



Dog Days 2015

## VENDOR INFORMATION

### Event Regulations & Cancellation Policy:

- 1. Check-in:** Vendor check-in will begin as early as 7:00am Saturday, March 7<sup>th</sup>, 2015. We ask that your booth set up be completed and be "show ready" by 9:00 a.m. All vendors must stay within their assigned space limits; variances must be pre-approved by the City of Buckeye, hereinafter known as ("TOB"). **SUPPORT VEHICLES WILL BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 9:30am.**
- 2. Tear Down Rules:** We ask all vendors not to take down booth(s) until the event is over. Vendors will be responsible for any damage caused to COB property during the event, set-up and/or tear down.
- 3. Electrical Power:** Only food vendors will be allowed 20 amps of 110 power (2 plug-ins) at no additional charge. If you require additional power or have any questions regarding these requirements, please contact us.
- 4. Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
- 5. Arizona State Transaction Privilege Tax License (TPT):** The Arizona Department of Revenue requires vendors who sell retail to acquire (TPT) licenses. Please visit their website at [www.aztaxes.gov](http://www.aztaxes.gov) or call (602) 542-4576 or 1-(800) 634-6494.
- 6. Hold Harmless Agreement:** Organizations agree to indemnify and hold harmless **City of Buckeye, AZ** and their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release COB from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. COB is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with COB management and not openly discussed with other organizations or patrons.
- 7. Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
- 8. Equipment and Rentals:** Equipment or fixtures needed for your booth such as pop-up tents/canopies, fencing, tables, chairs, etc. is your responsibility and will not be provided by COB. White canopies are preferred. If you have a specialty or branded tent, please provide a picture of your set up with application. *Banner poles attached to tenting displaying product banners past the height of 8' must have prior approval.*
- 9. Waste and Clean-Up:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
- 10. Cancellation Policy:** Vendors canceling **prior** to February 18<sup>th</sup>, 2015 by noon will be entitled to 100% refund of their booth fee; vendors canceling **after** Noon on February 18<sup>th</sup>, 2015 will forfeit their entire booth fee.