any kind of “floating” devices attached to their tent or freestanding elsewhere in the park. Some examples include, but are not limited to: wind dancers, blimps, hot air balloons, inflatables, helium balloons, etc. Anyone wishing to pass out balloons must receive prior approval from the Special Event Manager.
- Vendors are permitted to have electricity (for an additional fee) at the booth; no open flames or gas-generated devices are allowed per fire department guidelines (exceptions for permitted food vendors). Vendors may not provide their own generators; they are provided for you.
- For the safety of all guests, vendors are not permitted to have pets at their booth.

Important set-up safety notice...

Anthem is known for its extreme winds that can cause damage to unsecured tent structures and could possibly cause injury to event vendors and guests. To reduce the chances of injury to participants and help reduce equipment and product loss, it is required that all tents, canopies or overhead vendor structures be weighted down or secured in a manner that can withstand strong winds. Failure to comply with this safety policy will result in dismissal (without refund) from the event, and possibly denied participation in future ACC events.

Tents may not be left unattended during the event. It is highly recommended that you lower your tent when you leave each day. It is also suggested that you completely wrap your booth (side walls) each night in anticipation of the winds. Many people remove their product to boxes and store them within their tent and then drop their tents down to the halfway point (with or without side walls). This helps secure items and avoids some wind damage.



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BOOTH ASSIGNMENTS

- Event location, booth locations, and event layout are subject to change per the Special Event Manager.
- Booth assignments are final and non-negotiable.
- Please do not request specific booth locations or call ahead of time for you location. Booths are not finalize until the day before the event..

VENDOR PARKING

- There will a traffic control plan in place that will allow parking along the west side of the park off Gavilan Peak, from Whitman Dr. to Anthem Way. Boulder Creek High School will open for additional guest parking on Saturday and Sunday during the event.

SECURITY

- Security will be on site from 5 p.m. to 6 a.m. on Friday, Oct. 13 and Saturday, Oct. 14, as a deterrent.
- The Anthem Community Council is not responsible for lost, stolen, or damaged goods – to your booth or its contents. It is recommended that you remove all items from your tent each night and store them securely.

GENERAL EVENT INFORMATION

- No solicitation of any kind is permitted on Council property, except within the confines of your rented booth space.
- **Only non-profits are permitted to do “soft sale” fundraising at their booths only.** Soft sales use information sharing, product display and persuasion of products and services offered, rather than the “come buy a ticket to support your local...” approach.
- Musical, video and audible devices at a vendor booth must be pre-approved and requested prior to submitting registration form. Only pre-approved requests will be permitted.
- There are no motorized vehicles allowed on park grounds.
- Vendors offering or selling samples of their edible wares must follow Maricopa County Regulations and are subject to inspection by the Maricopa County Health Department.
- Vendors are required to adhere to all Community Park Rules – please familiarize yourself before arrival.
- Anthem Community Council is not responsible for inclement weather or traffic conditions. Fees paid are non-refundable and non-transferable.
- Event staff will be out of the office the week of the event preparing for the upcoming festivities. Only urgent event related calls or emails will be able to be responded to, as time permits. Non-emergency messages may not be responded to until after the event.

SALES TAX

- All sales by vendors are made directly to the customer; vendors are responsible for all of their own bookkeeping and sales tax collections and payments.
- If you would like more information about the Arizona Transaction Privilege Tax License, visit www.azdor.gov (search for Transaction Privilege Tax).
- The State of Arizona, Maricopa County and each city or town sets its own sales tax rates subject to change from time to time. Anthem Community Park is within Maricopa County; AZ & County combined tax rate is 6.3%.
- **Anthem is an unincorporated master planned community located in Maricopa County. It is not a city entity; therefore only County and State taxes apply.**

CANCELLATIONS/REFUNDS

- Exhibitors agree to give at least three (3) weeks advance written notice (by Sept. 22, 2023) if unable to participate in the event.
- A \$50 processing fee will be imposed on all eligible refunds.
- Fees paid are non-refundable and non-transferable on or after Sept.22, 2023.

CONTACT INFORMATION

Isabel Juarez, Special Events Coordinator
ijuarez@anthemcouncil.com
623-742-4510 phone/fax

Anthem Community Council
3701 W. Anthem Way, Ste. 201
Anthem, AZ 85086