



December 4, 2021 Craft Fair Vendor Information

**Show hours 10:00-3:00 for all events at the Mall at Sierra Vista.
Set up 8:00 – 9:45 Takedown 3:00-4:00 – no early takedowns**

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, after that – NO REFUND. NO TRANSFERS.

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

Show sponsors will not be liable for any accidents, injuries, illness, or theft of any kind. It is recommended that all vendors obtain general liability/product insurance for their own business.

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 the registration table located at the main entrance, look for the “Vendors Wanted” sign. All spaces will be pre-assigned and tables labeled.

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. If you are representing a company – be sure to name the company. Ex. Paparazzi Jewelry, not just Jewelry.

Unless there is a conflict your application is approved and your emailed receipt is confirmation.

Events held at the Mall at Sierra Vista will have 1 – 6’ table, 2 chairs and table cover provided in an approximate 5’×8’ space.

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 fliers 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. **ABSOLUTELY NO OUTSIDE TABLES, extra tables must be requested at the time of application and are available for \$50. You may bring a small card table but nothing over 4ft.**

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



December 4, 2021 Craft Fair Application

To submit this application please email the completed file to info@cochisecrafters.com or mail your application to **PO Box 1308, Hereford, AZ 85615. Submission Deadline November 20, 2021**

Name _____

Email Address _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

Description of work

Electricity Needed? Yes No

Special Requests?

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

If requesting more than 1 space, please indicate your preferred set up

Side by Side Back to Back End or Corner

www.CochiseCrafters.com

or call Arlette Mendenhall at 520-678-4852 (leave message)