

SPRING FESTIVAL 2009

March 14, 2009

Tucson Area Wiccan/Pagan Network

Post Office Box 482

Tucson, Arizona 85702

520-792-6440 24 hour info line

520-795-1346 Treasurer/Contact point

www.tawn.org

Vendor Information

The Tucson Area Wiccan/Pagan Network (TAWN) will be hosting **Spring Festival 2009** and we invite you and your organization to participate as a vendor. Event is to be held at the:

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

Set-up will begin at 4:00 pm on Friday 13 March 2009, **Spring Festival 2009** officially starts on Saturday 14 March 2009 at 8:00 am and ends at 5:00 pm. Tear-down starts at 5:00 and the site closes by 7:00 pm. Vendor fees are as follows with discounts available for prepayment by postmarked deadline and/or being a current TAWN member. (See payment form.)

- Commercial vendors will be charged \$65.00 for a 10'X10' vending space.
- Special vending 5X10 spaces are available for \$35.00 and are eligible for the \$5.00 TAWN member discount. These are limited spaces to a set area of the Spring Festival 2009 and are single vendor only.
- Vendors who include a copy of their 501(c)3 certification (from the IRS), and who offer items for sale, will be charged \$35.00 for a 10'X10' vending space. Information only booths will be charged \$25 for a 10'X10' space.
- Fees paid to TAWN are considered non-refundable. It is your responsibility to take advantage of the vending space you have paid for. Spaces will be sold on a first-come first-serve basis, and reserved only with payment of the vendor fee. Vendors bringing personal pets and/or children are solely responsible for their conduct and comfort.

Discounts:

- Vendors and 501(c)3's whose payment is received by TAWN on or before 20 February 2009 may deduct a \$10.00 discount from the required fee
- TAWN members may deduct an additional \$5.00 discount as a vendor or 501(c)3 contact.

Silent Auction: The Silent Auction is also a major fund-raiser for TAWN. Most of our vendors contribute an item to the Silent Auction, and TAWN displays the name of the contributor along with the item when it is offered for auction sale. 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 upon request for all donations.

SPRING FESTIVAL 2009

March 13-14, 2009

Vendor Regulations

Vendors must follow Tucson City ordinances and TAWN and Unitarian Church parking requirements. All vehicles *must* be removed to designated vendor parking areas between 8:00 am and 5:00 pm; no vehicles are permitted to be used as selling venues.

Electric power is available in most areas in and near the church buildings. While power may be available, TAWN reserves the electric power outlets for our own use and use under our direction.

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 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 your removal from the event. TAWN is also not responsible for lost, delayed, or misdirected mail.

SPRING FESTIVAL 2009 SCHEDULE:

13 March

4:00 pm	Spring Festival setup starts
6:00 pm	Meet and greet gathering starts
9:00 pm	Meet and greet closes (Security will be provided by TAWN until morning for those vendors that leave the site)

14 March

6:00 am	Setup starts for newly arriving vendors
8:00 am	Spring Festival starts
5:00 pm	Spring Festival ends, tear-down starts
7:00 pm	Tear down ends, site closes

Complete and return this form with your payment (and a copy of your 501(c)3 authorization letter, if applicable) to:

TAWN, P. O. Box 482, Tucson AZ 85702, ATTN: Spring Festival 2009

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 rules as stated on the Vendor Regulations page:

Printed Name: _____

Signature: _____

Incomplete applications and/or those not including correct payment may, at TAWN's sole discretion, be returned to the applicant for correction. This does not affect any due dates or modify the terms of any discount offered. All payments that are made are non-refundable. All vendors remain solely and fully liable for any actions they undertake and any damages they might cause.

Commercial vendors

\$65.00 for a 10'X10' vending space

(If registered before 20 February 2009 may deduct a \$10.00 from the \$65.00 fee)

Vendors w/501(c)3 certification (from the IRS)

that are selling other than their specific organization items requirement

\$35.00 for a 10'X10' vending space

(If registered before 20 February 2009 may deduct a \$10.00 from the \$35.00 fee)

+ _____

Vendors w/501(c)3 certification (from the IRS) information booth

\$25.00 for a 10'X10' vending space

(If registered before 15 February 2009 may deduct a \$10.00 from the \$25.00 fee)

+ _____

Special vending 5X10 \$40.00 for single vendor only

(If registered before 20 February 2009 may deduct a \$10.00 from the \$40.00 fee)

+ _____

\$5.00 TAWN current member discount (if applicable)

Name of member: _____

- _____

Total Enclosed:

(TAWN members may deduct a \$5.00 total discount at the time of registration.

Discounts can not be combined for use by the same vendor)

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Description of the item donation for TAWN to use in the Silent Auction:
