



QUEEN CREEK LIBRARY GRAND OPENING CELEBRATION

10 a.m.–2 p.m., Saturday, Nov. 8
Queen Creek Library, 21802 S. Ellsworth Road

Join your community in marking an historic day for Queen Creek with the grand opening of the new Queen Creek library. Residents and businesses are invited to join the celebration from 10 a.m. to 2 p.m. at the library site located at the northwest corner of Ellsworth and Ocotillo roads.

The community event will include a variety of activities for the whole family including:

- Live entertainment
- Children's games and crafts
 - Puppet shows
 - Cool treats
- A ribbon cutting ceremony
- Friends of the Library book sale
- Recreation class demonstrations and registration
- Queen Creek Performing Arts Center and other local group performances
 - Book signings
 - And library card sign-ups

Businesses that have an address located with the Town limits are invited to join in the celebration by displaying a booth themed to the event, "Bringing Books to Life." Vendor spaces are 12' x 12' in size, and are available for a nominal \$25 charge.

The new library represents a partnership between the Town of Queen Creek and the Maricopa County Library District. We're excited to offer local businesses an opportunity to take part in this historic occasion. Don't miss this opportunity to market your business's products and services to your friends and neighbors in Queen Creek!

QUEEN CREEK LIBRARY GRAND OPENING CELEBRATION

10 a.m.–2 p.m., Saturday, Nov. 8
Queen Creek Library, 21802 S. Ellsworth Road

Application Due Date: **Thursday, Oct. 30**
Insurance Due Date: **Oct. 30** | Refund Due Date: **Oct. 30**

Vendor Information

APPLICATION

The Town of Queen Creek will examine and approve all applications. Upon approval, vendors will receive information critical to successful operation regarding health and fire regulations, maps, parking information and confirmation.

VENDING TYPES

FOOD/BEVERAGE VENDORS – Food sales are limited to items listed on the vendor’s application and approved by the Town of Queen Creek. Vendors may not subcontract space or allow any other entity to sell, distribute, display or publicize materials or product from their space. Food vendors are allowed a maximum of two (2) propane containers, not to exceed the total aggregate water capacity of 25 gallons in any one booth at any time (tanks must be secured). A model 2A10BC fire extinguisher fully charged or better is required at each booth with an open flame. Vendors must list all items they are requesting to sell, display or give away on the vendor application. **Be specific; items cannot be added without prior approval.** The vending manager will make final approvals.

INFORMATION VENDORS – Sales are limited to those items listed on the application and approved by the Town of Queen Creek. Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or product from their space. Vendors must list all items they are requesting to sell, display or give away (including balloons) on the vendor application. **Be specific; items cannot be added without prior approval.** Generators will not be allowed.

CRAFT VENDORS – Sales are limited to those items listed on the application and approved by the Town of Queen Creek. Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or product from their space. Vendors must list all items they are requesting to sell on the vendor application. **Be specific; items cannot be added without prior approval.** If any food sales are included, refer to the food vendor regulations. Generators will not be allowed.

INFORMATION

SPACES – Vendor spaces are limited. The use of additional space is not allowed. Sales must be made from the front of the space; side and rear sales are prohibited. Event spaces are 12’x12’. Additional booths can be reserved for additional costs. Electricity and water will not be supplied. All food tents **must** have sidewalls and comply with IFC Fire Code Standards 2000. A certificate of flammability for the tent material must be provided. Soliciting of business (hawking or shouting) in front of or in the surrounding areas of the booth is prohibited. Vendors are responsible for their own set up and clean-up and for bringing their own equipment to operate their business (e.g. generators, cords, lights, tables, chairs, etc.). The Town of Queen Creek will not provide any supplies (e.g. water, cords, lights, tables, chairs, etc.).

INSURANCE REQUIREMENTS – Vendors selling food items must provide a certificate of insurance to the Town of Queen Creek, naming the “**The Town of Queen Creek, its officers, agents and employees added as additionally insured, per endorsements equivalent to ISO form 2010 (11/85). Coverage is primary and contributory. Waiver of Subrogation is included for General Liability, Workers Compensation and Automobile Liability per Endorsement.**” This must be received by the Town of Queen Creek in the appropriate amount: \$1,000,000 per occurrence for pre-packaged or non-perishable food items, or \$2,000,000 aggregate for prepared on-site or perishable food items. Certificates of insurance are due to the Town of Queen Creek by Oct. 30.

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

PARKING – Vendors **will be allowed one (1) parking space as close to the vendor space as permissible**. Vendors who will require special parking needs (including oversized vehicles and wheelchair access) need to notify the Town of Queen Creek in advance.

PERMITS & LICENSES – Food vendors' names will be submitted to the Maricopa County Health and Environmental Services Department. Each vendor must contact the Maricopa County Health Department regarding appropriate licenses. Vendor booths will be inspected by an inspector of the Maricopa County Health Department prior to the event. Vendors are required to properly display licenses at their booth. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. Vendors closed by an inspector will not receive a refund. For health department questions, call 602-506-6978. For vending permit questions, call 480-358-3700.

POWER AND WATER – Electricity availability at the library is extremely limited, and must be arranged with the Town of Queen Creek in advance. The Town of Queen Creek will not provide any amenities such as water or electricity unless otherwise arranged by the event coordinator. Vendors are required to supply their own water for hand washing and utensil cleansing, as well as for any other purpose unless otherwise arranged.

RECYCLING AND WASTE MINIMIZATION – In concern for the environment and to reduce waste, 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 percent no later than Oct. 30. The request must be submitted to the Queen Creek in writing. Requests for refunds will not be granted after Oct. 30. Vendors who do not attend the event and fail to notify the Town of Queen Creek in advance will be prohibited from future vending.

SIGNAGE – Vendor signs must be professional and understandable. Cardboard, poster board and other handwritten signs are not allowed.

SET UP – Vendors may unload supplies as near to their booth as possible beginning at 7:30 a.m. Nov. 8. Vendors will not be permitted to set up any earlier. Vendors need to bring any transportation devices needed to transport items from their vehicle to their designated vendor space location. **No vehicles may drive onto the grass, rock or landscape of the library for any reason unless approved and attended by a parks maintenance supervisor or other designated Town employee.** All booths must be staffed, operational and ready for inspection by 9 a.m. Vendors will not be allowed to close down operations or depart from the event site before 2 p.m. on the day of the event unless there is an emergency or an inspection has been passed *and* the vending manager has been contacted.

TAKE DOWN – All equipment and supplies must be taken down at the end of the event. Booths will not be allowed to remain up after the event concludes at 2 p.m. **No vehicles may drive onto the grass, rock or landscape of the library for any reason unless approved and attended by a parks maintenance supervisor or other designated Town employee.**

CLEANLINESS – Vendors must keep the area inside and outside their event space clean. Unapproved dumping will result in a clean-up charge equal to time and material used, and future vending with The Town of Queen Creek will be prohibited. If using grease, vendors must dispose of it in sealed containers.

Town of Queen Creek Parks and Recreation Department
22350 S. Ellsworth Road ♦ Queen Creek, Arizona 85242
480-358-3700 ♦ FAX 480-358-3701



QUEEN CREEK LIBRARY GRAND OPENING CELEBRATION

Vendor Application

Town of Queen Creek
22350 S. Ellsworth Road ♦ Queen Creek, Arizona 85242
480-358-3700 ♦ FAX 480-358-3701

Application Due Date: October 30
Insurance Due Date: Oct. 30 | Refund Due Date: Oct. 30

Applicant Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

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

Number of loading vehicles _____ **Number of on-site staff** _____

Length of loading vehicle(s)/trailer(s) _____ **feet**

Would you be interested in vending at other Town events? Yes No

Waste:

- () Yes, I will have/use grease in my booth and will dispose of it in sealed containers.
- () No, I will not have/use grease in my booth.

Power:

- () Electricity (extremely limited, and must be requested in advance)
- () Propane
- () Charcoal
- () Other (please list) _____

All sources of power will be inspected by the fire marshal prior to the event. Should your source not pass inspection, you will be shut down and asked to leave and you will not receive a refund.

Booth Types	Quantity	Fee	Amount Due
Food/Beverage vendor		\$25	
Self-contained 12'x12' Booth Space One (1) parking pass (Commercial)		\$25	
Self-contained 12' X 12' Booth Space One (1) parking pass (Non-profit)		\$25	

**Please enclose a photo of your booth, vehicle or trailer;
include the style of signage you plan to use at the event (does not apply to craft vendors).**

Checks, money orders, or cashier checks must be made out to the Town of Queen Creek and must be received with this 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 right-hand corner of the check. There is a \$25 charge for all returned checks. Refunds will not be accepted after Oct. 30. All vending spaces are issued on a first-come, first-served basis. Applicants will receive a full refund if not selected. The Town of Queen Creek reserves the right to select all vendors. Applications are due to the Town of Queen Creek by Oct. 30. Applications are accepted by mail or drop-off methods. Faxed and e-mailed applications will not be accepted. A certificate of insurance for food vendors must also be submitted and are due by Oct. 30 to the Town of Queen Creek.

Mail payment and application to: Town of Queen Creek
Attn: Dina Lopez
22350 S. Ellsworth Road
Queen Creek, AZ 85242

Drop off payment and application to: Town of Queen Creek
22350 S. Ellsworth Road, Queen Creek, AZ
7 a.m.– 6 p.m. Monday through Thursday

For more information, contact Dina Lopez at 480-358-3700.

Please list **all** items you plan to *sell, display or give away*. Final approval will be given by the Town of Queen Creek.

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

I, (print your name) _____ as the authorized agent for the above named organization, agree to hold the Town of Queen Creek harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the Spring Family Celebration site. I also understand that the Town of Queen Creek will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival patrons. I also certify that the above named organization is in compliance with all State health regulations and, if applicable, operations are appropriately permitted by Maricopa County. All applications are subject to acceptance by the Town of Queen Creek and their 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 FUTURE TOWN OF QUEEN CREEK EVENTS.

Signature _____ Date _____

FOR OFFICE USE ONLY	Generator? Y <input type="checkbox"/> N <input type="checkbox"/>	Photo <input type="checkbox"/>	Insurance <input type="checkbox"/>
Date Received _____	Employee Initials _____	Fees Paid \$ _____	