

*Wings Over Willcox Nature Expo & Trade Show*  
*Vendor Application*

**Please Print:**

Business Name: \_\_\_\_\_ Representative: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Describe merchandise/services: \_\_\_\_\_

\_\_\_\_\_

**Booth:** \$75 per booth \$75.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Electricity:** \$10.00 per booth \$10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Tables:** \$5.00 per table (2 tables max/booth) \$ 5.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Total payment:** \$ \_\_\_\_\_

**Other Needs:** Chairs: \_\_\_\_\_ (no charge) Other: \_\_\_\_\_

Number of Vendor Badges requested: \_\_\_\_\_ (limit 3)

**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 \_\_\_\_\_ Please make checks out to *Wings Over Willcox*

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ # \_\_\_\_\_ Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ CVVP# \_\_\_\_\_

**PLEASE READ THE VENDOR GUIDELINES ON THE FOLLOWING PAGE OF THE 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 *Wings Over Willcox* committee.**

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

Wings Over Willcox  
1500 North Circle I Road  
Willcox, AZ 85643

1-520-384-2272  
www.wingsoverwillcox.com  
willcoxchamber@vtc.net

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**FOR OFFICE USE ONLY:**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Received: \_\_\_\_\_ Photos & brochure \_\_\_\_\_ SASE \_\_\_\_\_

Confirmation: \_\_\_\_\_ Booth Space: \_\_\_\_\_ Initialed by: \_\_\_\_\_

# *Wings Over Willcox Nature Expo & Trade Show*

## *Vendor Guidelines*

Days & Times:	<b>Thursday</b>	<b>9:00 a.m. to 1:30 p.m.</b>	<b>Exhibitor Set Up</b>
	Thursday	2:00 p.m. to 7:00 p.m.	Nature Expo Open
	<b>Friday</b>	<b>6:00 a.m. to 9:00 a.m.</b>	<b>Exhibitor Set Up</b>
	Friday	9:00 a.m. to 7:00 p.m.	Nature Expo Open
	Saturday	8:00 a.m. to 5:00 p.m.	Nature Expo Open
	Sunday	8:00 a.m. to 1:00 p.m.	Nature Expo Open

***Vendor booths must be set up by 9:00 a.m. on Friday and cannot be taken down until after 1:00 p.m. on Sunday. Vendor booths that are not occupied by 9:00 a.m. on Friday will be given to vendors on the waiting list. Vendors who leave before 1:00 p.m. on Sunday forfeit the \$25.00 refundable deposit. Vendors are encouraged to open their booths prior to 8:00 a.m. on Friday, Saturday & Sunday. Tours leave each day at 6:00 a.m. and the Willcox Community Center (WCC) is open by 5:30 a.m.***

**Purpose:** WINGS OVER WILLCOX 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. Wings Over Willcox is a non-political event and political statements and propaganda will not be allowed to be presented or sold in vendor booths. Wings Over Willcox does not endorse the gathering of signatures on a petition or any activity to disseminate or promote political or personal beliefs.

**Registration:** Each exhibitor shall fill out the enclosed application form and return it to the Wings Over Willcox office with payment of the required fees, booth, table, and utility fees and a self-addressed, stamped envelope. 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. **REFUNDS MAY BE MADE FOR UNFORSEEN CIRCUMSTANCES AT THE DISCRETION OF THE WOW COMMITTEE.** The WOW Committee reserves the right to reject any application.

**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. **Vendors are responsible for bringing needed extension cords or power strips.** Availability of electricity is limited. Vendors may leave booths set up after hours but it is recommended that tables & items are covered.

**Equipment:** Some tables and chairs are available in the Willcox Community Center. 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 the noted fee 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.

**Licenses:** All vendors selling products at the festival must have an Arizona sales tax license. The sales tax rate in Willcox is 9.1%. Vendors selling food are required to show a state health license. Copies of the license(s) are requested in addition to this application. For further license information please contact the Arizona Department of Revenue at 1-800-843-7196 or [www.azdor.gov](http://www.azdor.gov) and the City of Willcox at 1-520-384-4271 or [www.cityofwillcox.org](http://www.cityofwillcox.org).

**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.