

Wings Over Willcox Nature Expo

Vendor & Exhibitor Guidelines

Days & Times:	Thursday	1:00 p.m. to 7:30 p.m.	Vendor & Exhibitor Set Up
	Thursday	5:00 p.m. to 7:30 p.m.	Nature Expo Open
	Friday	6:30 a.m. to 8:00 a.m.	Vendor & 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

Vendor booths must be set up by 8:00 a.m. on Friday and cannot be taken down until after 5:00 p.m. on Saturday. Vendor booths that are not occupied by 8:00 a.m. on Friday will be given to vendors on the waiting list. Vendors who leave before 5:00 p.m. on Saturday forfeit the \$25.00 refundable deposit. Vendors are encouraged to open their booths prior to 8:00 a.m. on Friday & Saturday. Field trips leave each day at 7:00 a.m. and the Willcox Community Center (WCC) is open by 6:30 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 & Exhibitors:** Any individual, organization, or agency having bird, nature, wildlife or other approved items/services to sell or exhibits to display. 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, personal, or religious beliefs.
- Registration:** Each vendor/exhibitor shall complete the application and send to the WOW address with payment of the required fees, including the deposit, booth, table, and utility fees. 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/exhibitors will be at the discretion of WOW after taking into consideration the vendor/exhibitor needs and choices. **NO REFUNDS WILL BE MADE FOR APPLICATIONS THAT HAVE BEEN ACCEPTED BY THE WOW COMMITTEE.** The WOW Committee reserves the right to reject applications.
- 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/exhibitors are responsible for bringing needed extension cords or power strips.** Availability of electricity is limited. Vendors/exhibitors may leave booths set up after hours but it is recommended that tables and items are covered.
- Equipment:** Some tables and chairs are available in the Willcox Community Center. They are the property of the City of Willcox and we use them with permission. If a table or chair(s) is required please note on the application. Tables and chairs will be reserved on a first come, first served basis 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.
- Sales Tax:** All vendors selling products at the festival must have an Arizona sales tax license. A copy of the license must be available upon request during the Nature Expo. The sales tax rate in Willcox is 9.1%. For further license information please contact the Arizona Department of Revenue at (800) 843-7196 and the City of Willcox at (520) 384-4271 or www.willcox.az.gov.
- Licenses:** All vendors selling products must have the appropriate state, county, and/or local licenses as required by law. Vendors selling food are required to show a state health license.
- Security & Liability:** The WOW committee will exercise all possible precautions to prevent loss or damage, however, vendors/exhibitors will assume all risk of loss or damage that may occur in conjunction with the Wings Over Willcox Birding & Nature Festival. All parties agree that in the event of extreme weather or other circumstances beyond human control that no refunds or other compensation will be given.

Register on-line at www.wingsoverwillcox.com.