



Vendor Packet

Registration

- Please read and complete the online registration in its entirety.
- All spaces are on a first come, first serve basis.
- The Vail Chamber staff will review all registrations received.
- Registrations that are incomplete will not be considered in the selection process.
- Only **one vendor for each type of marketer** will be selected on a first come, first serve basis.

Festival Information & Requirements

- Total of 175 indoor vendor spaces available.
- Outdoor spaces available upon request.
- Booth spaces are 10x10 without electricity.
- Tables are available for \$15 each.
- Electricity is available for a \$15 fee. Booth space with electricity must provide their own heavy-duty extension cords (100 ft. recommended).
- Registration deadline is November 4, 2026.
- All sponsors get premium locations. All other vendor location requests will be considered on a first come, first serve basis and honored whenever possible.

Description of Event

- VailFest is an indoor/outdoor Festival at the Pima County Fairgrounds.
- Admission is free to the public. Fee for activities wristband.
- All day entertainment and activities for all ages.
- Average attendance is 3,000 people



Vendor Information

Arriving for Set Up

- The event will be inside Old Pueblo Hall at the Pima County Fairgrounds.
- We will have signs for the general public to follow for parking and entry.
- You will park in a different area.
- Please do not park any vehicles on the grass.

Helping Hands

- We will have volunteers on site to help you find your booth assignment and answer any questions.
- There will be maps of the booth assignments for everyone's convenience. These are going to be used for both exhibitors and to help the public find you. If you have any other questions throughout the event, there will be an information table up front.

Booth

- The booths have been pre-assigned. You will get your assignment when you arrive for setup.
- You can set up Friday from 1:00 - 4:00 p.m. The building will be locked up at night.
- Set up starts Saturday at 6:00 a.m.
- You may pull your car up to the front of the building both days; but on Saturday morning, we will clear all cars out by 8:30 a.m.
- Plan to have your booth setup by 8:30 a.m. on November 7th.
- Booth space is 10'x10'.



Booth Cont.

- There are no boundaries for the space, so you may want to bring your "easy-up" or "pop-up" to define your space.
- Booth spaces are inside Old Pueblo Hall unless otherwise requested.
- If you ordered electricity, you must bring an extension cord.
- If you did not rent a table when you registered, do not forget to bring one. They are ***NOT*** provided free of charge and will not be available unless you pre-order it! If you ordered one, it will be in your area when you arrive. You can look on your invoice to see if you rented a table. If you did not and you need one, please go back and order it now. Tables are 8'.
- You must bring your own chairs, they are ***NOT*** provided free of charge. If you need chairs make sure you have requested them on the registration form. The cost is \$5 per chair.
- Be considerate of your neighbors and make sure you clean up after yourself.
- Like any tradeshow or event, there will be a steady ebb and flow of people. **Please do not plan on leaving the vendor area prior to 4:00 p.m. on Saturday.**

Wifi

- If you need wifi access during the fair, see event staff for the login information.
- The wifi is for business purposes only. Please do not stream videos or games.

Silent Auction

- Although silent auction/raffle donations are not required from exhibitors, they are a great way to promote your business at the fair.
- To make a donation, please contact Stacy Winstyrg at: stacy@greatervailchamber.com.
- Items can be given to staff during booth set-up times.