

Application for Vendors

10th Annual Helping Hands Agency Fall Festival

Friday, October 24, 2008 4 p.m. – 9 p.m.

Saturday October 25, 2008 8 a.m. – 9 p.m.

Sunday October 26, 2008 11 a.m. - 5 p.m.

At the City Park in Page, Arizona

The Fall Festival is an annual fundraiser for the Helping Hands Agency. Because of the huge success of this event in years passed, it was increased to encompass 3 days in 2007 and we are currently planning our next 3 day Fall Festival for the year 2008! Proceeds from this event help us accomplish the goal of sharing our program and what our students offer to the community of Page, and it continues to be our largest fundraising source.

We're off to a great start as we're getting the word out early, in order to assure good vendor and attendee turn out. We expect as many as 7,000 attendees! The Festival will include many exciting events such as an outdoor Movie on the Lawn Friday night, a dance with a live DJ Saturday night, contests for best pie, cookies, salsa, scarecrows and more, , a 2nd Annual Page Business Pentathlon, a pancake breakfast Saturday morning, karaoke, and many additional performances from throughout the community. We will also have our famous Silent Art Auction at which we auction off artwork created by our students, and there will be many different food and concession vendors from the community. Tickets will be available for raffle items and for booths with games and activities for children of all ages.

We are very excited about the 2008 Fall Festival and invite you to be a part of what will definitely be the biggest and best Festival yet!

The attached application is for one vendor and one space. Please, no shared spaces. All vendor's items/activities must be approved by the HHA Executive Director, Cynthia Kokasko. Set up must be complete by 4 p.m. Friday, Oct. 24. There will be 2 security staff walking the site from 9 p.m. Fri. to 7 a.m. Sat. and from 9pm Sat. night to 9am Sun, however, the HHA will not be responsible for stolen or damaged merchandise or equipment and advise vendors to take measures to secure their own booths/wares overnight. There will be no discount or refund if you choose not to participate all 3 days.

In addition, you must provide a certificate of \$1 million insurance coverage. Please add to that certificate an endorsement that HHA is an additional insured in a "Waiver of Subrogation."

If you need electricity, you must provide your own generator. Generators can be rented from our local Boston's True Value Hardware Store at 645-2428.

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Coconino County Health Department Guidelines for temporary food establishments must be adhered to. Non-profit food vendors may operate under the HHA Temporary Food Service License but anyone working with or serving the food must have a valid Food Handler's Permit. If you are non-profit and wish to operate under the HHA License, a list of all food items to be served as well as a diagram of the kitchen set up and a copy of food handler's cards, must be submitted to the Helping Hands Agency by Monday, September 8, 2008, in order for us to turn that information in with our application. Vendors must be able to provide their Coconino County Health Permit upon request.

For more information call the Health Department at (928) 608-6108.

HHA is not responsible for refunds if vendors are found out of compliance with health codes.

Food Vendors Application and fees must be turned in by Monday, October 6, while Non-Food vendors must have their application and fee turned in and cleared by the HHA office by Thursday, October 23, 2008.

Checks should be made payable to The Helping Hands Agency. We will call each vendor upon approval and will return any fees to vendors not approved. Fees will not be returned to "no-shows". Please mail or bring this application and fee to the HHA office at 645 North Navajo or mail to HHA P.O. Box 3938, Page, AZ 86040. If you have any questions, please contact Malinda Neisess at 928-645-9596 or 928-640-1804.

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Vendor Application Fees:

(fees for 3 days, NO discounts for less days, please check which applies)

_____ Food Vendors	= \$200.00
_____ Games/Activities Vendors	= \$200.00
_____ Arts/Crafts Vendors	= \$100.00
_____ Non-Profit, NO Sales please	= Free

Vendor Name _____

Address _____

Phone _____ Email _____

Person(s) responsible during event _____

What are you vending? _____

Are you in compliance with The Coconino County Health Department?

Do you have all insurance requirements in order? _____

I have read, acknowledged and accept the terms stated throughout this application.

Applicant Signature _____ Date _____

For HHA use only:

Fee paid- yes/no

Electricity required- yes/no

Are all insurance and health regulations in order yes/no

Vendor approved- yes/no

Vendor contacted- yes/no

Additional info/comments _____