

COMMUNITY SERVICES VENDOR APPLICATION



24th Annual Hometown Holiday Boutique

Saturday, December 7, 2019

BUSINESS NAME: _____ *CONTACT NAME: _____

*ADDRESS: _____ *CITY: _____ * STATE/ZIP: _____

*PHONE: _____ *EMAIL _____ *DOB: _____

*COMPANY WEBSITE: _____ *TPT LICENSE #: _____

PRICE RANGE: _____ *Do you accept Debit/Credit Cards: YES NO

TYPE OF PRODUCT OR SERVICE: _____

SPECIAL REQUESTS: _____

Booth spaces are filled on a 1st paid / 1st serve basis. Booth spaces are not reserved until payment and application are received.

Submit (3-5) electronic photos of your product with booth display or your web page link. Images will also be used as event promotional materials. Payments will not be processed until application is approved.

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

Paid By October 31, 2019	Paid After October 31, 2019 (space permitting)
<input type="checkbox"/> 10x10 Booth Space - \$50	<input type="checkbox"/> 10x10 Booth Space - \$75
<input type="checkbox"/> 10X20 Booth Space - \$90	<input type="checkbox"/> 10X20 Booth Space - \$115
<input type="checkbox"/> Corner Booth Space - \$75	<input type="checkbox"/> Corner Booth Space - \$100
<input type="checkbox"/> 10X10 Non-Profit Booth Space - \$25 (tax I.D required)	<input type="checkbox"/> 10X10 Non-Profit Booth Space - \$50 (tax I.D required)
<input type="checkbox"/> 10X20 Non-Profit Booth Space - \$45 (tax I.D required)	<input type="checkbox"/> 10X20 Non-Profit Booth Space - \$65 (tax I.D required)
<input type="checkbox"/> Food Vendor Space - \$100 Please attach the following documents with your application: •Fire Suppression Certificate •Proof of Insurance	<input type="checkbox"/> Food Vendor Space - \$150

Deadline for application and payment submittal is November 15, 2019

Mail:
City of Buckeye
Attn: Jessica Thompson
110 E. Irwin Ave.
Buckeye, AZ 85326

Email:
jthompson@buckeyeaz.gov

Fax:
623-349-5322

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FOOD VENDORS & TRUCKS ONLY:

Dimensions of Truck/Trailer (including hitch): Height: Width: Length:

Or 10 x 10 Booth:

Serving Window Located: Driver Side Passenger Side Other _____

Generator Located: Front Rear Other _____

Maricopa County Permit Number: Type of Permit: _____

I do hereby release and hold harmless the event sponsors, The City of Buckeye and any other party involved in this event, 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.

*Please initial you have read and accept the attached event vendor regulations including cancellation policy: _____

For additional information, contact Community Services at jthompson@buckeyeaz.gov or 623.349.6613
mailing address: 110 East Irwin Avenue, Buckeye, AZ 85326

For Credit & Debit Card Payments call at 623-349-6613

FOOD VENDORS ONLY:

1. **Menu and Diagram:** COB strives to provide quality food, services and presentation to all participants and spectators at this event. Your booth must look professional in appearance and be kept clean at all times. We strive to have a variety of food items available to the public with little duplication. **You must submit a menu with this contract listing all food items you intend to serve including portion and price.** Once your menu is approved, you cannot add or substitute any items without prior approval from COB.
2. **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.
3. **Health Department:** It is the responsibility of all food vendors to contact and notify Maricopa County of food service during this event. Vendors must abide by the Maricopa County division of Environmental Health guidelines. For more information call: (602) 506-6272 or www.maricopa.gov/envsvc search special events.
4. **Fire Suppression:** Food Trucks must provide a copy of current Fire suppression certificate.
5. **Water:** Potable water is not provided. You will need to bring your own potable water.
6. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.
7. **Pets:** Pets should be kept on leash and are the responsibility of the owners.

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REGULATIONS & CANCELLATION POLICY:

1. **CHECK-IN & UNLOADING/LOADING:** Vendor check-in and unloading/loading information for the event will be provided via e-mail 2 weeks prior to the event. It will also cover space assignment, arrival time and vendor parking.
2. **Tear down rules:** We ask all vendors not to take down booth(s) until the event is over, unless told otherwise. Vendors will be responsible for any damage caused to City property during the event, set-up and/or tear down.
3. **Electrical Power:** Food vendors needing power must bring their own generator and abide by all requirements set forth by the COB. If you have any questions regarding these requirements, please feel free to 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. **Credit & Debit Card Capability:** Vendors are encouraged but not required to bring and utilize wireless or portable credit and debit card capabilities to accept payment from patrons. There are no ATM's on site.
6. **State Transaction Privilege Tax License (TPT):** The Arizona Department of Revenue requires vendors to acquire (TPT) licenses. Please visit their website at www.aztaxes.gov or call (602) 542-4576 or 1-(800) 634-6494.
7. **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.
8. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
9. **Tent & Canopy Security:** ALL tents or canopies must have weights attached to the legs of the tent due to the potential for injury. The importance of this cannot be stressed enough as it can result in serious injury to a person or property in gusty/windy conditions.
10. **Equipment and Rentals:** Equipment or fixtures needed for your booth such as pop-up tents/canopies, fencing, tables, chairs, etc. are your responsibility and will not be provided by COB.
11. **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.
12. **Inclement Weather:** In the event of inclement weather, City Staff will decide whether to cancel the event.
REFUNDS WILL NOT BE ISSUED due to cancellation from inclement weather.
13. **Cancellation Policy:** Vendors canceling **30 days prior** to the event will be entitled to 100% refund of their booth fee; vendors canceling less than **30 days prior to the event** will forfeit entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of the event.
14. **First Right of Refusal:** Vendors will go through a selection process to ensure the best selection of FOOD and PRODUCTS at the event. Vendors will be notified after final review. The City of Buckeye will have first right of refusal.

Signature

Date