



# 22ND ANNUAL OSTRICH FESTIVAL

March 12-14, 2010  
Tumbleweed Park - Chandler AZ



## EXHIBITOR AND FOOD VENDOR INFORMATION SHEET

Dates and Times: Wednesday March 10: Food Vendor set up starts at 9am and ends at 9pm  
Thursday March 11: Set up for Arts & Craft and Retail Exhibitors starts at 9am and ends at 9pm  
Friday March 12: Opening Day - 2pm - 11pm  
Saturday March 13: 10am - Midnight  
Sunday March 14: 10am - 11pm (load out begins at 11:01pm)  
Monday March 15: Load out continues at 8am - all exhibits must be off the site by 5pm

### Booth Space Information, Services and Fees:

Booths: Space is available for arts & crafts and retail specialty items. Standard booth space is 10'x10' and includes only the space. Tents and other equipment are the exhibitor or vendors responsibility. Call the Universal Fairs office if you need to rent tents, tables, equipment, etc.

Fees: Arts & Crafts Exhibitor 10'x10' Booth Space - \$200 (does not include power)  
Commercial Exhibitor 10'x10' Booth Space - \$400 (includes 110 volts of power up to 15 amps)  
Food Vendor Space: starting at \$1,200 (does not include power - see application for power options and pricing)

- A non-refundable processing fee of \$25 is required with submission of application
- Security Deposit of \$200 (SEPARATE CHECK) is due with application
- Make all checks and money orders out to: Universal Fairs

Taxes: All vendors and exhibitors (if accepted) must have an Arizona State and City of Chandler Transaction Privilege Tax License to participate in the Ostrich Festival. These can be obtained through Arizona Department of Revenue at (602) 255-2060 and the City of Chandler at (480) 782-2291

### How to Apply:

To be considered as an exhibitor or food vendor at the Ostrich Festival, complete the appropriate enclosed application and fill out and sign the enclosed Exhibitor-Vendor Agreement. Include all fees and \$200 security deposit along with (2) photos of your set up. Send this information in time to be in our office by Feb. 1st for Food Vendors or March 1st for Crafters and Exhibitors to this address:

***Universal Fairs, Attention Ostrich Festival, PO Box 1327, Cordova TN, 38088***

VERY IMPORTANT: Submission of application, agreement and payments does not guarantee acceptance. If you have not heard from our office by February 15th, please call our office to follow up.

Contact Universal Fairs: 866-99FAIRS - Fax (901) 867-7121 or [info@universalfairs.com](mailto:info@universalfairs.com)



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## Arts & Crafts Exhibitor Application



Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Web Page: \_\_\_\_\_  
 AZ State Transaction Privilege Tax License Number: \_\_\_\_\_

REQUIRED BEFORE SET UP

City of Chandler Transaction Privilege Tax License Number: \_\_\_\_\_

REQUIRED BEFORE SET UP

What kind of set up do you have (circle one): Trailer      Tent      Cart  
 Dimensions of set up area: Front (left to right): \_\_\_\_\_ Depth (front to back): \_\_\_\_\_  
 Serving set up (circle one):      Side Serve      End Serve

### Festival Fees

<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
Base Fee: Up to 10' frontage and 10' in depth, includes 2 parking passes and 4 exhibitor badges Does not include tent or equip. rentals - call if you need rentals.	\$200 - Crafter's Village	\$ _____
Additional Base Footage Fee: In excess of 10' frontage	\$25 per foot	\$ _____
Electrical Fees: 110 volts and a max. of 15 amps is included in base price 24 hour power (available if required)	No Charge \$100	\$ _____
SUB TOTAL-----		\$ _____
If you are member of the Chandler Chamber of Commerce deduct 10%		\$ _____
Processing Fee		\$ 25
Security Deposit - <u>SEPARATE CHECK REQUIRED</u>		\$ 100

If you move out or tear down before festival is over, security deposit is forfeited

TOTAL AMOUNT ENCLOSED (make checks/money orders out to UNIVERSAL FAIRS) -----\$ \_\_\_\_\_  
 Universal Fairs accepts VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS - Please complete authorization on enclosed Exhibitor-Vendor Agreement.

COPY OF PROOF OF INSURANCE IS REQUIRED - All exhibitors/vendors must have commercial exhibitor/vendor insurance with liability limits of 1 million, listing the City of Chandler, Chandler Chamber of Commerce and Universal Fairs LLC as additional insured - NO EXCEPTIONS. Proof of insurance must be on file in our office prior to set up. All food vendors must have a health permit prior to opening - visit [www.maricopa.gov](http://www.maricopa.gov) or call 602.506.3011.

Please fill out enclosed Exhibitor-Vendor Agreement and mail it with this application, checks and (2) photos of booth set up to:  
 Universal Fairs, Attention Ostrich Festival, PO Box 1327, Cordova TN, 38088

Applications must be received in our office by March 1st, 2010 to be considered for the 2010 festival. Applications can be faxed to (901) 867-7121.  
 Please call Universal Fairs toll free at 866-99FAIRS (866-993-2477) or email [info@universalfairs.com](mailto:info@universalfairs.com) if you have questions. Acceptance letters and festival information packets will be mailed out 30 days prior to the start of the festival. Fees do not include any tents or rental equipment. Please call if you need rentals. Booth space may be cancelled and half of payment returned minus \$25 processing fee no later than March 1st, 2010. If space is cancelled after March 1st all payments will be forfeited and if applicable, any unpaid late balances will be due.

Contact Universal Fairs: 866-99FAIRS - Fax (901) 867-7121 or [info@universalfairs.com](mailto:info@universalfairs.com)



# Exhibitor - Vendor AGREEMENT

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I acknowledge and assume full responsibility for damage or loss to my products and equipment or any personal injury to myself or employees during or as a result of my participation in the Ostrich Festival. I agree to abide by all directions for placement while on the Ostrich Festival and assume the risk for the safe keeping of equipment and products.

I agree to purchase and maintain insurance in the amounts specified and to provide a copy of my coverage to Universal Fairs prior to moving on to the Ostrich Festival grounds. I further agree to specify and hold harmless the Chandler Chamber of Commerce, City of Chandler, Maricopa County and Universal Fairs, their agents, officers and employees as additional insured on all insurance coverage issued for my participation in the Ostrich Festival.

I understand and agree to fully staff my booth during all operational hours of the Ostrich Festival. Booth or product removal will only be allowed at the close of the Ostrich Festival. I further understand that the Ostrich Festival is located in an outside venue and may be subject to varying inclement weather conditions and such conditions are not the responsibility of Universal Fairs. I understand that I will have limited or non vehicle access to booth locations and that my arrival and setup must be prior to Thursday at 5pm and that my booth space will be relocated after 5pm on Thursday and a refund will not be issued.

I certify that all information furnished within this application is true and correct. I understand that a space is not guaranteed by submitting the application and agreement. I certify that I have read and understand all terms, conditions, rules and regulations contained in this agreement and application packet. (please have official representative of applicant sign below)

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Official Representative (please print) Title of Representative Date

\_\_\_\_\_  
Signature of Representative Representatives Phone Number

Please list all items to be sold (any changes to this list after application is submitted must be pre-approved)

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____  |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

**PAYMENT INFORMATION AND CREDIT CARD AUTHORIZATION**

Booth/Space and services total from Vendor/Exhibitor Application: \$ \_\_\_\_\_

Enclosed Payment: \$ \_\_\_\_\_ plus SEPARATE \$200 CHECK for security deposit.

**MAKE PAYMENT WITH CREDIT CARD**

Universal Fairs accepts VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit Security Code on back of card: \_\_\_\_\_

Billing address for card: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Card holder giving authorization run card for Booth/Space Total above and \$200 security deposit

**COPY OF PROOF OF INSURANCE IS REQUIRED** - All exhibitors/vendors must have commercial exhibitor/vendor insurance with liability limits of 1 million, listing the City of Chandler, Chandler Chamber of Commerce and Universal Fairs LLC as additional insured - NO EXCEPTIONS. Proof of insurance must be on file in our office prior to set up. All food vendors must have a health permit prior to opening - visit [www.maricopa.gov](http://www.maricopa.gov) or call 602.506.3011.

Read and sign agreement and return with checks, application and (2) photos of your booth to:  
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