

# Knock the Blues Out of Hunger

**Show Low City Park -  
Show Low, AZ  
June 18, 2011  
EXHIBITOR APPLICATION**

## **KNOCK THE BLUES OUT OF HUNGER AND CITY OF SHOW LOW RULES AND REGULATIONS**

1. **DATE.** Knock the Blues Out of Hunger("the Event") will be held at Show Low City Park, Show Low, Arizona on June 18, 2011 from 12:00 p.m. to 9:00 p.m.
2. **BOOTH REQUEST** can not be processed until your application and payment are received. Make all checks payable to City of Show Low.
3. **ELIGIBLE EXHIBITS.** The City of Show Low reserves the right to exercise sole discretion in the acceptance or refusal of applications. Priority will be given to exhibitors according to the order of receipt. Your payment will NOT be deposited unless you are deemed eligible. All applications will be reviewed and will receive written notification of acceptance or denial.
4. **CANCELLATION.** Notice of cancellation must be given in writing. In the event of an exhibitor cancellation before June 6, 2011, 50% of your application fee will be refunded. No refunds will be made for requests received after June 14, 2011. No refunds will be given due to cancellation of the event by, an act of god, local authorities or a weather related incident.
5. **SALES TAX ID.** Exhibitors must include Arizona Sales Tax ID # on application if selling goods at the event. To acquire a Tax ID # number, contact the Arizona Department of Revenue at 602.255.2060. You can also download the form from [www.azdor.gov](http://www.azdor.gov). If you do not currently run a business in Show Low, Arizona a vendor permit will be required and can be obtained by calling 928.532.4000. Vendor permits require a 5-day processing period.
6. **EQUIPMENT.** All exhibitors are responsible for supplying their own tent, table and chairs for the display. Tents must be staked to the ground or weighted down. Stakes cannot be in the walkways. Exhibitors shall observe and abide by regulations made by the City of Show Low for efficient or safe operation of the Event.
7. **BOOTH RELOCATION.** The City of Show Low reserves the right to make any necessary layout changes. An exhibitor may be relocated to a comparable space if it is deemed necessary by the City of Show Low and in the best interest of the Event.
8. **DISPLAY DIMENSIONS & REGULATIONS.** Absolutely all displays, inventory, boxes, product, etc. must be contained within exhibitor booth space. Distribution of samples and literature is strictly limited to the confines of the exhibitor booths.
9. **SOUND DEVICES.** The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibitor's booth. Voice and/or music amplifications must be kept to a sufficiently low volume so as not to disturb other exhibitors.
10. **INSURANCE.** Exhibitors are responsible for their own property and for furnishing their own tents, tables and chairs. Exhibitors are responsible for obtaining their own general liability insurance for the event dates, listing City of Show Low, 550 N. 9<sup>th</sup> Street, Show Low, Arizona as an additionally insured. The City of Show Low will not be responsible for damage to property or displays. The City of Show Low has enrolled in a program which allows users of a municipal facility or local government property to secure cost effective liability insurance through a Tenant User Liability Insurance Program (TULIP). To inquire about this insurance option call the City Parks & Recreation Department at 928.352.4140.
11. **SIGNS.** All signs must be professionally made or appear to be professionally made. Hand written signs are prohibited.
12. **HOURS OF OPERATION.** Exhibitors agree to staff their booth during all hours that the Event is in progress. Event hours are 12:00 p.m. to 9:00 p.m. on Saturday, June 18, 2011.
13. **SECURITY.** The City of Show Low will have limited security on site during the event. The City of Show Low is not responsible for exhibitor equipment, displays or merchandise. Overnight camping is not allowed.
14. **HEALTH DEPT.** Any exhibitor giving away or selling food in their booth is responsible for all health permits, rules, regulations, etc. Exhibitors are responsible for meeting all City/State resale licensing requirements. To acquire a permit, contact the Navajo County Public Health Services, Environmental Health Department at 928.532.6050.
15. **CONDUCT & CHARACTER.** Exhibitors agree to conduct themselves in a respectful, cooperative manner. Any behavior deemed inappropriate by the City of Show Low may result in expulsion. Furthermore, any exhibitor deemed to be causing a scene, lecturing, making political statements or using his event as an avenue for a radical display will be expelled. Knock the Blues Out of Hunger is a family friendly event and therefore the City of Show Low will not permit radical, disturbing displays or outbursts at the event.
16. **FAILURE TO COMPLY.** Violation of any of these rules is basis of expulsion. The City of Show Low may close a booth that fails to cooperate with the regulations.

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## EXHIBITOR INFORMATION (Please type or print clearly)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Brief description of your business \_\_\_\_\_

List all products or services to be exhibited or sold at the Event: \_\_\_\_\_

### EXHIBITOR SPACE REQUEST

**Fees will go towards marketing of the event.**

- 10 x 10 Space = \$50
- 10 x 20 Space = \$75
- Will you provide a prize(s) for a raffle?  
\_\_\_\_\_
- Will you donate items for our volunteers?  
\_\_\_\_\_

Please attach a photograph and footprint of your booth.

### MAIL APPLICATION AND FULL PAYMENT:

City of Show Low  
Knock the Blues Out of Hunger  
1100 W. Deuce of Clubs  
Show Low, AZ 85901

928.532.4140

Applicant hereby releases and forever discharges The City of Show Low and Show Low Parks and Recreation Department and all other participating organizations from any responsibility, personal liability, loss or damage in connection with this Event. Show Low Parks and Recreation reserves the right to make final interpretation of the rules. An application is a commitment to the Event. As stated in the rules and regulations I understand the refund policy. I confirm that all products to be exhibited and sold are listed above on this application. I have read, understand and agree to abide by all Knock the Blues Out of Hunger rules and regulations, and certify the accuracy of the foregoing statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Arizona Tax ID: \_\_\_\_\_

For Official Use Only  
Date Received \_\_\_\_\_

Date Notified: \_\_\_\_\_

Booth Assignment \_\_\_\_\_