



Holiday Tree Lighting

Saturday, Dec. 1 – Town Hall
3-7 p.m.

Application Due Date: **Nov. 2**
Insurance Due Date: **Nov. 2** | Refund Due Date: **Nov. 15**

Vendor Information 2007

APPLICATION

The Town of Queen Creek Parks and Recreation Department will examine and approve all applications. Upon approval, you will receive information regarding health and fire regulations, maps, parking information and confirmation. This information will be critical to your successful operation.

VENDING TYPES

Food/Beverage Vendors – Food sales are limited to those items listed on your application and approved by the Town of Queen Creek Parks and Recreation Department. Vendors may not subcontract space or allow any other entity to sell, distribute, display or publicize materials or products from your space. Food vendors are allowed a maximum of two 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. List all items you are requesting to sell, display or give away on the vending application. The vending manager will make final approval. **Be specific, as items cannot be added without approval.**

Information Vendors – Sales are limited to those items listed on the application and approved by the Town of Queen Creek Parks and Recreation Department. Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or products from your space. List all items you are requesting to sell, display or give away (including balloons) on the vending application. **Be specific, items cannot be added without prior approval.** Generators will *not* be allowed.

Commercial Vendors – Sales are limited to those items listed on the application and approved by the Town of Queen Creek Parks and Recreation Department. Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or products 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 any types of food sales are included, please refer to the food/beverage vendor regulations. Generators will *not* be allowed.

VENDOR INFORMATION

Spaces – Vendor spaces are limited. Electricity and water will not be provided. The use of additional space is not allowed. Sales must be made from the front of your space, no side or rear sales. Event spaces are 12 ft. by 12 ft. Additional booths can be reserved for additional costs. 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. 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 setup and cleanup. All vendors are responsible for bringing their own equipment to operate their business (i.e. generators, cords, lights, tables, chairs etc.). The Town of Queen Creek Parks and Recreation Department will not provide any supplies (i.e. water, cords, lights, tables, chairs, etc.).

Insurance Requirements – Vendors selling food items must provide a certificate of insurance to the Town of Queen Creek Parks and Recreation Department, naming “**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 Parks and Recreation Department office in the appropriate amount: \$1 million per occurrence for pre-packaged or non-perishable food items, or \$2 million aggregate for prepared on-site or

perishable food items. Certificates of Insurance are due to the Town of Queen Creek Parks and Recreation Department by Nov. 15.

Liability – The Town of Queen Creek assumes no responsibility for the delay or cancellation of the event named herein if such delay or cancellation is as a result of act of god, fire, flood, strike, labor dispute, accident, regulation or order of civil or military authorities, shortage of labor or materials, or other causes, similar or dissimilar, which are beyond the control of the Town.

Parking – Vendor parking will be located within event parking. Parking is on a first-come, first-served basis. Vendors with oversized vehicles or needing handicapped parking will need to notify the Town of Queen Creek Parks and Recreation Department in advance.

Permits and Licenses – Food vendors' names will be submitted to the Maricopa County Health and Environmental Services Department. The above organization will contact each vendor regarding appropriate licenses. 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 county health department questions, call 602-506-6978. For vending permit questions, call 480-358-3700.

Power and Water – Vendors need to provide their own electricity. The Town of Queen Creek Parks and Recreation Department 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 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 an 80 percent refund no later than Nov. 15, 2007. The request must be in writing and received in the Queen Creek Parks and Recreation Department Office. Requests for refunds will *not* be honored after Nov.15, 2007. Vendors who fail to notify the Town of Queen Creek Parks and Recreation Department in advance and do not show up to the event will be prohibited from future vending.

Signage – Vendor signs **must** be professional and understandable. Cardboard, poster board or other handwritten signs will not be allowed.

Set-Up – Vendor check-in will be located at the information booth and will begin at noon the day of the event. All booths must be staffed, operational and ready for inspections by 2:30 p.m. Please bring any transportation devices that you will need to transport your items from your vehicle to your designated location. ***Vehicles may not drive onto the grass, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other Town designee employee.*** No vendor may cease operations or depart from the event site before 7 p.m. unless there is an emergency, or an inspection has not 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. No booths will remain up after the event concludes at 7 p.m. ***Vehicles may not drive onto the grass, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other Town designee employee.***

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 the time and material used; future vending with the Town of Queen Creek Parks and Recreation Department will be prohibited. If using grease, you 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



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Vendor Application 2007

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480-358-3700 * FAX 480-358-3701

Application Due Date: Nov 2
Insurance Due Date: Nov. 2 | Refund Due Date: Nov. 15

Applicant Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

E-mail: _____

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

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

Length of loading vehicle(s)/trailer(s): _____ ft.

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:

- () Free-Standing Generator (not applicable to craft or information booths)
- () 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		\$125	
Self-contained 12' X 12' Booth Space One (1) parking pass. (Commercial)		\$100	
Self-contained 12' X 12' Booth Space One (1) parking pass. (Non-profit 501c3)		\$50	

Please enclose a photo of your booth, vehicle or trailer that includes the style of signage you plan to use at this event.

Checks, money orders or cashier checks must be made out to the Queen Creek Parks and Recreation Department 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 given after Nov. 15, 2007. All vending spaces are issued on a first-come, first-served basis. Vendors not selected will receive a full refund. The Town of Queen Creek Parks and Recreation Department reserves the right to select all vendors. Applications are due Nov. 2, 2007. Applications will be accepted by mail or drop-off. Faxed or e-mailed applications will *not* be accepted. A Certificate of Insurance for food vendors must accompany the application and is due Nov. 2, 2007 to the Town of Queen Creek Parks and Recreation Department.

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

Drop off application at: Town of Queen Creek Parks and Recreation Department
 Monday through Friday
 8 a.m.-5 p.m.
 22350 S. Ellsworth Road
 Queen Creek, AZ 85242

For more information, contact Dina Lopez at 480-358-3719.

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

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 Holiday Tree Lighting 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 Parks and Recreation Department, 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 HEREBY 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 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 \$ _____	