



CITY OF BUCKEYE – COMMUNITY SERVICES PRESENTS
21st Annual Hometown Holiday Boutique
 Saturday, December 3rd, 2016 9:00 a.m. – 4:00 p.m.
 Sundance Crossings (21699 W. Yuma Rd. Buckeye, AZ 85326)
Vendor Application



Business Name: _____ Contact Name: _____

Address: _____ City: _____ State/Zip: _____

Phone: _____ Email (required): _____

TPT License #: _____ Price Range: _____

Type of Product or Service:

Paid By October 27, 2016

10x10 Space- \$50

10x20 Space- \$90

Food Vendor - \$75

After October 27, 2016

10x10 Space-\$60

10x20 Space- \$100

Non-Profit Organization (tax I.D. required)

10x10 Space-\$25 (before 10/29, \$30 after 10/29)

10x20 Space-\$45 (before 10/29, \$50 after 10/29)

Special Requests: _____

To provide a fair process of ensuring we do not have duplicate vendors, booth spaces are filled on a 1st Paid / 1st Served basis. Your space is not reserved until payment and application are received.

ALL POTENTIAL VENDORS MUST SUBMIT FIVE (5) PICTURES OF PRODUCT W/APPLICATION

PAYMENTS WILL NOT BE PROCESSED UNTIL APPLICATION APPROVAL. IF NOT APPROVED, PAYMENT WILL BE RETURNED.

We Accept: Cash, Visa, MC, Discover, Cashier Checks & Money Order. No Personal Checks.

I do hereby release and hold harmless the event sponsors, The City of Buckeye, and any other party involved in this show, from any and all liability, including but not limited to: any claims, liabilities, losses or damages, costs and expenses whatsoever, ordinances or legal authority or cause, theft, personal injury, bodily injury, or act of God, arising out of any loss, injury, death, or damage that may arise during this event. I agree to comply with all event regulations.

**By signing I agree to all terms within this application.*

***By signing I agree to having read and accepting the attached event vendor regulations including the cancelation policy*

Signature

Date

Please submit application and payment by November 18, 2016

Mail:
City of Buckeye
ATTN: Jessica Thompson
1003 E. Eason Ave.
Buckeye, AZ 85326

Fax:
ATTN: Jessica Thompson
623-349-6355

Email:
jthompson@buckeyeaz.gov

For additional information, contact Jessica at jthompson@buckeyeaz.gov or 623-349-6613

Office Use Only

Amount Received:	Cash:	CC/MO:	Credit:	Confirmation Sent On:
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REGULATIONS & CANCELLATION POLICY:

Check-In: Vendor check-in will be from 5:00 a.m.-8:00 a.m. Saturday, December 3, 2016. We ask that your booth set up be completed and ready by 8:30 a.m. All vendors must stay within their assigned space limits; variances must be pre-approved by the City of Buckeye, hereinafter known as ("COB"). Support vehicles should be out of the event and parked in the designated parking area by 8:00am, no exceptions.

Unloading/Loading Zones: At check-in you will be given your outdoor booth assignment. Please refer to the general map layout (*will be emailed the week of November 28th*) which shows where unloading zones are located. Please plan accordingly for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. Once your vehicle is unloaded please move it promptly to the designated vendor parking areas (shown on map).

Vendor Parking: Please be sure to leave the parking nearest to and surrounding the event, available to the general public. Designated parking for vendors will be identified on the map that will be emailed the week on November 28th.

Tear-Down Rules: Vendors must not close booth(s) until the event is over. The Hometown Holiday Boutique hours are 9:00 a.m. – 4:00 p.m. Vendors will be responsible for any damage caused to City property during the event, set-up and/or tear down.

Electrical Power: Vendors needing power must bring their own generator and abide by all requirements set forth by the COB. The City will not provide electricity for vendors. If you have any questions regarding generator requirements, please feel free to contact us.

Space Assignments: Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location. Please note any special circumstances that may need to be considered on your application.

Arizona State Transaction Privilege Tax License (TPT): The Arizona Department of Revenue requires vendors to acquire a (TPT) license. Please visit their website at www.aztaxes.gov or call (602) 542-4576 or 1-(800) 634-6494.

Insurance: You must provide a certificate of general liability and product liability insurance to COB as evidence of insurance in force. The certificate must name the following as additionally insured: City of Buckeye, AZ. Your limits of liability must be at least \$2,000,000.00 aggregate and \$1,000,000.00 per occurrence. *You will not be allowed to set up if you have not first provided this certificate to COB.* The insurance is at your own cost. If this certificate is not provided, COB reserves the right to withdraw you from the event at the cost of all prepaid fees.

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.

Fire and Safety: You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.

Equipment: 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. **Tents must be secured with weights or sandbags provided by the vendor at the time of set up. Tents without proper weights/sandbags**

Booth: All vendors are required to supply their own booth. Your fee is only purchasing a space. Vendors are responsible to bring tents, tables, chairs, etc. **We ask that all tents be white in color.** Exceptions to tent color must be requested with application, and will be considered by COB.

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.

Cancellation Policy: Vendors canceling prior to October 29th will be entitled to 100% refund of their booth fee; vendors canceling after October 29th will forfeit their entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of the event.

Alcoholic Beverages Sales: Absolutely NO sales of alcohol will be permitted by an unauthorized vendor. To be considered to sell alcohol, you must submit your Arizona State Liquor License with application.

DIRECTIONS TO:

**SUNDANCE CROSSINGS
21699 W. YUMA RD
BUCKEYE, AZ 85326**

FROM I-10 EAST

1. Take I-10 West
2. Exit Verrado Way Rd.
3. Left (South) onto Verrado Way Rd. for 2 miles
4. Right (West) onto Yuma Rd. for $\frac{3}{4}$ mile
5. Sundance Crossings will be on the left, just west of Dean Rd.

FROM I-10 WEST

1. Take I-10 East
2. Exit Watson Rd.
3. Right (South) onto Watson Rd. for 1 mile
4. Left (East) onto Yuma Rd. for 2 miles
5. Sundance Crossings will be on the right, just west of Dean Rd.