



## November 23rd, 2019 Craft Fair Vendor Information

**Show hours are 10:00am - 4:00pm for all events at the Mall at Sierra Vista.**

**Set up from 8:00am - 9:00am, Take down from 4:00pm - 5:00pm - no early take downs**

Spaces will be assigned on a first come basis. You must pay your table fee and turn in your completed application in advance to reserve your space.

Cancellation/Refund Policy – Cancellations received 4 weeks prior to the event date – full refund, 3 weeks prior 1/2 refund, after entry deadline date – NO REFUND. Fees may only be transferred 1 time to a different date.

Vendors are responsible for their own taxes/license requirements, an **AZ state business license is REQUIRED where applicable, see our FAQ page for more details.**

Show sponsors will not be liable for any accidents, injuries, or theft.

Please be sure to move your vehicle to the outer edge of the parking lot to allow our customers easy access.

Vendors please check in at registration table located at the main entrance on the food court/Sears end of the mall prior to the start of the event for events in the main concourse.

All spaces will be pre-assigned and tables labeled. A map will be at the vendor check in table.

If you wish to share a space or set up next to another specific vendor, this must be requested in advance and indicated on your application in the special requests section.

**We can not guarantee exclusive products**, however we will try not to set like vendors close to each other. Be very detailed in describing what you will be selling for this reason.

Events held at the Mall at Sierra Vista will have **1 - 6' table, 2 chairs and table cover provided.**

In order to keep fees reasonable a limited amount of paid advertising will be purchased for the event. Therefore, we ask that all vendors please make copies of the attached flyer and distribute it in as many locations as possible. Please get permission before posting flyers anywhere other than designated community bulletin boards, we don't want to anger potential customers.

Please be sure to bring your own change as we will not have funds for this purpose available, and any other display materials you may need. Keep in mind that all displays must fit in your designated area.

If you will be using electricity, you must bring your own commercial grade cord and tape to secure neatly to the floor.

No open flames are allowed! Please leave pets at home.

But most important of all--- Have Fun and Have A Great Event!

Thank You,

Arlette



## November 23rd, 2019 Craft Fair Application

To submit this application please email the completed file to [info@cochisecrafters.com](mailto:info@cochisecrafters.com) or mail your application to **PO Box 1308, Hereford, AZ 85615. Submission Deadline November 9th, 2019**

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of work

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Electricity Needed?    Yes     No

Special Requests?

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Number of spaces requested? (spaces are 6ft tables, \$50 fee per space) \_\_\_\_\_