

**18th Annual City of Surprise Surprise Party
Arts, Crafts, & Gifts Vendor Application
Saturday December 7th 2019 11a-5p**



**CITY OF SURPRISE
PARKS AND RECREATION**

CONTACT INFORMATION (Please type or print legibly)

Business Name _____

Contact Name _____

Address _____ City _____

State _____ Zip _____ Phone _____

Email _____ Fax _____

METHOD OF PAYMENT (circle one)

Cash

Check

MC

VISA

*** If paying with a card you will be required to call 623.222.2000 or walk-in for payment***

Tent Color _____ Ownership Type _____ Business Type _____

TPT License Number _____ Signature _____

VENDOR BOOTH FEES (Applies to duration of event)

Please make checks payable to "City of Surprise" Mail Completed application and payment to:

Surprise Recreation Campus

Attn: Special Events

15960 N. Bullard Avenue, Surprise AZ 85374

Please check all that may apply:

Arts, Crafts & Gifts Vendor \$60

(1) 10 x 10 designated space

*Does **NOT** include a tent, table, or chairs

Electrical \$25.00

Tent Rental \$115.00 Each

\$ _____ **Total amount due with application**

*Vendor's must have a pop-up tent during the event.

*Vendor's must be completely self-sufficient during the event.

*Vendor's are responsible for all of their own set up by 10:00am.

*Vendor's are responsible for all of their own breakdown and waste disposal and the conclusion of the event.

*Set-up instructions will be emailed the Monday prior to the event.

An event committee will review all applications and select Vendors according to the 2019 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 the application is accepted.***

Signature

Date

SPECIAL EVENT VENDOR CHECKLIST
18th ANNUAL SURPRISE PARTY – DECEMBER 7th 2019
ARTS, CRAFTS & GIFTS FESTIVAL

VENDOR:

- COMPLETED APPLICATION & VENDOR FEES (**SUBMITTED NO LATER THAT WEDNESDAY NOVEMBER 27, 2019**)

- BOOTH INFORMATION (LIST AND DESCRIBE PRODUCTS BEING SOLD AS WELL AS INCLUDE PHOTOS OF THE ITEMS BEING SOLD)

- COPY OF TRANSACTION PRIVILEGE TAX (TPT) LICENSE. MUST BE SUBMITTED WITH APPROVAL FOR ALL VENDORS. TO OBTAIN MORE INFORMATION ON TPT LICENSES PLEASE CONTACT THE ARIZONA DEPARTMENT OF REVENUE OR VISIT <http://www.azdor.gov/about/faqs/tpt.aspx>.

CITY OF SURPRISE:

- NOTIFICATION OF ACCEPTANCE

- RECEIPT OF PAYMENT

- EVENT SET UP INFORMATION PROVIDED THE MONDAY (12/2) PRIOR TO 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.

FESTIVAL 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.

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.