

Wings Over Willcox
Vendor Application

Please Print:

Business Name: _____ Representative: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____ Website: _____
Describe merchandise/services: _____

Booth:	Regular	\$100.00 x _____ = \$ _____
	Nonprofit/no product sales	\$ 50.00 x _____ = \$ _____
Electricity:	\$15.00 per booth	\$ 15.00 x _____ = \$ _____
Tables:	\$10.00 per table	\$ 10.00 x _____ = \$ _____
	(2 tables max. per booth)	
Total charges:		\$ _____

Other Needs: Chairs: _____ (no charge) Other: _____
Number of Vendor Badges requested? _____ (limit 2)

Note: A donation for the silent auction held during the Wings Over Willcox banquet is appreciated. Please list any items you wish to donate:

Form of Payment:

Check _____ Visa _____ Mastercard _____ Card # _____ Expires __ / __ / _____

Please make checks out to *Wings Over Willcox*

PLEASE READ THE VENDOR GUIDELINES ON THE FOLLOWING PAGE OF APPLICATION

I have read the vendor guidelines for the *Wings Over Willcox* birding and nature festival and agree to abide by said rules and by decisions pertaining to booth space, merchandise approval, etc. made by the WOW committee.

Signed: _____ Printed Name: _____

Mail payment, application, photos or brochures, copy of AZ sales tax license (if selling products), any other necessary licenses, and self-addressed stamped envelope to the following address:

Wings Over Willcox
P.O. Box 1097
Willcox, AZ 85644

520-384-2874
www.wingsoverwillcox.com
info@willcoxnature.org

FOR OFFICE USE ONLY:

Amount Paid: _____ Date Paid: _____ Cash: _____ Check: _____

Received: Sales tax licence _____ Other license(s) _____ Photos & brochure _____ SASE _____

Confirmation: _____ Booth Space: _____ Initialed by: _____

Wings Over Willcox

Vendor Guidelines

Days & Times:	Friday	8:00 a.m. to 10:00 a.m.	Exhibitor Set Up
		10:00 a.m. to 6:00 p.m.	Trade Show Open
	Saturday	8:00 a.m. to 5:00 p.m.	Trade Show Open
	Sunday	8:00 a.m. to 12:00 p.m.	Trade Show Open

Vendor booths must be set up by 10:00 a.m. on Friday and cannot be taken down until after 12:00 p.m. on Sunday. WOW reserves the right to give booths that are not occupied by 10:00 a.m. on Friday to vendors on the waiting list.

- Purpose:** WINGS OVER WILLCOX (WOW) combines adventure, entertainment, and education to provide a weekend of birding pleasure for the novice, the expert, or the curious. Every year, hundreds of nature enthusiasts from around the world attend the birding and nature festival.
- Location:** Willcox Community Center, 312 West Stewart Street, Willcox, Arizona
- Vendors:** Any individual, organization, or agency having bird, nature, wildlife or related items or projects to display or sell. All merchandise is subject to approval and items/services not previously approved and listed on application are not allowed. *WOW is a non-political event and political statements and propaganda will not be allowed to be presented or sold in vendor booths.* WOW does not endorse the gathering of signatures on a petition or any activity to disseminate or promote political, personal, or religious beliefs.
- Registration:** Each exhibitor shall fill out the enclosed application form and return it to the WOW office with a fee of \$100.00 per booth space. (A \$50.00 fee applies to non-profit organizations that are not selling a product. Partner organizations and agencies are not required to pay a fee.) Booth spaces will be reserved in the order in which applications with payment are received. WOW and its partners receive priority in selection of the booth spaces. Booth space selection for vendors will be at the discretion of WOW after taking into consideration the vendor needs and choices. **NO REFUNDS WILL BE MADE FOR APPLICATIONS THAT HAVE BEEN ACCEPTED BY THE WOW COMMITTEE.** The WOW Committee reserves the right to reject applications.
- Booth:** Please do not alter or change the space and keep the walkways clear. The sizes of the booth space are noted on the attached map. Vendors requesting electricity will be provided one outlet per 200 watts for \$15.00. **Vendors are responsible for bringing needed extension cords or power strips.** Availability of electricity is limited.
- Equipment:** Some tables and chairs are available in the Willcox Community Center. They are the property of the City of Willcox and we use them with permission. If a table or chair(s) is required please note on the vendor application. Tables and chairs will be reserved on a first come, first served basis. Tables are provided for \$10 each with a maximum of two tables per booth. There is no charge for chairs.
- Identification:** Each booth should be decorated with an identifying sign, poster, or banner and/or business cards. Vendors should make every effort to post prices that are easily readable.
- Sales Tax:** All vendors selling products at the festival must have an Arizona sales tax license. A copy of that license should accompany this application. The sales tax rate in Willcox is 9.1%. For further license information please contact the Arizona Department of Revenue at (800) 843-7196.
- Licenses:** All vendors selling products must have the appropriate state, county, and/or local licenses as required by law.
- Security & Liability:** The sponsor will exercise all possible precautions to prevent loss or damage, however, exhibitors will assume all risk of loss or damage that may occur in conjunction with the Wings Over Willcox birding and nature festival. Both parties agree that in the event of rain or other circumstances beyond human control no refunds will be given.

Register on-line at www.wingsoverwillcox.com.