

Ahwatukee Recreation Center  
5001 E. Cheyenne Drive, Phoenix AZ 85044

# ARTS & CRAFTS FAIR - VENDOR APPLICATION

## Saturday November 23, 2024

**Extended Hours this year!!**  
**8:30 AM – 3 PM**

**APPLICATION DEADLINE**  
**FRIDAY**  
**September 6, 2024**

**\*ENTRY FEE:**

**ARC MEMBERS \$25**  
**NON-MEMBERS \$35**

\*Fee covers the cost of one 8 ft table/space.

We strongly recommend Non-Member vendors  
bring their own tables/canopies/set up needs!

**TABLES ARE LIMITED SO DON'T WAIT TO REGISTER!!**  
**Get your application in early to**  
**ensure your space!**

**CHECK ONE:**  I am an ARC Member  I am an Outside Vendor

<b>Vendor Name</b>			
<b>Business OR Club Name</b>			
<b>Tax ID #</b>			
<b>Address:</b>			
<b>City/State/Zip</b>	City:	State:	Zip:
<b>Phone</b>	Phone #1	Phone #2	
<b>Email</b>	Email #1	Email #2	
<b>Description of items (jewelry, woodwork, ceramics, etc)</b>			

**ALL ITEMS MUST BE HAND CRAFTED BY THE ARTIST!**

# DAY OF CRAFT FAIR INFORMATION/INSTRUCTIONS

**REGARDING SETUP: Friday, November 22, 2024**

- **ODD # BOOTHS:** 3:30 PM -5:30 PM      **EVEN # BOOTHS:** 6:00 PM -8:00 PM

**REGARDING BREAKDOWN:** Saturday, November 23, 2024    **BEGINS at 3:00pm**  
(once the Craft Fair has ended)

- You may park in the front parking lot to unload, then your vehicle must be moved to the back lot during the event. There will be parking lot attendants to direct you.
- After receipt of check you will be contacted confirming receipt. Once the floor layout is complete, you'll be contacted with your space # (appx. Mid/End-September).
- **MAKE CHECKS PAYABLE TO: Ahwatukee Recreation Center**
- **NO REFUNDS WILL BE ISSUED**

Please read and comply with the rules in the attached vendor instructions. Please make a copy of signed application for your records and return this application to:

**Ahwatukee Recreation Center - Front Desk**  
**5001 E Cheyenne Dr. Phoenix, AZ 85044**

with a note: **ATTENTION: 2024 ARTS & CRAFT FAIR REGISTRATION**

<p style="text-align: center;"><b>Additional 8' Tables OR 8' Floor Space may be rented. NOT TO EXCEED 24 Ft.</b></p>	<p style="text-align: center;"><u>I will rent an additional # of tables/ft space @ \$10 per 8'</u></p> <p>8' TABLE    # _____ X \$10 = \$ _____</p> <p>8 FT SPACE # _____ X \$10 = \$ _____</p> <p style="text-align: right;"><b>Total Cost for Extra Table/Space \$ _____</b></p> <p><i>*All tables must be covered with a tablecloth, which is not provided by the ARC.</i></p>
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- \_\_\_\_ I will bring my own tables/set up
- \_\_\_\_ I will need to use an ARC table
- \_\_\_\_ I understand that I must bring my own electrical cords/additional lighting if needed
- \_\_\_\_ I have special physical needs (EX: extra wide isle/wheelchair accessible)
- \_\_\_\_ I would like an electrical outlet (**Outlets are limited!**)
- \_\_\_\_ I am interested in space on the outdoor patio area instead of inside the Main Hall.

Preference \_\_\_\_\_

\_\_\_\_ Enclosed is my check in the amount of \$ \_\_\_\_\_ (Entry Fee + Additional Table/Space)

\_\_\_\_ I have read and I will comply with the Vendor Instructions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_