

HOLIDAY TREE LIGHTING

3-7 p.m. Saturday, Dec. 1

Queen Creek Town Hall, 22350 S. Ellsworth Road

Application Due Date: Nov. 2

Fine Art and Craft Vendor Information 2007

APPLICATION & SELECTION PROCESS

- Artists will be selected through an in-house jury process. Only handmade originals by the artists will be accepted.
- Artists may purchase and share booth space, but each artist must submit an application.
- Artists are to submit a minimum of three photos of their work. Images may be submitted on electronic storage (CD), slides or photos. Each CD, slide or photo must be identified with the artist's name.
- Artists who wish to have their submissions returned must enclose a self-addressed stamped envelope. If a returned envelope is not attached, the items will not be returned.
- The vendor application and payment are due Nov. 2. **Payment will only be processed if the artist is selected to participate.**
- All artists will be notified of registration status via mail or e-mail by Nov. 9.

INFORMATION

Spaces – Vendor spaces are limited. Electricity will not be provided. Event spaces are 12 ft. x 12 ft. The use of additional space is not allowed. Additional booths can be reserved for additional cost. Vendors are responsible for their own set-up and clean-up. All vendors are responsible for bringing their own equipment to operate their business (e.g., canopy, tables, chairs, etc.). The Town of Queen Creek Parks and Recreation Department will not provide any supplies (e.g., canopies, tables, chairs, etc.).

Sales – Sales are limited to those items listed on the application and approved by the Committee. Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or products from their space. Vendors must list all items they are requesting to sell on the vending application. **Be specific, items cannot be added without prior approval.**

Liability – The Town of Queen Creek assumes no responsibility for the delay or cancellation of the event named herein, if such delay or cancellation is as a result of act of God, fire, flood, strike, labor dispute, accident, regulation or order of civil or military authorities, shortage of labor or materials or other causes, similar or dissimilar, which are beyond the control of the Town.

Parking – Vendors **will be allowed one (1) parking space as close to their vendor space as permitted.** Vendors with oversized vehicles or needing handicap parking will need to notify the Town of Queen Creek Parks and Recreation Department in advance.

Setup – Vendors will be allowed to unload supplies, as near to their booth as possible, beginning at noon on Dec. 1. Vendors should bring any transportation devices needed to transport their items from their vehicle to the designated location. **No vehicles may drive onto the grass, rock or landscape of the facility for any reason unless approved and attended by a Parks Maintenance Supervisor or Town designee employee.** All booths must be staffed, operational and ready for inspections by 2:30 p.m. Vendors may *not* cease operations or depart from the event site before 7 p.m., unless there is an emergency or an inspection has not been passed, **and** the Vending Manager has been contacted.

Take-Down – All equipment and supplies must be taken down at the end of the event. No booths will remain up after the event concludes at 7 p.m. **No vehicles may drive onto the grass, rock or landscape of the facility for any reason unless approved and attended by a Parks Maintenance Supervisor or Town designee employee.**



Town of Queen Creek Parks and Recreation Department
22350 S. Ellsworth Road, Queen Creek, Arizona 85242
480-358-3700 • FAX 480-358-3701
www.queencreek.org



HOLIDAY TREE LIGHTING

Fine Art and Craft Vendor Application

Town of Queen Creek Parks and Recreation Department
22350 S. Ellsworth Road, Queen Creek, Arizona 85242

Application Due Date: Nov. 2

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ E-mail: _____

Booth Reservation

One regular booth space – 12' x 12' - \$50

Please indicate what your booth setup includes:

Canopy (Canopy not required) _____ # Easels _____ # of tables _____ Other

This information will be helpful in determining our space assignments.

Will you be sharing a booth space? _____ If so, with whom? _____

Please indicate medium of artwork you will be selling: _____

The Town of Queen Creek Parks and Recreation Department reserves the right to select all vendors. Applications and payment are due by Nov. 2. **Payment will be processed only if selected to participate.** Images of artwork must accompany application. Applications will be accepted by hand delivery or mail.

For more information, please contact Dina Lopez at 480-358-3719.

I, (print your name) _____, as the authorized agent, agree to hold The Town of Queen Creek harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the Holiday Tree Lighting site. I also understand that The Town of Queen Creek will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival patrons. All applications are subject to acceptance by the Town of Queen Creek Parks and Recreation Department and their decision is final. I understand that that my signature holds me responsible for the information included in this application and its regulations.

I HEREBY STATE THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL EVENT REGULATIONS. FAILURE TO ABIDE BY THESE RULES COULD RESULT IN THE PROBATION AND/OR EXCLUSION FROM ALL TOWN OF QUEEN CREEK EVENTS.

Signature _____ Date _____

Mail application to:
Town of Queen Creek
Parks and Recreation Department
Attn: Dina Lopez
22350 S. Ellsworth Road
Queen Creek, AZ 85242

Drop off application at:
Town of Queen Creek
Parks and Recreation Department
Monday through Friday, 8 a.m.-5 p.m.
22350 S. Ellsworth Road
Queen Creek, AZ 85242