

# 2024 anthem days

Business Expo & Festival | March 16 & 17 | 10 a.m. - 4 p.m.

## Exhibitor Registration Form



### CONTACT INFORMATION *(please print legibly)*

Business name		Detailed service/product description	
Mailing address			
City	State	Zip	
Contact name		Phone	Cell
Fax		Email (REQUIRED-all follow-up information will be communicated via email)	

### EXHIBITOR FEES & DEADLINES

**Final deadline to submit registration is February 23, 2024. Early Bird deadline is February 1, 2024. Spaces are limited and could sell out before the deadline.**

The Anthem Business rate applies to **businesses** located within the master planned community of Anthem only.

#### Anthem Based Businesses (pays Anthem assessments)

- \$350 Early Bird / \$400 Regular (10'x10' rental space)
- \$650 Early Bird / \$750 Regular (10'x20' rental space)

#### Non-Anthem business rates

- \$400 (10'x10' rental space)
- \$750 (10'x20' rental space)

**Exhibitors are responsible for providing their own equipment including tent, table and chairs. Equipment rental is available for an additional fee.**

- \$75 electrical fee (includes one standard outlet);
- \$200 - 10'x10' canopy rental (chairs, tables & side walls not included)

### EXHIBITOR REGISTRATION PROCESS & REQUIRED MATERIALS

Completed registrations processed in the order received – space are limited and may fill up before registration deadline.

**Registrations missing information or necessary documents will not be processed until all information is received. Registrations must include the following:**

- Completed & signed registration form
- Fees paid in full
- Certificate of Liability Insurance

### PAYMENT INFORMATION

**Check** (made payable to Anthem Community Council)

**Credit Card** (**NOTE:** If your application is accepted, a payment link will be sent to the email listed above. The payment link will be sent by the **Anthem Community Council** from a **noreply@rec1.com** address. After payment is made, you can print a copy of your receipt.)

**TOTAL PAYMENT ENCLOSED** \_\_\_\_\_

**Email:** [bkelly@anthemcouncil.com](mailto:bkelly@anthemcouncil.com)

**Submit completed form with payment to ATTN: Special Events**

**Mail:** 3701 W. Anthem Way, Ste. 201, Anthem AZ 85086

**(Please call to notify us that you have mailed in paperwork so we can watch for your paperwork to arrive)**

### SIGNATURE REQUIRED

The Anthem Community Council reserves the right to refuse acceptance of any vendor or exhibitor. By submitting this signed registration form, I acknowledge that I have received the Vendor Guidelines and will adhere to the guidelines set forth. I also understand that I am responsible for full payment by the established deadline and authorize the charges to my credit card. In the event of exhibitor cancellation, I agree to provide written notice 2 weeks (or 14 days) in advance of the event. In doing so, I agree to forfeit a \$50 processing fee. If cancellation notice is received less than two weeks before event, I agree that any fees already paid will be forfeited. I understand that my registration fees are non-transferable and will not be refunded after March 4, 2024. Tent rental fees will not be refunded. Submittal of this form does not guarantee participation in the event. By submitting this registration form and engaging in participation, all applicants release and hold harmless the Anthem Community Council, Maricopa County, the State of Arizona and all event sponsors from any and all liability. Events are held rain or shine, and there is no guarantee of event day attendance. The ability to hold Anthem Days may be subject to public health guidelines from the county, state or CDC; if the event must be canceled for this reason, full refunds will be provided within 30 days following the scheduled event dates in the form of original payment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### EVENT REGISTRATION

- Final registration deadline is February 23, 2024.
- Final Early-Bird registration is February 1, 2024
- All business exhibitors must provide a valid copy of their **Certificate of Liability Insurance**, naming the Anthem Community Council as an add'l insured.
- No changes or cancellations may be made to the tent rental request, booth size space, electrical or equipment rentals after February 23, 2024.

### EXHIBITOR SPACE & VENUE

- **The Anthem Days Business Expo is held at Anthem Community Park, 41703 N. Gavilan Peak Parkway, Anthem, AZ 85086**
- Vendors/Exhibitors are not permitted to share a booth with, or endorse, promote, or market other business entities (exceptions for business/professional associations; see below).
- Only one business may register (pay for and provide insurance) for a booth space; the same business must occupy that space the entire weekend.
- Booth space assignments are final and non-negotiable. Spaces are assigned based on a first-come, first-assigned and event logistical needs. Failure to cooperate with the ACC staff may result in removal from the event without a refund.
- There is no guarantee that your booth will not be in close proximity to a competitor or "like business."
- Event location, booth locations and event layout are subject to change per ACC staff.
- Booth location requests will be accepted but not guaranteed.

### EVENT SET-UP & TEAR DOWN

- Exhibitor & vendor setup (loading and unloading) is 11 a.m.-4 p.m. On Friday, March 15 and 7 a.m.-9 a.m. on Saturday, March 16. Teardown starts at 4 p.m. on Sunday, March 17 (do not begin teardown prior to 4 p.m.).
- All exhibitors are required to be open both Saturday & Sunday for the duration of the posted dates and operating hours of the event.
- Anyone tearing down before the event officially closes will be denied participate the following year.
- No vehicles of any type will be allowed in or around booth space.
- Please plan to bring a trash container to keep at your booth area tidy and help maintain a clean and presentable space.
- All exhibitors are responsible for ensuring that their booth, equipment and all contents are presented and stored in a manner that is safe for all patrons to avoid the risk of accidents or injury.
- You may bring dollies to transport supplies to your booth for easier access. Vehicles are not permitted on the grass before, during or after the event.
- Display area and equipment must stay within the booth space size registered & paid for.
- Exhibitors can request electricity on their registration for an additional fee; no open flames or gas generated devices allowed (except for food vendors).
- Vendors will be allowed to use the upper lot for loading and unloading only during the posted vendor check-in times.
- Exhibitor parking will be in the upper lot (first lot south of Anthem Way by the AVM) or in the ACC Community Center lot (Anthem Way & Freedom Way).
- Exhibitors are not permitted to park on the roadway or in the business plaza lot.
- Please be considerate of where you park. Prime parking is intended for event patrons to allow more convenient access to the exhibitor area, encouraging as much visitor traffic to your booth as possible. It is trusted that exhibitors will honor the parking guidelines set forth as a courtesy to their fellow business associates.
- Businesses that are not participating in the event as a paying exhibitor are not permitted to park a wrapped or branded vehicle in the Community Park upper parking lot.
- No businesses (registered or non-registered) are allowed to approach guests to distribute flyers, coupons, brochures, etc. anywhere on park property (including vehicle windshields).

### **Important set-up safety notice...**

Anthem is known for its extreme winds and is known to cause damage to unsure tent structures and could possibly cause injury to event vendors and guests. To reduce the chances of injury to participants, and help reduce equipment and product loss, **it is required that all tents, canopies or overhead vendor structures be in, weighted down or secured in a manner that can withstand strong winds. Failure to comply with this safety policy will result in dismissal (without refund) from the event, and possibly denied participation in future ACC events.** Tents may not be left unattended during the event. It is highly recommended that you lower your tent when you leave each day. It is also suggested that you completely wrap your booth (side walls) each night in anticipation of the winds. Many people remove their product to boxes and store them within their tent and then drop their tents down to the halfway point (with or without side walls). This helps secure items and avoids some wind damage.

### SECURITY

- Security will be on site from 6 p.m. Friday night until 5 a.m. Sunday morning as a deterrent.
- The Anthem Community Council is not responsible for lost, stolen, or damaged goods—to your booth or its contents. Please remove your valuables nightly.

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### GENERAL EVENT INFORMATION

- Exhibitors/Vendors are not permitted to have any kind of “floating” devices attached to their tent, or freestanding elsewhere (examples include, but are not limited to: wind dancers, blimps, hot air balloons, inflatables, etc.). Banner flags are permitted; maximum of two per registered space if they do not impede the traffic flow, interfere with a neighboring exhibitor, or pose any safety concerns. ACC staff will make final determination.
- The ACC welcomes vendors/exhibitors that offer a family friendly product or service, and represent themselves and/or their property with the same philosophy.
- Actions or soliciting techniques that might be considered harassment to those attending the event are prohibited.
- Exhibitors are permitted to promote and market their company; conducting actual “sales” (excludes crafters & food vendors) is prohibited.
- Raffles are not permitted unless they are “free” to participate in, open to everyone, and the drawing takes place after the event concludes.
- Musical, video and audible devices at a vendor booth must be pre-approved and requested prior to submitting registration form. Only pre-approved requests will be permitted. Noisy electrical, mechanical, television, radio or audio systems that interfere with other exhibitors will be prohibited.
- The ACC is not responsible for inclement weather or attendance on event day and will not provide refunds/rain checks. Event is held rain or shine.
- The ACC, in their sole discretion, may reserve the right to refuse participation by any business or individual, for any reason.
- Refrain from disparaging, derogatory or negative comments to a competitor; or, about competitors or competitor’s products or services. The same is expected as it relates to ACC employees, volunteers or event vendors.
- Offering products or services in exchange for favors or special circumstances is not permitted.
- The ACC requires and enforces a drug/alcohol-free environment for all of its employees. To ensure the safety and standards established by the ACC, all Vendors and their representatives are required to be free of any influence from drugs or alcohol at all times while working on ACC property. Smoking is not permitted anywhere in the park.
- All products offered for sale must be safe, have a decent life expectancy and exhibit quality.
- Please review ACC Park Rules prior to submitting your registration; courteous behavior is expected of all event exhibitors.
- Provide assistance to fellow vendors whenever possible. Please also provide assistance to children who are lost/separated from their party if they approach you.
- Failure to comply with event guidelines may result in dismissal from this event or future ACC events.
- Vendors are not permitted to bring dogs or any other animals into the event area.

### NON-PROFITS

- Non-profits are encouraged to offer “soft sale” fundraising at their booths only. Soft sale fundraising uses information sharing, product display, and persuasion of products and services offered to make a voluntary donation. Registered non-profit groups are not permitted to sell products or services on site.
- Raffles are not permitted unless they are “free” to participate in, open to everyone, and drawing takes place after the event.

### CANCELLATIONS/REFUNDS

- **Participant agrees to give an advanced written notice, by March 4, 2024, by 5 p.m., if unable to participate in the event in order to receive a registration refund. Refunds will be processed with 30-days post event. No refunds will be given if canceled after March 4, 2024. All equipment rental fees are non-refundable after March 4, 2024.**
- Fees paid are non-transferable and will be issued in original form of payment.

### CONTACT INFORMATION

**Isabel Juarez, Special Events Coordinator**  
ijuarez@anthemcouncil.com  
623-742-4510 phone/fax

**Briah Kelly, Special Events Coordinator**  
bkelly@anthemcouncil.com  
623-742-6064 phone/fax

**Anthem Community Council**  
3701 W. Anthem Way, Ste. 201  
Anthem, AZ 85086

### INSURANCE REQUIREMENTS

**Certificate of Liability (naming the Anthem Community Council as an additional insured) is a requirement for all businesses/vendors FOR EACH EVENT. If you do not carry general liability insurance, you will be required to obtain it for the event.**

#### **Certificate Holder:**

Anthem Community Council  
Attention: Isabel Juarez  
3701 W. Anthem Way, Ste. 201  
Anthem, AZ 85086

#### **Commercial General Liability Insurance minimum requirements**

Each Occurrence Limit:	\$1,000,000 combined single limit
General Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate Limit:	\$2,000,000
Personal Injury Limit:	\$1,000,000