



2012 Kiwanis Club of Queen Creek 4th of July Celebration Craft/Informational Vendor Regulations and Application

Wednesday, July 4, 2012
Hosted by the
Kiwaniis Club of Queen Creek
In cooperation with the
Queen Creek Chamber of Commerce

New Requirement: All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number. Applications can be filed on line at www.aztaxes.gov.

APPLICATION

The Kiwanis Club of Queen Creek 4th of July Committee will examine and approve all applications. Upon approval you will receive information regarding health and fire regulations, maps, parking information and confirmation. This information is critical to your successful operation.

VENDING TYPES

CRAFT/INFORMATIONAL VENDORS – Sales are limited to those items listed on the application and approved by the Committee. Vendors may not subcontract space or allow any other entity to sell, distribute, display, and publicize materials or product from your space. List all items you are requesting to sell on the vending application. Be specific, items cannot be added without prior approval. If prepackaged food sales are included, please refer to the Food Vendor regulations and application.

The Kiwanis Club of Queen Creek will have exclusive rights on sale of glow sticks. Vendors are prohibited from selling these types of items at their booths.

INFORMATION

SPACES – Vendor spaces are limited. The use of additional space is not allowed, unless additional space is requested and paid for. Sales must be made from the front of your space, no side or rear sales. Event spaces are approximately 10ft. X 10ft. There will be no soliciting of business (hawking or shouting) in front of or the surrounding areas of your booth. Vendors are responsible for their own set up and clean up. Vendors are responsible for bringing their own equipment to operate their business (e.g. cords, lights, tables, chairs, tent etc.). The Committee will not provide any supplies (e.g. cords, lights, tables, chairs, tent etc.).

LIABILITY – The Committee, Kiwanis Club of Queen Creek and their partners assumes no liability for refunds or any other liabilities for the failure to fulfill the terms and conditions of this contract, due to any reason the event is interrupted or destroyed by rain, wind, fire, public enemy, an act of God, or any other calamity.



PARKING – Vendors will be issued (1) parking space. Vendors with oversized vehicles or needing handicap parking will need to notify the Vending Manager in advance.

POWER AND WATER – Vendors need to provide electricity. The Kiwanis Club of Queen Creek will not provide any amenities such as water or electricity unless otherwise arranged by the event coordinator. If your booth requires a generator, you must have this inspected by the fire marshal prior to the event. You must provide your water for hand washing, utensil cleansing as well as for any other purpose unless otherwise arranged.

RECYCLING AND WASTE MINIMIZATION – In an effort to reduce waste and concern for the environment, vendors are requested to make every effort to minimize the amount of waste generated from their booth.

REFUND POLICY – Vendors may request a refund of 80% no later than **June 15, 2012**. The request must be postmarked by this date to the Kiwanis Club of Queen Creek, PO Box 356, Queen Creek, AZ 85142. No request for refunds will be honored after this date. Vendors who fail to notify the Kiwanis Club of Queen Creek 4th of July Vending Manager in advance and do not show up to the event, will be prohibited from future vending at Kiwanis Club of Queen Creek events.

SIGNAGE – Vendors signs must be professional and understandable.

SET UP – Vendors will be allowed to drop off supplies at their booth beginning at 1:00 p.m. on July 4th, 2012. **NO EARLIER**. All booths must be staffed, operational and ready for inspections by 4:00 p.m. No vendor may cease operations or depart from the event site before 10:00 p.m., unless there is an emergency and the Vending Manager has been contacted.

TAKE DOWN – All equipment and supplies must be taken down at the end of the event. No vendors will be allowed to take down their booth until the event concludes.

CLEANLINESS – Vendors must keep the area inside and outside of their event space clean. Any unapproved dumping will result in a clean-up charge equal to time and material used; vendors who fail to clean the site will be prohibited from future vending at Kiwanis Club of Queen Creek events.

FURTHER INFORMATION – Upon acceptance, an e-mail will be sent.



**2012 Kiwanis Club of Queen Creek 4th of July Celebration
Craft/Informational Vendor Application 2012**

**Wednesday, July 4, 2012
Hosted by the
Kiwaniis Club of Queen Creek
In cooperation with the
Queen Creek Chamber of Commerce**

Company Name: _____

Contact: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Phone: _____ **Fax:** _____

Email: _____

Will provide own power source: Yes No
If yes, what _____

Organization Status: Non-Profit/ Non-Profit ID # _____ Commercial

Number of loading vehicles _____ **Number of on-site staff** _____ (All parking is first come, first served)

ATPT Number _____

Kiwanis Club of Queen Creek will not be providing power. Vendors who provide their own power, all extension cords must be 20 amps, UL approved and grounded.

Type	Qty	Fee	Subtotal
Craft/Informational Vendor - 10' X 10' Space Space includes No electrical circuits & (1) parking pass. (Commercial)		\$100.00	\$
Craft/Informational Vendor - 10' X 10' Space Space includes No electrical circuits & (1) parking pass. (Non-Profit)		\$75.00	\$
Total Craft/Informational Vendor Fees			\$

Please list all items you plan to sell, display or giveaway (attachments accepted). Final approval will be made by the Committee.



Item(s)	Sale Price
	\$
	\$
	\$
	\$

Checks, money orders, or cashier checks must be made out to **Kiwaniis Club of Queen Creek** and must be received with a completed and signed application. Personal Checks must include a phone number on the check and a valid driver's license number and expiration date in the upper left hand corner of the check. There is a \$25 charge plus a \$15 administration fee for all returned checks. No refunds after June 22, 2012. All vending spaces are issued on a first-come, first-serve basis. You will receive a full refund, if not selected. The Committee reserves the right to select all vendors. Applications are due by June 15, 2012. Applications will be accepted by mail or drop off method. No faxed or emailed applications will be accepted.

Mail payment and application to: Kiwanis Club of Queen Creek 4th of July Vendor Committee
 c/o Kiwanis Club of Queen Creek
 P.O. Box 356
 Queen Creek, AZ 85142

Or

Drop off application to:
(Must be in a sealed envelope Attn: Kiwanis 4th of July Vendor Committee)
 M & I Bank c/o Monica O'Toole
 Mon-Thurs 8:30-5:00, Fri 8:30-6:00, Sat 9:00-1:00
 21479 S. Ellsworth Road
 Queen Creek, AZ 85142

For more information, please contact the Festival Vending Manager, Andy Reyes at 480-987-3494.

I, (print your name) _____ as the authorized agent for the above named organization, agree to hold the Kiwanis Club of Queen Creek, Queen Creek Chamber of Commerce and Schnepf Farms harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of Schnepf Farms. I also understand that the Kiwanis Club of Queen Creek, Queen Creek Chamber of Commerce and Schnepf Farms will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festivals patrons. I also certify that the above named organization is in compliance will all State health regulations and, if applicable, operations are appropriately permitted by Maricopa County. All applications are subject to acceptance by the Kiwanis Club of Queen Creek and the Festival Committee's decision is final.

I understand that that my signature holds me responsible for the information included in all four pages of this application and its regulations.

I HERBY STATE THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL EVENT REGULATIONS. FAILURE TO ABIDE BY THESE RULES COULD RESULT IN THE PROBATION AND/OR EXCLUSION FROM ALL KIWANIS CLUB OF QUEEN CREEK HOSTED EVENTS.

Signature _____ Date _____