



78TH ANNUAL HALLOWEEN CARNIVAL
SATURDAY, OCTOBER 27, 2018 @ EARL EDGAR PARK
5-9 P.M.

APPLICATION, RULES AND REGULATIONS

Must fill out separate applications for each booth, game and/or activity you plan on sponsoring.

IMPORTANT DATES:

Booth Games are reserved on a first come, first served basis! All applications due by October 12, 2018

Name of Organization: Contact Name:

Type of Organization: Non-Profit School Church Other Non-Profit:

(All non-profit organizations must serve the City of Buckeye)

You must register as a vendor with the City of Buckeye to receive reimbursement. Please provide the 4-digit number below. If you need to register please refer to the last page of the application packet for instructions.

Non-Profit EIN#

COB Vendor ID #

Address: City: State/Zip:

Phone Number: Email (required):

Booth Name/Activity:

We had this same booth/activity last year Yes No

Description of Activity:

If more space is needed, please attach a separate sheet to application

Price of Activity: \$ Description of Prizes:

One ticket costs \$0.50, Carnival games usually cost 1-2 tickets each. Food items usually cost 1-6 tickets each. We recommend charging no more than 8 tickets please.

If hosting a food booth; List all Menu items and Prices or attach menu to application:

Checks will be made out to the organization listed above unless otherwise instructed.

Initialing here indicates you understand and accept the attached agreement to participate

Please attach the following documents to your application:

- Proof of Insurance naming the City of Buckeye additionally insured (Food Vendors ONLY) Please submit application by October 12, 2018 - 5:00PM

2018 HALLOWEEN CARNIVAL RULES AND REGULATIONS

PARKING & ENTRY INFORMATION: There is no dedicated lot for the event; therefore public parking is limited and available on a first come, first serve basis. Parking may be inconvenient, please plan for adequate travel time.

BOOTH LOGISTICS: Unless previously specified and confirmed with event staff, all booth spaces are 10' x 10'. You are responsible for providing your own table, chairs, easy up/tent and anything else you need for your booth. We encourage all spaces to decorate and to make their areas special and fun for the attendees. Electricity will not be available except for Food Vendors.

EASY UP TENTS: All Easy-Up Tents must be staked or sandbagged according to product manufacturer recommendations.

SETUP & BREAKDOWN: Setup must be completed and vehicles must be removed from the fields no later than 4:30pm on Saturday, October 27, 2018. You must use only your allotted space. You may not sublet your space. Booth set-up will begin at 2:00pm on Saturday, October 27, 2018. You are not able to begin to break down until 9:00pm. No vehicles will be allowed into the event site for breakdown until clearance is given by the Buckeye Police Department. The City of Buckeye is not responsible for any equipment that is not removed at the end of the event.

BOOTH: You will be provided with booth signage of your group and carnival activity, ticket amount, and ticket container/dispenser. One member of your group will need to check-in at the ticket booth prior to event to sign out your ticket container.

TICKETS: Each ticket has a value of \$0.50. If there are tickets in your collection that are not authorized City of Buckeye Halloween Carnival tickets, you will not be receiving funds for those tickets.

CLEANUP: Please help keep your immediate space clean during and after the event. Leave your space as clean as you found it. At the end of the event a representative of the group must return your ticket container to the ticket booth, where it will be sealed by event staff.

ALCOHOLIC BEVERAGES: No alcoholic beverages will be allowed in the confines of the event.

INCLEMENT WEATHER: This is a rain or shine event.

FINANCE REQUIREMENT: In order for the City to issue payments for earnings, each organization is required to be registered as a vendor with the City of Buckeye. To register go to: <http://www.buckeyeaz.gov/vendor-guidelines/>. If registration is not completed payments cannot be issued. See the last page for more details.

FOOD VENDORS ONLY:

THERE WILL BE A LIMIT on the number of food booths accepted. Duplicates of primary food item offered will not be allowed. (Chips, soda, candy, etc. will be allowed at multiple booths)

FIRE & SAFETY: You must obey all fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety. You are required to be equipped with a Class ABC fire extinguisher. All equipment will be inspected for proper charge.



CITY OF BUCKEYE
COMMUNITY SERVICES
DEPARTMENT

HEALTH DEPARTMENT: If you are selling food, you must adhere to all rules and regulations set by the Maricopa County Health Department. If you are not licensed prior to the event, you will not be allowed to set up - no exceptions. The county requires that all employees obtain food service cards. All Health Department fees must be paid directly to the Maricopa County Health Department. Please direct questions to specialevents@mail.maricopa.gov. You must apply and show proof of application for a temporary food service establishment permit through the Maricopa County Environmental Services Department, which can be accessed via their website at <http://www.maricopa.gov/EnvSvc/EnvHealth> or by calling 602.506.6272.

INSURANCE: Food vendors will provide general liability insurance with a limit of not less than \$1,000,000 for each occurrence while this Agreement is in effect. Insurance shall endorse the City of Buckeye as an additional insured. Certificate of insurance, with endorsement, must be provided to the City of Buckeye no later than Friday, October 12, 2018.

ELECTRICAL USAGE: Electricity is available to those vendors that need it. All vendors must provide a Heavy Duty 100' extension cord for your hookup. **Each food vendor will have access to three (3) outlets, with no more than two (2) roasters allowed.**

CLEANUP: Place all waste in sealed plastic bags. There is no potable water onsite and no grey water or grease disposal. You must take these items with you and discard them appropriately. Leave your space as clean as you found it. Otherwise, you will become ineligible to participate in future events.

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

VENDOR REGISTRATION WITH THE CITY OF BUCKEYE SELF-SERVICE PORTAL INSTRUCTIONS

To do business with the City, register at <https://selfservice.buckeyeaz.gov/MSS>. Please be aware, vendors that do not register and verify their information, including uploading a W-9 form to their profile, may experience delays in processing of invoices and will not be able to do business with the City. After logging onto the website, you will click “Vendor Self Service Registration” on the right-hand side of the menu and then click “Registration.” Step 1 of 5 will appear for you to enter your vendor information. You must include your Federal Identification or Social Security Number to begin.

- *Step 1 – create a User ID and Password. Your User ID can be between 1 and 100 characters and should be something you will remember. Your Password should contain a combination of letters and at a minimum one number. Register as a new vendor, not existing. Enter the Federal ID or Social Security Number. Enter the CAPTCHA as shown and click “Continue.”*
- *Step 2 – Add your company’s information. If you want purchase orders to be delivered by e-mail, insert the e-mail address you want your purchase order delivered to in this step, then click “Continue.”*
- *Step 3 – Verify or add your remittance information. You will be required to list an e-mail address. Click “Continue.”*
- *Step 4 – Add your contact information and select your preferred method for receiving purchase orders. **Select only one option.** Please note that at this time the City will **NOT** be using the fax method of delivery. Click “Continue.”*
- *Step 5 – Review and verify all your information. Click “Register” at the bottom of the page and your information will be delivered to the City for review. Please note that in order to do business with the City **you MUST upload a current W-9 form** by clicking “Upload attachment documents to your profile” after you have completed the registration. This is also where you would upload any additional documents, such as certifications or insurance certificates.*

Tips for Vendor Self-Service

- *Use a generic company e-mail or one accessible by more than one person.*
- *Add at least one additional contact person to receive notifications. Each e-mail address must be unique. There is no charge for use of this website or to obtain documents but, you must be registered or you will have no other means of obtaining this information.*
- *Please include a Purchase Order Number on all invoices and correspondence sent to the City. If the Purchase Order is not on your invoice it will be delayed and possibly not paid.*

Remember, this system is self-maintained. If your e-mail address or any other information changes in your company profile, it will be your responsibility to keep the information (address, telephone number, e-mail address, commodity codes, etc.) current by logging in and updating it online.

If you have any questions after you have entered and uploaded the required information, please contact Tyra Bell at 623-349-6171 or send an e-mail to tbell@buckeyeaz.gov. Thank you for your interest in doing business with the City of Buckeye.

NOTE: The direct deposit section is not working. So please, omit the routing/account numbers when registering at this time.