



Show Low Days 2018

June 1-3, 2018 Show Low City Park, Show Low, AZ

Chamber Use ONLY

Reg. Rcvd: _____ Paid: _____

Booth #(s): _____ Paid Date: _____

Conf Emailed Date: _____

GENERAL VENDOR APPLICATION

COMPANY INFORMATION: Please TYPE or PRINT clearly

Company _____ Website _____

Contact Name _____ Phone _____

E-Mail Address _____

Mailing Address _____

City, State, Zip _____

Product Sold: _____

Returning Vendor? YES or NO Years Attended: _____ AZ Tax License Number: _____

Display Type: Tent or Trailer (Dimensions) _____

Special Needs _____

Let us know who to make your refund check out to: _____

REGISTRATION INFORMATION: Vendors are responsible for their own liability insurance and must provide a certificate of insurance with this vendor application.

BOOTH SIZE	Price	Amount Due
SINGLE BOOTH SPACE: one 10'x10' booth.	\$175.00	
DOUBLE BOOTH SPACE: one 20'x10' booth.	\$300.00	
PREMIERE BOOTH SPACE: one 30'x10' booth.	\$375.00	
ELECTRIC OUTLET: one electrical hookup within 50' of booth (Chamber does not supply cords). Power will be provided during the event hours only.	\$ 50.00	
**Refundable Deposit. Please see CANCELLATION AND REFUND for details	\$100.00	\$100.00
Exclusivity is available upon request and approval of the Executive Director for \$250.00.	TOTAL	

The Official Show Low Days Program will be handed out at the event and prior to the event. Vendors advertising in the program starts as low as \$27. If you are interested please contact White Mountain Independent at 928-537-5721



2018 General Vendor Information

REGISTRATIONS:

This VENDOR APPLICATION WILL NOT BE APPROVED WITHOUT PAYMENT OR A COPY OF YOUR LIABILITY INSURANCE.

CHAMBER CONTACT INFORMATION

Please e-mail or mail the signed application forms and copy of insurance to Show Low Chamber.

81 E. Deuce of Clubs

Show Low, AZ 85901

Phone: (928) 537-2326

E-Mail: officem@showlowchamber.com

Contact person: Anna Amos

PAYMENT INFORMATION

Preferred Method of Payment: Credit or Debit Card. Please call Chamber with card information to complete transaction. Checks should be made payable to the Show Low Chamber of Commerce and mailed to Show Low Chamber at above address. Paid invoices will be created and emailed/mailed.

DEADLINES AND DATES AT A GLANCE:

May 18, 2018

Final Day for Vendor Registration

May 31, 2018

Thursday:

Vendors Set- Up Hours 12:00 p.m. – 5:00 p.m.

June 1, 2018

Friday:

Vendors Set -Up Hours 6:00 a.m. – 11:00 a.m.

NO VEHICLES WILL BE ALLOWED ON THE FIELD AFTER 11:00 a.m. on June 1st. (No Exceptions)

VENDORS MUST BE OPEN FOR BUSINESS AS FOLLOWS:

June 1, 2018

Friday:

Vendor Show Hours 1:00 p.m. – 6:00 p.m.

June 2, 2018

Saturday:

Vendor Show Hours 9:00 a.m. – 6:00 p.m.

June 3, 2018

Sunday:

Vendor Show Hours 9:00 a.m. – 2:00 p.m.

VENDOR BREAKDOWN

June 3, 2018

Sunday

Vendor Show Breakdown 2:15 p.m. – 5:00 p.m.

CANCELLATION AND REFUND

Registrants who provide written notice of cancellation to the Show Low Chamber Office before May 21, 2018 will receive a refund less a \$25.00 service charge. **No refunds will be provided for cancellations received after May 21, 2018 for any reason.**

**** A \$100 REFUNDABLE deposit is required. Vendors will be required to be open for business during the Vendor Show Hours as shown above. Chamber Staff will verify this at the end of each day. Your refund will be distributed during breakdown (between 2:15PM and 5PM) on Sunday. Vendors may be and are encouraged to remain open for the entire time that the Show Low Days Event is open to the public.**

BOOTHS/DISPLAYS

Booths spaces are a 10'x10' and space will be indentified appropriately. **An electric connection can be available within 50' of your booth space for an additional \$50 if requested and paid for on your Vendor Application. Electrical cords will not be provided.** Pop-up tents are permitted and **highly recommended** as weather during this time of year can be hot, rainy or windy. **Weights on tents are mandatory for safety purposes.** Extra security will be available during day time and night time hours. The Chamber of Commerce will not be held liable for any damage to tents or merchandise.



SECURITY

Security will be provided overnight on the field Thursday, Friday, and Saturday evenings.

LIABILITY FOR LOSSES

The Show Low Chamber of Commerce and The City of Show Low will not be responsible for losses or damage resulting from any cause connected with transfer, installation, maintenance, storage or removal of exhibits or management of the exposition. The vendor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with vendor’s display or caused by vendor, his agents, representatives or employees.

The vendor agrees to protect, indemnify, defend and hold harmless the Show Low Chamber of Commerce and the City of Show Low and their employees and agents against all claims, losses or damage to persons or property, government charges, fines or costs (including reasonable attorney’s fees) arising out of or connected with the use of facilities, including but not limited to installation, removal, maintenance, occupancy or use of the premises or part thereof by vendors, invitee or agent of vendors or any independent contractor hired by vendors, except those claims arising out of the sole gross negligence or willful misconduct of the Show Low Chamber of Commerce.

The Show Low Chamber of Commerce and The City of Show Low reserve the right to deny any application, expel any vendor, change, modify or cancel this event at any time.

PLEASE NOTE

The evening hours get dark inside vendor booths. It is highly recommended that vendors bring lighting for their booths. No open flames or camp propane lights with a flame are permitted.

Overnight parking is not permitted in the Show Low City Park. Per City Ordinance.

No dogs or pets except certified service dogs. (Service documentation *MUST* be provided).

By signing, the Vendor agrees to all terms and conditions set forth herein this **VENDOR APPLICATION and 2018 General Vendor Information**

SIGNATURE of Responsible Party

Print Name & Title

Date