

FALL FESTIVAL 2010

September 18th, 2010

Tucson Area Wiccan/Pagan Network, PO Box 482 Tucson, Arizona 85702

520-449-2595 Secretary/Festival Coordinator

520-795-1346 Treasurer

520-792-6440 (24 hour information line)

www.tawn.org

Vendor Information Package

The Tucson Area Wiccan/Pagan Network (TAWN) will be hosting Fall Festival 2010 and we invite you and your organization to participate as a vendor. Fall Festival will be held as an indoor/outdoor event at:

**Unitarian Universalist Church
4831 E 22nd Street Tucson, AZ 85711.**

Set-up will begin at 4:00 p.m. on Friday 17th September, 2010. Fall Festival 2010 officially starts on Saturday 18th September, 2010 at 8:00 am and ends at 5:00 p.m.. Tear-down starts at 5:00 p.m. and the site closes by 7:00 p.m.. Booth fees and discounts are as follows:

Booth Fees:

1. Commercial Vendors: \$55.00 for a 10'x10' vending space.
2. Small Vending space: \$30.00 for a 10'x5' vending space.
3. IRS 501(C3) Vendors: \$35.00 for a 10'x10' vending space.
4. Information Only Booth: \$25.00 for a 10'x10' Information space.
(No sales except membership fees/subscriptions)

Discounts: (Discounts are cumulative)

1. Fee paid before August 18th, 2010: Deduct \$10.00 from Booth Fee.
2. Current TAWN Membership: Deduct \$5.00 from Booth Fee.
(A Maximum of one TAWN membership discount per Booth)

Fees are non-refundable. Spaces will be sold on a first-paid, first-served basis and may only be reserved with payment of the vendor fee. Vendors are responsible for the use of their space. Vendors are responsible for the conduct, cleanup, safety and comfort of any children or animals they bring to the event.

Item Donation: Raffles and auctions are a major fund-raiser for TAWN. Most of our vendors contribute an item to these fund raising activities. TAWN displays the name of the contributor along with the item when it is offered for raffle and auction. The registration form includes a space to fill in what item(s) you will be donating. The item may also be donated at the event. TAWN is a 501(c)3 organization and tax receipts are available for all donations.

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Additional Vendor Information

Vendors must follow Federal, State, and Tucson City laws and ordinances.

Parking requirements: All vehicles *must* be removed to designated vendor parking areas between 8:00 am and 5:00 pm; certain vehicles are permitted to be used as selling venues.

Electric power is available in most areas in and near the church buildings. Use of the outlets is under the direction of TAWN.

TAWN bylaws and Tucson city ordinances prohibit nudity, illegal drugs, and alcohol at the event. Violators will be requested to leave and/or turned over to the Tucson Police Department.

TAWN is not responsible for lost, delayed, or misdirected mail.

TAWN believes that one of the keys to a successful event is for everyone involved – members, vendors, participants, guests, and visitors – to treat each other with courtesy and respect. Any inconsiderate behavior, including racial or religious slurs, will not be tolerated. Any disruptive and/or offensive behavior can result in the suspension of your vendor privileges without refund or recourse, and may also result in removal from the event.

FALL FESTIVAL 2010 Essential Vendor Times:

Friday 17th September

4:00 pm	Preparations for the “Oracular Spectacular” benefit Dinner.
5:30 pm	Doors open for Benefit Dinner (Dinner at 6 p.m.)
7:00 pm	Doors close, “Oracular Spectacular” begins.

Saturday 18th September

6:00 am	Setup starts for vendors.
8:00 am	Fall Festival starts.
5:00 pm	Fall Festival ends, tear-down starts.
7:00 pm	(approximately) Site closes.

REGISTRATION FORM – TAWN FALL FESTIVAL 2010

Complete and return this form with your payment to:

TAWN, P. O. Box 482, Tucson, AZ 85702, ATTN: Fall Festival 2010

Name of company/ organization: _____

Name of contact person: _____

Mailing address: _____

City, State, and Zip Code: _____

Phone number(s): _____

Email address (optional): _____

Type if items sold or info given: _____

I/we agree to the requirements referred to in the Fall Festival Vendor Information package:

Printed Name: _____

Signature: _____

Incorrect applications may be returned to the applicant for correction. All vendors are liable for any actions they undertake and any damages they might cause at the Fall Festival 2010 Event.

BOOTH FEES:

Commercial vendors

\$55.00 for a 10'X10' vending space

Vendors w/501(c)3 certification (selling)

\$35.00 for a 10'X10' vending space

Booth Fee: _____

Information Booth (No sales except memberships/subscriptions)

\$25.00 for a 10'X10' space

Small Vending Space 5X10 \$30.00 (single vendor only)

DISCOUNTS: (Discounts are cumulative)

\$10.00: Early Registration (Payment received before Aug 18th, 2010) _____

\$5.00: TAWN current membership (Max of one per booth) + _____

Name of member: _____

Total Discount: - _____

(Subtract Total Discount from Booth Fee) **Final Registration Fee:** _____

Description of the item being donated to TAWN for use in Fundraising: (501(C)3 tax receipts provided):