

February 8, 2017

Vendors:

Round Valley RoundUp is a 2-day event; set up for vendors *will start on Thursday, June 1st from 2:00 pm till 5:00 pm and then again on Friday, June 2nd from 6:00 am – 9:00 am (no security is provided).* **Late arrivals will not be allowed to setup; booth and fees will be forfeited, no exceptions.** Set up location is at the Eagar Rodeo Arena. The address for the Apache County Rodeo Arena is 7 S. Hwy 180 (at the junction of Hwy 180 and 260) in Eagar, AZ.

Show time is from 9:00 a.m. on Friday, June 2nd until 6:00 p.m. and the same on Saturday, June 3rd. No Early breakdown. Rodeo starts at 7:00 a.m. on Saturday. You may stay open later if you would like, as the rodeos run late. Like our “Round Valley Round Up” Facebook page.

Thank you in advance for helping make 2017 Round Valley RoundUp a success!

Sincerely,

Marion Wiltbank, CMC
Assistant Town Clerk



ROUND VALLEY ROUNDUP 2017 ARTS, CRAFTS & FOOD VENDOR APPLICATION

Friday & Saturday, June 2ND and 3RD, 2017
Location: Rodeo Grounds Arena - 7 South Hwy 180

DEADLINE FOR APPLICATION AND FULL PAYMENT IS June 1, 2017 4:00 P.M.

Booth Name _____
Vendors Name _____
Mailing Address _____ City _____ St _____ Zip _____
Phone: Day _____ Cell _____ Fax _____
Evening _____ E-Mail _____
State Tax ID# or Social Security # Sec# _____
Description of information or the products in your booth _____
How many spaces _____ X \$50.00= _____ Do you need electricity Yes / No per outlet \$12.00= _____ Total _____

Exhibitor Space

1. Each Vendor will be assigned one space per fee. **Trailer Hitch must fit in the space paid for; if it does not fit you will be charged for a second space. No exceptions.**
2. The cost of each 10' x 10' space is \$50.00.
3. Tent legs or booth may not exceed 11' x 11'.
4. Canopies or tarps are suggested and are the responsibility of the Vendor.
5. Security will not be furnished Friday evening.
6. If electricity is required, a \$12.00 additional fee will be added for a total of \$62.00 per space.

Requirements

1. *Set up will start at 2:00 p.m. to 5:00 p.m. on Thursday and 6:00 a.m. to 8:00 a.m. on Friday (no security is provided) late arrivals will not be allowed to setup. Booth and fees will be forfeited, no exceptions.*
2. Show time is from 9:00 a.m. on Friday until 6 p.m. and the same on Saturday. No Early breakdown. Early departure will disallow any future event participation. You may stay open later if you would like.
3. Each Vendor is responsible for reporting State Sales Tax.
4. No commission will be charged to the Vendor.
5. All applications must include Tax ID No. /Social Security No. and daytime phone number to be accepted.
6. **Each food Vendor is responsible to get a health certificate from Apache County Health Dept.**
7. A check or money order must accompany each entry form and must be received by the Town of Eagar no later than June 1st, **4:00 P.M. Payment may also be made over the phone (928-333-4128 ext. 223) using Visa or MasterCard.**
8. Overnight parking for RV's is **NOT** available except in one of the local RV Parks.

MAKE CHECKS PAYABLE TO: TOWN OF EAGAR

Thank you for your interest in our 2017 Round Valley RoundUp, without you our event cannot be a success. Our vendor spots are on a first come, first served basis. We want to make your experience here as successful as possible. We hope you join us for another fun filled year. **Please send forms to:** Town of Eagar, Attn: Marion Wiltbank, Round Valley RoundUp Vendors, and PO BOX 1300, EAGAR AZ 85925. If you have any further questions please call us at 928-333-4128, ext 223, or e-mail m.wiltbank@eagaraz.gov

Where Roads Hit the Trails

P.O. Box 1300 • Eagar, AZ 85925-1300 • (928) 333-4128 • 22 West 2nd Street • www.eagaraz.gov