

2018
Fiesta Sahuarita Vendor
Application Packet
The BEST Small Town Festival in Southern Arizona
Saturday, March 31, 2018
12:00pm – 6:00pm

Application & Selection Process:

Please read and complete the application packet in its entirety. Once completed, please return to Special Event Coordinator, Melissa Hinkle at Town Hall. Vendor spaces will be available to the public on August 28, 2017. All spaces are on a first come, first serve basis. There will be a total of 80 vendor spaces available. Parks & Recreation staff will review all applications received. Applications that are incomplete will not be considered in the selection process. To eliminate duplications, only one vendor for each type of business will be selected.

Application Checklist:

- Completed Application (vendor deadline to be published March 2, 2018)
- Sahuarita Business License (Applications will NOT be accepted without a copy of your business license or license #)
- Payment submitted (Checks should be made payable to: Town of Sahuarita)
 - \$25 – Non- Commercial Organization/ Hobbyist
 - \$50 – Commercial Business/ Organization
 - \$25 – Water Charge
- Completed Rules & Regulations page (all indicated areas must be initialed and signed)
- Completed application packets should be emailed or mailed to: mhinkle@sahuaritaaz.gov

Town of Sahuarita

Parks & Recreation Department

Attn: Melissa Hinkle

375 W. Sahuarita Center Way

Sahuarita, AZ 85629

****Mandatory Pre Event Vendor Meeting****

ATTENDANCE REQUIRED

All NEW vendors are required to attend the pre-event meeting on March 8, 2018 at 6:00pm at the Town Hall Council Chambers. The meeting will go over event details and will assign vendor passes and space locations. This meeting is important to ensure vendors understand the applicable health and safety regulations as well as set up and breakdown procedures.

* 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.

Your contact for questions on the materials in this packet:

Melissa Hinkle
Event & Volunteer Coordinator
375 W. Sahuarita Center Way
Sahuarita, AZ 85629
(520) 445-7853
mhinkle@sahuaritaaz.gov

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Vendor Rules & Regulations

1. **LOCATION & DIMENSIONS OF SPACE:** Day of the event, 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. **FOOD VENDORS REQUESTING POWER:** 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 reach out to Melissa Hinkle, Special Event Coordinator, prior to the event.
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. Each vendor will receive one (1) vendor pass per vendor space. ***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. With approval vendors may utilize shoulder parking along Camino Mazatlan if the trailer is to remain attached to the vehicle *(additional parking request should be addressed to Melissa Hinkle 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 6:30 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 **CAN 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 6:00 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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Vendor Rules & Regulations (cont.)

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 neon yellow 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 2018 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 2018 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 520-724-7908 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 March 9, 2018.** 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

Organization Name (as you would like shown on location map):		
Name of Applicant/Contact Name:		
Address:	City:	Zip:
Phone (Day of Event):	Phone (Business):	Phone (Cell):
Email Address:	Non-profit AZ Tax ID or IRS Exempt #:	
Will the Applicant be present at the event and in charge of the event at all times? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, who will be the contact on the day of the event:		
Sahuarita Business License Number (if applicable):		Expiration Date:
Health Department Permit Number (if applicable):		Expiration Date:

Vendor Service Information
 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 that will be sold (if prices vary please provide a price range):			
Item :	Price:	Item :	Price:
Item :	Price:	Item :	Price:
**PLEASE ATTACH A FULL MENU (WITH PRICES) IF AVAILABLE			
**MICROWAVE AND MULTIPLE CROCK-POT USE IS PROHIBITED DUE TO POWER AVAILAVILITY.			
If you do NOT intend to sell merchandise, please list your intended use of the vendor space (please be specific):			
1.	2.		
3.	4.		

Vendor Equipment Information
 The Town 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.		
3.	4.		

Food Vendors ONLY:

Will you require electricity? (120v/20amp available) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Volts/Amps/Watts needed _____
Will you be bringing a generator? (whisper generators only) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Volts/Amps/Watts needed _____
Will you bring a vendor trailer/catering van? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide a picture of your vendor trailer
	_____ Feet Frontage (including tongue)
	_____ Feet Depth
	_____ Service Window (Driver or Passenger side)
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) with grounding pins and/or electrical connection adapters and GFI's for your personal use. You are responsible for your own electrical connection adapters & hook-ups, only 110 volt 20 amp outlets will be provided.

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Vendor Requests

Set up time: (Please select the time you would prefer to set up your assigned vendor space)

*After 11:00am on the day of the event, you will be unable to drive your vehicle in or out of the event area.

- | | | |
|---------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Friday, March 30 9:00am-4:00pm | <input type="checkbox"/> Saturday, March 31 8:00am | <input type="checkbox"/> Saturday, March 31 9:00am |
| <input type="checkbox"/> Saturday, March 31 10:00am | <input type="checkbox"/> Saturday, March 31 11:00am (WALK IN ONLY) | |

Please specify any special requests regarding vendor location: _____

*This is not a guarantee of your request. Staff will review and attempt to accommodate all requests.

Fiesta Sahuarita Acceptance of Rules & Regulations for Vendors

Please read and initial each statement below:

- _____ I understand that vendor applications are due before March 2, 2018 in order to be published on the brochure and other media
- _____ 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 completed in order to reserve a vendor space(s)
- _____ I understand that all tents and canopies need to be weighted down – canopies will be inspected prior to the event.
- _____ 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 Anamax is a non-smoking park and smoking is only allowed in the parking lots.
- _____ 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.

I, _____ have read and agree with the conditions set forth in the
Fiesta Sahuarita Rules & Regulations for Vendors

Signature: _____ (Applicant)

Date: _____