

VENDOR APPLICATION BUCKEYE AIR FAIR
 FEBRUARY 7-9, 2020 –BUCKEYE MUNICIPAL AIRPORT
 3000 S. PALO VERDE ROAD, BUCKEYE, AZ 85326



Please note: This is a three day event. Before completing this application. Any and all business, organizations and groups agree to remain the entire three days at the Buckeye Air Fair.

BUSINESS NAME: _____ *CONTACT NAME: _____

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

*PHONE: _____ *EMAIL: _____ *DOB: ____/____/____

Type of Product or Service: _____ Web-Site: _____

*TPT LICENSE #: _____ ***Health Permit #** _____ *(Food Vendors)*

*Do you accept Debit/Credit Cards: YES NO

***Required for complete application**

Paid By December 6, 2019	Paid After December 6, 2019	Paid after January 10, 2020
<input type="checkbox"/> 10 x 10 Merchant Booth Space \$200	<input type="checkbox"/> 10 x 10 Merchant Booth Space \$250	<input type="checkbox"/> 10 x 10 Merchant Booth \$300
<input type="checkbox"/> 10 x 10 Non-Profit Booth Space: \$50	<input type="checkbox"/> 10 x 10 Non-Profit Booth Space \$60	<input type="checkbox"/> 10 x 10 Non-Profit Booth \$70

FOOD VENDORS

Paid By December 6, 2019	Paid After December 6, 2019
<input type="checkbox"/> 10 L x 20 D Food Vendors Space: \$250 plus 10% of gross sales	<input type="checkbox"/> 10 L x 20 D Food Vendors Space: \$275 plus 10% of gross sales
<input type="checkbox"/> Food Trucks Space: \$250 plus 10% of gross sales	<input type="checkbox"/> Food Trucks Space: \$275 plus 10% of gross sales

FOOD VENDORS & TRUCKS ONLY:

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

Serving Window Located: Driver Side Passenger Side Other _____

Generator Located: Front Rear Other _____

***Please attach the following documents with your application:**

- **Fire Suppression Certification, Proof of Insurance, COMPLETE Food Menus & 3 to 5 Pictures**

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.

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

*For additional information, contact Philip Yabes at pyabes@buckeyeaz.gov or 623.349.6604
 mailing address: 110 East Irwin Avenue, Buckeye, AZ 85326*

Payment is due immediately after approval of application. Failure to submit payment may result in forfeit of vendor space
 Please Make Checks Payable to the City of Buckeye for Credit & Debit Card Payments, call 623-349-6604

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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 wish 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. Please provide your Permit number on this application.
4. **Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate
5. Food vendors, please call if you plan on using open flame log/wood cooking.
6. **Water:** Potable water is not provided. You will need to bring your own potable water.
7. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.
8. NO GLASS CONTAINERS ALLOWED.

REGULATIONS & CANCELLATION POLICY:

1. **CHECK-IN:** Vendor check-in for the event will begin at **9:00 a.m. – 2:00 p.m. Thursday, February 6, & Friday, February 7, 2020 from 5:00 a.m. – 7:30 a.m. at Buckeye Municipal Airport.** We ask that your booth set up be completed and ready by 8:00 a.m. All vendors must stay within their assigned space limits; variances must be pre-approved by the City of Buckeye, hereinafter known as (“COB”). **SUPPORT VEHICLES SHOULD BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 8:00 a.m. NO EXCEPTIONS. Staff will be on hand to check in all vendors.**
2. **UNLOADING/LOADING ZONES:** Prior to check-in you will be given your outdoor booth assignment. Please refer to the general map layout (**will be emailed the week of February 3**) which shows where unloading zones are located. Please plan accordingly in having your own staff for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. It is important you move promptly when you are within the unloading zones to avoid unnecessary traffic congestion. We ask you to first unload your vehicles at the curbside instead of walking back and forth from your booth space to your vehicle at the unloading zone. Once your vehicle is unloaded please move it promptly to the designated vendor parking areas (shown on map). **Vehicles will not be permitted to drive within any of the event/booth vendor areas.** All vendors need to be completely set up by 8:00 a.m. All vendors must stay within your assigned space limit (10x10 spaces).
3. **VENDOR PARKING:** There will be vendor designated parking on the event map which will be emailed to you the week of February 3, 2020.
4. **Tear down rules:** All vendors are required to keep their booths/truck in assigned area(s) until the event is over. Buckeye Air Fair official hours are **8:00 a.m. – 5:00 p.m. Friday & Saturday & Sunday 8:00 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.
5. **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.

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6. **Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
7. **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.
9. **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.
10. **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.
11. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
12. **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.
13. **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.
14. **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.
15. **Inclement Weather:** In the event of inclement weather, City Staff will decide whether to cancel the Buckeye Air Fair. **REFUNDS WILL NOT BE ISSUED due to cancellation from inclement weather.**
16. **Cancellation Policy:** Vendors canceling **prior** to January 3, 2020 will be entitled to 100% refund of their booth fee; vendors canceling **after** January 3, 2020 will forfeit their entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of the event.
17. **Right of First Refusal:** Vendors will go through a selection process to ensure the best selection of FOOD and PROUDUCTS at the event. Vendors will be notified after final review. The City of Buckeye will have first right of refusal.