

Wings Over Willcox Nature Expo & Trade Show

Vendor Guidelines

Days & Times:	Thursday	2:00 p.m. to 5:00 p.m.	Exhibitor Set Up
	Thursday	6:00 p.m. to 7:30 p.m.	Nature Expo Open
	Friday	6:00 a.m. to 9:00 a.m.	Exhibitor Set Up
	Friday	8:00 a.m. to 5:00 p.m.	Nature Expo Open
	Saturday	8:00 a.m. to 5:00 p.m.	Nature Expo Open
	Sunday	8:00 a.m. to 11:00 a.m.	Nature Expo Open
	Sunday	11:00 a.m. - 3:00 p.m.	Exhibitor Tear Down

Vendor booths must be set up by 9:00 a.m. on Friday and should not be taken down until Sunday afternoon. Vendor booths that are not occupied by 9:00 a.m. on Friday will be given to vendors on the waiting list. 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 (WOW) 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 birds, 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. WOW is a non-political event and political statements and propaganda will not be allowed to be presented or sold in vendor booths. WOW 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 register online, by email, or mailing the above form. Payment of the required fees, including the deposit, booth, table, and utility fees can be done over the phone with our registrar or mailed to them by check. 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. 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 will be noted on the provided map. Vendors may leave booths set up after hours, but it is recommended that tables & items are covered.
- Equipment:** 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. Some tables and chairs are available in the Willcox Community Center. If a table or chair(s) is required please make a 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.
- Refunds:** REFUNDS MAY BE MADE FOR UNFORSEEN CIRCUMSTANCES AT THE DISCRETION OF THE WOW COMMITTEE.
- 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 and the City of Willcox at 1-520-384-4271 or 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 festival. Both parties agree that in the event of rain or other circumstances beyond human control no refunds will be given.