

LOVEWORKS Vendor Agreement

for non-food and cottage food vendors

Event: Saturday, March 9, 2024, Ajo Plaza Streets, 9am - 4pm.

Application Deadline with \$20 Payment: January 31, 2024, 4pm.

Thanks for your interest in having a booth for the Saturday portion of the three-day Ajo LoveWorks Desert Festival. Please read all information carefully before signing to be sure this event is right for you! Application **with fee attached** may be hand-delivered at the Art Under the Arches Gallery (Tues - Sat 9a-4p), at the Ajo Artisans Mercado booth (in front of the Gallery 9am - 1pm, Saturdays), or by mail to Art Under the Arches, PO Box 163, Ajo, AZ 85321 prior to the 1/31/24 deadline. (as a partner, AUA is processing all non-food, cottage food vendor applications for the event).

Food vendors requiring Pima Co. Health Dept License, contact Carol Spencer (412) 780-0054 to apply for LoveWorks event.

About the Festival

LoveWorks..... General run through of what it is, goals.

Saturday, March 9, 2024 logistics. By signing agreement, you agree to the following:

- Vendors arrive 7am - 8:30. Drive into plaza, stop at check-in. Then go to designated booth site# and unload (only unload!). Move vehicle to designated parking to allow other vendors room to also unload before setting up booth. No vehicles around the plaza after 8:30 am, period.
- Vendors are fully set up by 9am, and keep set up until the Plaza portion of the day's events is finished at 4pm. If the vendor is sold out of product, they may leave - but all tables, canopy etc remain in place until take-down - after 4pm.
- Vendors are given a 10x10 space, pre-assigned. No changing spots, since all spaces are assigned and taken. If two vendors wish to SHARE a 10x10 space, that is fine - just ONE person serves as the contact, sends in the application and the single \$20 fee. All tables, chairs, equipment, and canopy must be within the 10 x 10 spot, to avoid congestion, interference with other vendors, and maintain safe walkways.
- All sales booths will be located in the closed-off roadway around the plaza. The area within the plaza fence will be used for a variety of other activities. There will be no Ajo Artisans Mercado Saturday, March 9. All vendors will be under the sponsorship and auspices of LoveWorks. The brick-and-mortar businesses of the Plaza may want to use their immediate sidewalk area to highlight their own offerings, so LoveWorks vendors will not be using the sidewalks under either set of Arches.
- Volunteers will come by frequently during the day to assist vendors who need a short break, have some questions or need any kind of assistance. LoveWorks will also have a central booth that vendor can go to for information throughout the day.
- Canopies are encouraged, since the day may be warm in March. BUT all canopies MUST be weighted with at least 16 lbs on each leg (equals 2 gals of water) to avoid wind damage.
- LoveWorks is not financially or legally responsible for lost, damaged, or stolen inventory. Artists and vendors are expected to carry their own insurance.

- By signing this contract, vendor agrees to let LoveWorks use images of sales items online on their website in addition to Facebook, Instagram, and other platforms for the purposes of event marketing and promotion.

AGREEMENT: All parties participating under my signature agree to the above statements:

Signature of Vendor (Main contact)

Date

Name Printed: _____

Phone: _____ Email print clearly! _____

Mailing Addr: _____

Doing Business As (optional): _____

If sharing booth, other vendors printed: _____

Products Descriptions (details please!): _____

To help us keep from bunching similar products, we encourage you to send along a few photos of your items. Either a printed page, or email digitals to ajoarches@gmail.com (include your name!!!)

Booth needs:

____ I do not have a canopy, but would like to borrow one if possible. *(we have access to a limited number of 10 x 10 canopies to loan for the day.)*

____ I need electrical hook up. ____ I need a 30-amp adaptor

____ I wish to be set up next to (fellow vendor): _____
(we will try hard to accommodate your request, but cannot guarantee to place you next to each other, early applications encouraged!)

For LoveWorks use: