



High Country Art Association
 P.O. BOX 802, Pinetop, AZ 85935 - www.highcountryartgallery.com

High Country Art Association 42nd Annual Fourth of July Arts and Crafts Festival July 1, 2 & 3, 2017

Now in its 42nd year, our Annual Fourth of July Arts and Crafts Festival takes place in a beautiful, cool, park-like setting in Pinetop, Arizona. Held on the busiest weekend of the year, the Festival is attended by seasonal and year-round residents and visitors. The show site is located in the Orchard adjacent to Charlie Clark's, one of Pinetop's favorite restaurants. Live music, food and drink encourage patrons to linger under the tall pines. This is the oldest, most successful and well-advertised shows in Pinetop-Lakeside. High Country Art Association, a non-profit, all volunteer organization dedicated to supporting the visual arts in the White Mountains, organizes the Festival. Our purpose is to showcase creative, original art and fine crafts. A lively Silent Auction helps fund HCAA's Art Education programs in the community.

Festival Dates	July 1, 2 & 3 2017 Saturday & Sunday 9 am – 5 pm, Monday 9 am – 4 pm
Festival Location	The Orchard at Charlie Clark's, Hwy 260, Pinetop, AZ
Festival Details	This is a juried show. All artwork must be of original design and executed by the exhibitor. No commercial products accepted. Entries are limited by category
Space Fees	Single booth - 10' x 10' \$250 Double booth - 20' x 10' \$425
Payment Details	Payment is due May 1. Payment may be made by check or credit card. Notification of acceptance will be made after the jury process completes on May 15th. Checks will be deposited and credit cards charged upon acceptance. If you are not accepted, your application materials will be destroyed.
Cancellation Policy	There are no refunds. The space fee may be credited to a future show at the discretion of the Festival Committee.
Space Details	All spaces will accommodate a 10' by 10' booth. Many are located under huge trees. Booth assignments are based on exhibit flow. Tents must be white and weighted. There is no electricity.
City Permit	A Pinetop-Lakeside vendor permit is required of all exhibitors. If you do not have an annual license, we will submit your completed Single Event Permit (attached) for you.
Festival Set Up	Set Up: Friday, June 30, 10 am – 6 pm, Saturday, July 1, 6 am - 8 am
Security	Security personnel will be on-site overnight, however, HCAA assumes no liability for artists' property.
Silent Auction	Our Auction has been very successful in providing funds for local art education programs. Your donation is voluntary, not required for entry, and does not have any effect on next year's acceptance.

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Application checklist:

- **Payment:** Single booth fee: \$250 Double booth fee: \$425
Payable by check to High Country Art Association or via the Credit Card form below
- **Vendor's Permit Application** for the Town of Pinetop-Lakeside (required if you do not have an annual town license). Completed permit application must include:
 1. \$20 check made payable to Town of Pinetop/Lakeside. **Please date check after May 1**
 2. Copy of your TPT (Arizona Sales Tax License)
 3. Copy of your Driver's License
 4. Completed and signed Pinetop-Lakeside Vendors Permit Application form
- **Images:** Submit 3 images of your artwork, plus 1 of you creating the work and 1 of your display. Please submit images as .jpg files on a CD, jump drive or via e-mail to july4@highcountryartgallery.com. The jury will be looking at these images to determine acceptance.
- **Self-addressed stamped envelope** If you wish to have your photo media returned, include a large enough envelope with the postage necessary to return your photo media.

Important dates:

May 1:	Application Deadline	Credit Cards will be charged for those accepted.
May 15:	Acceptance Notification	
June 30:	Festival Check-in	10:00 am – 6:00 pm
July 1:	Festival Check-in	6:00 am – 8:00 am
July 1, 2 & 3:	Festival Hours	Saturday and Sunday, 9:00 am – 5:00 pm Monday, 9:00 am – 4:00 pm

Mail your completed application by May 1st to:

High Country Art Association, P.O. Box 802, Pinetop, AZ 85935

For additional information, email july4@highcountryartgallery.com
or contact Sandy Pendleton: 480-710-2859

2017 HCAA July 4th Festival Application

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Art Medium(s) and/or Product Description:

AZ TPT Number _____ Vehicle License: _____

I need a Pinetop-Lakeside Single Event Permit: Yes ___ No ___

Special Requests: _____

Did another artist refer you to us? If so, who? _____

Will you donate an item for our Silent Auction (not required)? Yes ___ No ___

I hereby certify the work submitted is my own original artwork and that I will adhere to the rules and conditions of the show or may be asked to leave. I release Charlie Clark's and High Country Art Association and its members, from all claims for loss, injury or damages. HCAA has my permission to publish photos supplied by me or taken of me, my booth or artwork during the event, past or future.

Signature: _____ Date: _____

If paying by credit card, complete the following:

Print name as it appears on card: _____

Card Number: _____

Expiration Date: _____ Charge Card for \$ _____

Card Billing Zip Code: _____ Security Code (from back of card): _____

Signature: _____



NOTICE TO ALL VENDORS OF SPECIAL EVENTS

Thank you for doing business in our Town we are glad you are here. There are a few things that we would like you to do to participate in the special events per our Town Code.

New

- An annual Permit is now available at a proposed cost of \$75.00. This allows you to participate in as many events as you would like and only go through the process once.

Required attachments to the permit application:

- Copy of State Transaction Privilege Tax License
- Copy of applicants driver's license. (in accordance with A.R.S.§ 41-1080)

Other requirements:

- We must receive your Vendor's Permit application **a minimum of 10 days** prior to the start of the event or your permit may be denied.
- If you show up for an event and you have not been issued a permit you will be asked to leave. We will not issue permits the day of the event
- Your State Transaction Privilege Tax License number will be verified with the state and if invalid your permit will be denied. **A copy of the TPT License must be displayed at the event.**
- You must collect a 8.6% tax on all items sold (food for immediate consumption on grounds is 10.6%) and pay the taxes to the State and indicate that the sales were made within the Town of Pinetop-Lakeside. Taxes paid to the state will be verified and if not paid all future permits may be denied.

If you have any questions please call Cody Blake at (928)368-8883 x 231

Thank you,

Cody Blake



FOR OFFICIAL USE ONLY	
PERMIT #:	_____
PERMIT FEE PAID: \$	_____
DATE:	_____
ISSUED BY:	_____

**TOWN OF PINETOP-LAKESIDE
VENDOR'S PERMIT APPLICATION**

- Single Event Permit** **Annual Permit**

All applications must be submitted a minimum of 10 days prior to the start of the event.

BUSINESS NAME: _____ PHONE #: _____

APPLICANT NAME: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EVENT SPONSOR: _____

DATE OF EVENT(S): _____ **(Permit good only on date(s) indicated)**

NATURE & TYPE OF BUSINESS:

- | | |
|---|--|
| <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Other Sales |
| <input type="checkbox"/> Real Estate Services | <input type="checkbox"/> Other Professional Services |
| <input type="checkbox"/> Auto Sales, New/Used | <input type="checkbox"/> Other: _____ |

Brief Description: _____

Please describe any chemicals or hazardous materials/wastes to be used or stored by the business: _____

TYPE OF BUSINESS ENTITY:

- | | |
|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> L.L.C. |

Arizona State Transaction Privilege Tax License #: _____
(Copy of State License MUST be attached to THIS application)

Federal I.D. #: _____

If applicable: (Please attach a copy of the Permit)

Navajo County Health Department Certificate/Permit: _____

OWNER/OFFICER(S) OF BUSINESS:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____

SIGNATURE: _____ DATED: _____

APPLICATION FEE: \$20.00 FOR A SINGLE EVENT PERMIT OR \$75.00 FOR ANNUAL PERMIT