

# Ahwatukee Recreation Center

5001 E. Cheyenne Drive, Phoenix AZ 85044

## ARTS & CRAFTS FAIR - VENDOR APPLICATION

Saturday, November 18<sup>th</sup>, 2023 / 9am – 2pm

Vendor Name: \_\_\_\_\_ Business/Club Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt #: \_\_\_\_\_ Email: \_\_\_\_\_

Check One: I am an ARC Member \_\_\_\_\_ I am an Outside Vendor \_\_\_\_\_

Description of items (i.e., jewelry, woodwork, ceramics) \_\_\_\_\_

\_\_\_\_\_ TAX ID#: \_\_\_\_\_

**ENTRY FEE:** ARC MEMBERS \$25, NON-MEMBERS \$35. **Fee covers the cost of one 8 ft table/space.** We strongly recommend non-member vendors to bring their own tables/canopies/set up needs as tables are limited. Additional 8 ft tables or 8 ft floor space may be rented, not exceeding 24 ft., for an additional \$10 per 8 ft.

I WILL RENT AN ADD'L \_\_\_\_\_ TABLE(s) at \$10 per table. I WILL RENT ADD'L \_\_\_\_\_ FT SPACE at \$10 PER 8 ft.

*\*All tables must be covered with a tablecloth, which is not provided by the ARC.*

ELECTRIC OUTLETS ARE LIMITED. Will your booth require electricity? \_\_\_\_\_yes \_\_\_\_\_no

### **INFORMATION / INSTRUCTIONS:**

- Deadline for application is **FRIDAY, OCTOBER 6<sup>th</sup>, 2023.** We fill up fast - deadline may be moved up.
- Setup/Breakdown: Setup is Friday, November 17<sup>th</sup> between 5-7pm and Saturday, November 18<sup>th</sup> between 7:30am-8:45am day of event. Breakdown STARTS at 2:00pm and NOT BEFORE
- 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 lot attendants to direct you.
- After receipt of check, you will be contacted with your space # prior to event
- **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 the address above, Attn: Patti Burke

I have read and I comply with the Vendor Instructions. Enclosed is my check in the amount of \$\_\_\_\_\_

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