



15th Annual Surprise Party Arts & Crafts Festival

VENDOR APPLICATION LETTER

- Date of Event:** Saturday, December 3, 2016 11 a.m. – 5 p.m.
- Location:** Surprise Recreation Campus
15850 N. Bullard Ave.
Surprise, AZ 85374
- Fees:** 10' x 10' space - \$60 (**\$70 if received after October 31st**)
Electric (if needed) - \$20 Additional
Tent (if needed) - \$115 Additional
FEES AND APPLICATION DUE BY November 23, 2016.
Make checks out to "City of Surprise"

Rules and Requirements:

- Vendor must provide a 10' x 10' pop-up tent (in good condition). If you need to rent a pop-up tent from the City of Surprise, please include your \$115 fee with the application.
- TPT License (or in the process of receiving a TPT license (confirmation #) must be submitted with upon approval for **ALL** vendors. *To obtain more information on TPT Licenses, please contact the Az. Dept of Revenue:
<http://www.azdor.gov/About/FAQs/TPT.aspx>
- **Picture(s) of product(s) must be attached to the Vendor Application.**
- Vendors are responsible for their own set up and tear down.
Set up should be completed by 10:30 a.m. on the day of the event
and teardown should start immediately following the event.
- **SPECIAL REQUESTS, INCLUDING VENDOR LOCATION, WILL BE CONSIDERED BUT ARE NOT GUARANTEED.**
- **Submittal of this application does not guarantee approval. Staff will review all applications and notify you of acceptance. If your application is not accepted your vendor fees will be returned.**
- **NO REFUNDS WILL BE ISSUED ONCE APPLICATION IS ACCEPTED.**



Deadline: Wednesday, November 23, 2016

- Drop off all applications to:** City of Surprise Community & Recreation Services
Attention: Steve Castillo
15960 N. Bullard Ave.
Surprise, AZ 85374
For additional details or questions please contact:
Steve Castillo at 623.222.2267 or steve.castillo@surpriseaz.gov



15th Annual Surprise Party

Arts & Crafts Festival

VENDOR APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Tent Color _____

Phone Number: _____

Ownership Type: _____ Business Type: _____

Transaction Privilege Tax (TPT) License #: _____

**Please submit a copy of your TPT license or give confirmation # if processing*

Vendor Description: Must include a picture of items: _____

Yes, I will need electric (\$20 additional fee)

No, I will not need electric

Yes, I will need a tent (\$115 additional fee)

No, I will not need a tent

***An event committee will review all applications and select Vendors according to the 2016 Judging Categories and Criteria.** Please see page 3 for detailed descriptions. Vendors will be notified within 7 days after application is received if they are chosen for the festival.

****By signing below, I understand that the City of Surprise is not responsible for any lost, stolen or damaged goods, including damages related to weather. In addition, there are NO REFUNDS once application is accepted.***

Signature

Date

Please submit application with fee (s) by November 23, 2016:

**City of Surprise
Community & Recreation Services
Attention: Steve Castillo
15960 N. Bullard Ave.
Surprise, AZ 85374**





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Arts & Crafts Festival

ARTS & CRAFTS FESTIVAL JUDGING CATEGORIES:

- Ceramics – original functional and non-functional works created from clay, porcelain, stoneware or earthenware.
- Drawing – works that are drawn by hand incorporating ink, charcoal, pencil, etc.
- Fiber – works created from fibers including basketry, weaving, papermaking, leather and fine wearables.
- Glass – works incorporating glass.
- Jewelry – all work that is jewelry must be entered in this category regardless of the materials used.
- Metal – functional and non-sculptural works incorporating metal.
- Painting – works incorporating oil, acrylic, watercolor, etc.
- Photography – photographs made from the artist's original image and printed either by the artist or under his or her direction.
- Printmaking – hand pulled original works from a block, plate, stone or other object.
- Sculpture – three dimensional works incorporating any material that is carved, modeled, constructed or cast.
- Wood – works incorporating wood.
- Gifts / Winter Items – works that incorporate a winter theme or can be sold as a gift including gift baskets, personalized crafts or specialized food items.

ARTS & CRAFTS FESTIVAL CRITERIA:

- Quality and presentation of artwork, display appearance and professionalism.
- All work must be original or consist of a specialty item.
- Commercially produced, import products and catalog items will only be accepted if they are displayed as a gift or winter item and will be limited.
- Jewelry will be selected by type, only a limited percentage of jewelry will be accepted.
- Clothing will be selected by type, only a limited percentage of clothing will be accepted.
- Only approved items may be displayed, you will be asked to remove all other items.
- Total show fee will be returned if not accepted.
- All decisions made by Event Committee are final.



City of Surprise
Community & Recreation Services
15960 N. Bullard Ave.
Surprise, AZ 85374
623.222.2000
www.surpriseaz.gov/specialevents