



2014 Fiesta Sahuarita
Vendor Application Packet
September 27, 2014
12:00 – 9:00 p.m.

The BEST Small Town Festival in Southern Arizona

*Thank you for your interest in the 2014 Fiesta Sahuarita. **Please note the extended hours of the event. Fill out the application completely and return as soon as possible. Vendor spaces are on a first come, first serve basis and fill up fast, so please do not wait until the last minute. This year the Town will be turning 20!!*

Selection Process and how to apply:

Vendor spaces will become available to the public on March 31, 2014. All spaces are on a first come, first serve basis. There will be a total of 80 vendor spaces available. Parks & Recreation staff will evaluate all applications received for completeness and to ensure no duplications.

Application Checklist:

1. Completed application
2. Business License attached (applications will not be accepted without this)
3. Payment Process (payments will not be processed until you have been accepted to participate)
 - a. Vendor applications must be filled out and fee paid in full
 - \$25 Non-Commercial Organization / Hobbyist
 - \$50 Commercial Business / Organization
4. Initialed and signed Rules & Regulations page

Return or mail Packets to:

Town of Sahuarita
Parks & Recreation Department
Attn: Melissa Hinkle
375 W. Sahuarita Center Way
Sahuarita, AZ 85629

Please make checks payable to:

Town of Sahuarita

Vendor Pre-Event Meeting Requirement

All vendors are required to attend a pre-event meeting to go over event details as well as receive vendor passes and assigned space locations. You must attend one of the two pre-event meetings scheduled for September 10th from 6:30-7:30 p.m. or September 11th 6:30-7:30 p.m., at the Anamax Recreation Center. If a vendor is unable to attend the meeting, notice must be given 24 hours prior to the meeting or staff may assign your space to the next vendor on the waiting list with no refund. This meeting is important to ensure that vendors understand the applicable health and safety regulations as well as set up and break down procedures.

If you have questions, call or email:

Melissa Hinkle: 520-445-7853
mhinkle@sahuaritaaz.gov



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Vendor Rules & Regulations

- 1. LOCATION & DIMENSIONS OF SPACE:** Please remember to bring your vendor space form/permit to the event with you. Your assigned location is subject to change due to circumstances beyond the control of the Town. Upon arrival at the vendor entrance, please check in with the event staff that will direct you to your assigned location and confirm your vendor number. Once you reach your space, you will have 20 minutes to unload and remove your vehicle to help eliminate congestion in the event area. *(Tip – have someone stay at your assigned space to watch your belongings while you park your car in the designated vendor parking lot.)*
- 2. VENDORS REQUESTING POWER:** Food vendors who requested power and were accommodated; there will be either an electrical spider box, or a standard electric outlet near your vendor space. These outlets will only provide 120 volt AC power with a 20 amp rating (default voltage/amperage) they do not have the ability to supply 220 volts or a 50-100 amp sub panel. Should your vending vehicle require more than a 120 volt/20 amp power supply it is essential that you bring this to the event coordinators attention ASAP to see if there is a possibility of accommodation. Failure to do so will result to default 120 volt/20 amp power availability. If you have any further questions or are unsure of your power location/source, please ask any staff member wearing a purple Event Staff shirt.
- 3. VENDOR PARKING LOT:** The vendor parking lot is located in the north east corner of Anamax Park and can be accessed from Camino Cartagena then south on Camino Mazatlan. The day of the event your group will receive **one (1) vendor pass**. ***You will not be able to retain the pass, you must turn it over to the parking lot attendant at the time of arrival.*** The vendor pass will allow your vehicle to be parked in the vendor parking lot. Under no circumstance will vehicles be allowed to park in the vendor parking lot without providing a pass. Vehicles parked across several parking spaces WILL BE subject to towing. ALL VEHICLES must be parked inside the marked parking spaces correctly; vehicles with trailers will need to separate the trailer and vehicle and park each in their own space or utilize shoulder parking along Camino Mazatlan if the trailer is to remain attached to the vehicle *(parking issues should be addressed by talking to staff prior to application submittal.)*
- 4. LEAVING VENDOR PARKING LOT:** If you need to leave the vendor parking lot for any reason (replenish supplies) you will receive another vendor pass for your vehicle upon exiting. You will not be allowed to return to the vendor parking lot unless you have a vendor pass with you. All other vehicles in your group must find alternative parking at one of the other event parking lot locations.
- 5. FOOD SUPPLIES & REPLENISHMENT:** No vehicles will be allowed to re-enter the event area during the event between 11:00 a.m. and 9:00 p.m. Replenishment of food or related items may only be done via the vendor parking lot approximately 200 feet north of the vendor entrances to the event.
- 6. EQUIPMENT:** All vendors are required to provide their own equipment for their assigned space set up including 10x10 canopies, tables & chairs. You are encouraged to provide sun, wind and rain protection for your booth space. Vendors who do not secure their booth properly (use of stakes and/or weights) for the weather will be liable for damages to other structures and/or injury to other individuals. The Town **WILL NOT** provide any equipment including canopies, tables, chairs, tools or extension cords. All equipment and supplies brought into the event must remain there until the event concludes at 9:00 p.m. Any deviation will require prior written approval by the Parks & Recreation Director, including any special requests of the Town.
- 7. RECYCLING:** A large recycling dumpster will be available for your use and will be located south of the basketball court (please use for recyclables only). Please do not put boxes in the regular trash totes and be sure to **break boxes down before disposing** in the recycling dumpster.



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8. **LOST & FOUND:** The lost and found will be located at the Town Information booth. If you encounter a lost child situation, please notify the Police or Parks & Recreation staff (wearing purple Event Staff shirts) immediately. In case of an emergency Police and Emergency Services will be available on site at all times.
9. **WEATHER POLICY:** Fiesta 2014 will occur regardless of weather. All vendors should come prepared to manage their space in the event of rain or wind. The only exception is if the Town determines the weather is a safety threat. If weather, major disaster or other circumstances beyond Town control causes the cancellation of Fiesta, fees will not be refunded. The Town cannot be held liable by exhibitors for the failure of the event to take place because of an act of nature, disaster or emergency requiring evacuation. Please check the Town of Sahuarita website at www.sahuaritaaz.gov, Fiesta Sahuarita link for updates on the event.

INSURANCE, SALES TAX & FOOD SAFETY REQUIREMENTS

10. **INSURANCE:** Under the Tenant Users Liability Insurance Program (TULIP), all vendors who are interested in a low cost insurance policy protecting both vendor and local government are eligible to receive one. For more information please visit <https://www.phly.com/products/TULIP.aspx>.
11. **BUSINESS LICENSE REQUIREMENTS:** If you currently possess a Town of Sahuarita business license or have a non-commercial status, proof of official non-commercial status and/or a copy of your Town Business license (if applicable) **MUST** be included with your application. Vendors are required to possess a current Town of Sahuarita business licenses if selling goods. The license is free and available either at the Town Clerk's office located at the Town of Sahuarita Municipal Complex, 375 W. Sahuarita Center Way, or website <http://www.sahuaritaaz.gov/index.aspx?nid=248>. Please call the Town Clerk's Department with any additional questions at 520-822-8800. **Please Note: if your Town of Sahuarita business license or 501c3 status is not included with your submittal, your application will be considered incomplete for the 2014 Fiesta Sahuarita. Only completed vendor application packets will be accepted. When your application is received, it will be checked for completeness and you will be notified if your application has been accepted for the event.**
12. **SALES TAX:** Vendors are responsible for their compliance with the Arizona Sales Tax laws. Contact the AZ Department of Revenue at 1-800-634-6494 (Licensing & Registration) for more information.
13. **FOOD SALES / COUNTY PERMITS:** All food vendors must comply with the Pima County Consumer Health and Safety policies and procedures. Please call 520-243-7770 or visit the Pima County Health Dept., 3950 S. Country Club Suite 100, 85714. **A copy of your temporary food vendor certificate and food handlers' card must be provided to the Parks and Recreation Department by September 22, 2013.** The permit must also be posted and available during the event for Health Department inspections. The Town is not responsible if your operation is closed down due to non-compliance of the appropriate food service permit by Pima County.

****IMPORTANT NOTICE TO VENDORS AND PARTICIPANTS****

Should an emergency occur
requiring a mass response by public safety officials,
please remain where you are or go to your assigned vendor space
and wait calmly until you are given further instructions.

DO NOT attempt to leave on your own

or retrieve your vehicle unless instructed to do so.

There are safety and security plans in place to protect the public
should it become necessary. Your cooperation and adherence to
these instructions will greatly assist
in an organized execution of the safety and security plan.



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Vendor information (please print legibly)

Name of Organization (as you would like shown in advertisements): _____

Name of Applicant/Contact person: _____

Email: _____ Non-profit AZ Tax ID or IRS Exempt #: _____

Phone(s): _____-business / _____-event day / _____-alternative

Address: _____

City: _____ State: _____ Zip: _____

Sahuarita Business Licenses Number (if applicable): _____ Expiration Date: _____

Health Department Permit Number (if applicable and/or available): _____ Expiration Date: _____
(deadline Sept. 22, 2014)

Supplies & other important information

Please list the products you would like to sell. If selling food, keep in mind that **microwaves and excessive crock pot use is prohibited due to power availability**. The Town will determine if duplication among vendor products is excessive and reserves the right to restrict your products/menu accordingly.

Item Description & Price of all items you are selling (if prices vary please provide a price range):

- 1.
- 2.

If NOT selling merchandise, please list your intended use for a vendor space (please be specific):

- 1.
- 2.

The Town of Sahuarita does not supply any equipment including but not limited to canopies, tables, chairs, tools, or extension cords. Please list all specific equipment you will be bringing to the event:

- 1.
- 2.

If you have any special requests regarding vendor location, please indicate that here and we will do our best to accommodate: _____

Set up time:

Please select the time in which you would prefer to set up your assigned vendor space. Please remember that after 12:00 p.m. you will be unable to drive your vehicle in or out of the event area. **You must have all supplies in your space and your vehicle removed from event area before 12:00 p.m.** The requested time chosen will be taken into consideration, however it is not guaranteed.

Sept. 26 th	Sept. 27 th	Sept. 27 th	Sept. 27 th	Sept. 27 th
Fri. 9a.m.– 4p.m.	Sat. 8a.m.	Sat. 9a.m.	Sat. 10a.m	WALK IN ONLY 11:00a.m.



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FOOD VENDORS ONLY

Will you require electricity?	YES	NO	Volts/Amps/Watts needed _____
Are you bringing a generator?	YES	NO	
Are you bringing LP/Propane gas?	YES	NO	
Are you bringing a vendor trailer/catering van? <i>(please provide a picture of your vendor trailer)</i>	YES	NO	_____ Feet Frontage (including tongue) _____ Feet Depth

List all food preparation equipment you will have at the event _____

The Town will only supply power in specific areas and is not responsible for ensuring the appropriate electrical needs to your assigned vendor space. Please bring a 12 gauge 100 ft. commercial extension cord(s) and/or electrical connection adapters for your personal use. You are responsible for your own electrical connection adapters and hook-ups, only 110 volt 20 amp outlets will be provided.

Please select the date you will be attending the Pre-Event Meeting:

Wednesday, September 10th 6:30-7:30pm OR Thursday, September 11th 6:30-7:30pm

Fiesta Sahuarita Acceptance of Rules & Regulations for Vendors

Please read and initial each statement below:

- _____ I understand availability for this event is on a first come, first serve basis.
- _____ I understand no refunds are available once payments have been submitted for the event space at the event.
- _____ I understand my application and all other required documents must be considered complete in order to reserve a vendor space(s)
- _____ I understand that the only available electrical supply if requested is 110 volt/20 amp circuits.
- _____ I understand any and all items being sold at the event must be approved prior to the event by the Town.
- _____ I understand all entries and exits are on designated pathways only. I will comply with the enforcement of rules.
- _____ I understand the Town is not responsible for supplying equipment, tools or water to individual vendors.
- _____ I understand if more than a 10' x 10' space is needed, two vendor spaces will be required and purchased.
- _____ I have read and understand all the policies & regulations listed in this packet. I will follow all the rules and directions contained within the packet. I will also follow any instructions given by Town employees and event staff related to my participation on the day of the event including the Sahuarita Police Department. My future participation in any Town sponsored event depends on my compliance and cooperation.

Signed

Date