

T.A.W.N. FALL FESTIVAL 2018

Saturday, September 22nd, 2018

Tucson Area Wiccan/Pagan Network, PO Box 41082 Tucson, Arizona 85717 www.tawn.org
Festival Vendor Coordinator (Raya Fand) 520-622-8462 or fand1@cox.net
TAWN Publicist (Tish Haymer) 520-440-7390
Email the entire TAWN Board at tawnbod@tawn.org

Vendor Information Package

The Tucson Area Wiccan/Pagan Network (TAWN) will be hosting Fall Festival 2018 and we invite you and your organization to participate as a vendor. The festival will be held as an indoor/outdoor event at:

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

Set-up begins at 7:00am, Saturday, September 22nd, 2018; Fall Festival 2018 officially starts at 9:00am and ends at 5:00pm. Tear-down starts at 5:00pm. and must be complete by 6:00pm. Booth information as follows:

Booth Fees:

- The following are the booth fees for this Fall Festival 2018:
 - a) For a nonprofit Information Booth: \$5
 - b) For a regular Vendor Space (10' by 10'): \$10
 - c) For a larger Vendor Space (10' by 20' or more): \$15
- All vendor space will be assigned by the order in which TAWN receives vendor applications
- The vendor application will specify the size of space requested (default 10' x 10')
- All decisions by the Vendor Coordinator are final and will be supported by the Board
- TAWN will try to honor vendor requests but cannot guarantee to do so

Item Donation: Silent auctions are also a major fund-raiser for TAWN. Most of our vendors contribute an item valued at \$50.00 or more to these fund-raising activities. TAWN displays the name of the vendor (and business card, if provided) along with the item when it is offered for raffle or auction. The vendor application form includes a space to fill in what item(s) you will be donating. The item may also be donated in person at the event. TAWN is a 501(c)3 organization and tax receipts are available for all donations.

FALL FESTIVAL 2018 Essential Vendor Times:

Saturday, September 22nd:

7:00am- Setup starts for vendors; setup must be complete by 9:00am.
9:00am- Fall Festival starts.
5:00pm- Fall Festival ends; tear-down starts.
6:00pm- Fall Equinox Ritual starts.
7:30pm- (approximately) Site closes.

Additional Vendor Information

ALL VENDORS AND PSYCHICS MUST HAVE A CURRENT CITY OF TUCSON BUSINESS LICENSE OR FORTUNE-TELLER'S LICENSE, TO BE PROMINENTLY DISPLAYED WHILE WORKING THE FESTIVAL. NO EXCEPTIONS.

Information about licenses can be found here:

<https://www.tucsonaz.gov/finance/apply>

At the festival:

- A) Vendors must follow Federal, State, and Tucson City laws and ordinances.
- B) Parking requirements: All vehicles *must* be removed to designated vendor parking areas between 9:00am and 6:00pm; certain vehicles are permitted to be used as selling venues if arranged in advance with TAWN. Vehicles parked inappropriately or in reserved spaces may be towed at owner expense.
- C) Electric power is available in many areas in and near the church buildings. Use of the outlets is under the direction of TAWN.
- D) 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.
- E) TAWN is not responsible for lost, delayed, or misdirected mail.
- F) 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.
- G) **Festival ends at 5:00pm; teardown should be completed by 6:00pm. TAWN volunteers will remind vendors about this at 4:15 & 4:30pm. Please be prompt in packing up, so that our volunteers can clean the area and attend the Equinox ritual.**

REGISTRATION FORM – TAWN FALL FESTIVAL 2018

Complete and return this form with a copy of current City of Tucson business license to:

TAWN, P. O. Box 41082, Tucson, AZ 85717, ATTN: Fall Festival 2018

Or

By email to tawnbod@tawn.org

Name of company/ organization: _____

Name of contact person: _____

Mailing address: _____

City, State, and Zip Code: _____

Phone number(s): _____

Email address (optional): _____

Type of 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 2018 event.

BOOTH FEES: CHECK THE ONE BELOW THAT APPLIES TO YOU OR YOUR ORGANIZATION. AN OPTIONAL MONETARY DONATION AT THE END OF THE EVENT, OF WHATEVER AMOUNT MERCHANTS FEEL IS APPROPRIATE, WILL ALSO BE APPRECIATED. A DONATION TO OUR AUCTION OF AN ITEM VALUED AT \$50 OR MORE WILL GREATLY ASSIST IN FUNDING FUTURE TAWN FESTIVALS.

Type of Booth:

a) Information: \$5 fee _____ b) Vendor (regular size): \$10 fee _____

c) Vendor (large size): \$15 fee _____

Size of space requested: _____ (default is 10' x 10')

Inside or outside preferred? _____

Any special requests (electricity, etc)? _____

Please enclose your check or money order made out to TAWN, or pay online with Paypal.

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