



CITY OF BUCKEYE VENDOR APPLICATION

Buckeye Air Fair

February 1, 202 – Buckeye Municipal Airport
3000 S. Palo Verde Road, Buckeye, AZ 85326



PLEASE NOTE: The Buckeye Air Fair is a 3 day event. Before completing the application know any and all businesses, organizations and groups agree to remain the entire 3 days of the event from 9 a.m. - 4 p.m. Friday and Sunday, and 9 a.m. - 5 p.m. Saturday.

BUSINESS NAME: _____ *CONTACT NAME: _____

*ADDRESS: _____ *CITY: _____ * STATE/ZIP: _____

PHONE: _____ *EMAIL: _____ *DOB: __/__/_____

*Type of Product or Service: _____ Web-Site: _____

TPT License #: _____ Do you accept Debit/Credit Cards: YES NO

Food Vendors

*Type of Permit: _____

* Health Permit # _____

*Required for complete application

NON-FOOD VENDORS

Paid By January 9, 2023

Paid after January 9, 2023

<input type="checkbox"/> 10 x 10 Merchant Booth Space \$200	<input type="checkbox"/> 10 x 10 Merchant Booth \$300
<input type="checkbox"/> 10 x 10 Non-Profit Booth Space: \$50	<input type="checkbox"/> 10 x 10 Non-Profit Booth \$150

FOOD VENDORS

Paid By January 9, 2023

Paid after January 9, 2023

<input type="checkbox"/> Food Vendor Space: \$300 plus 10% of gross sales	<input type="checkbox"/> Food Vendor Space: \$400 plus 10% of gross sales
<input type="checkbox"/> Food Vendor Space: \$425 plus 10% of gross sales Runway (Limited spaces)	<input type="checkbox"/> Food Vendor Space: \$525 plus 10% of gross sales Runway (Limited spaces)



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FOOD VENDORS & TRUCKS ONLY:

Dimensions of Truck (including hitch) or Tent Set Up: Height: Width: Length:

Serving Window Located: Driver Side Passenger Side Other _____

Generator Located: Front Rear Other _____

***Please attach the following documents with your application:**

- Fire Suppression Certification
- Proof of Insurance Listing the City of Buckeye as additionally insured
- Food Menus with pricing & 3 to 5 Pictures

Payment is due immediately after approval of application. Failure to submit payment may result in forfeit of vendor space. We accept: Cash, Visa, MC, Discover, Cashier Check, Money Order or Business Checks. No Personal Checks. Special Event Coordinator will contact you for payment once the application is approved for the event.

For additional information, contact Phil Yabes at pyabes@buckeyeaz.gov or 623-349-6604

mailing address: 110 E. Irwin Ave., Buckeye, AZ 85326

Signature

Date

FOOD VENDORS ONLY:

1. **Menu and Diagram:** COB strives to provide quality food, services and presentation to all participants and spectators at this event. Your booth must look professional in appearance and be kept clean at all times. We wish to have a variety of food items available to the public with little duplication. **You must submit a menu with this contract listing all food items you intend to serve including portion and price.** Once your menu is approved, you cannot add or substitute any items without prior approval from COB.
2. **Insurance:** You **must** provide a certificate of general liability and product liability insurance to COB as evidence of insurance in force. **The certificate must name the following as additionally insured: City of Buckeye, AZ.** Your limits of liability must be at least \$2,000,000.00 aggregate and \$1,000,000.00 per occurrence. *You will not be allowed to set up if you have not first provided this certificate to COB.* The insurance is at your own cost. If this certificate is not provided, COB reserves the right to withdraw you from the event at the cost of all prepaid fees.
3. **Health Department:** It is the responsibility of all food vendors to contact and notify Maricopa County of food service during this event. Vendors must abide by the Maricopa County division of Environmental Health guidelines. For more information call 602-506-6272 or www.maricopa.gov/envsvc search special events. Please provide your permit number on this application.
4. **Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate.
5. **Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 10 feet (3048 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.**



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6. Food vendors, please call if you plan on using open flame log/wood cooking.
7. **Water:** Potable water is not provided. You will need to bring your own potable water.
8. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.
9. NO GLASS CONTAINERS ALLOWED.

REGULATIONS & CANCELLATION POLICY:

1. **CHECK-IN:** Vendor check-in for the event will begin at **2 p.m. – 6 p.m. Thursday, February 16, 2023 and 6:30 – 8 a.m. Friday, February 17, 2023 for the Buckeye Air Fair at Buckeye Municipal Airport.** We ask that your booth set up be completed and ready by 8 a.m. Friday. All vendors must stay within their assigned space limits; variances must be pre-approved by the City of Buckeye, hereinafter known as (“COB”). **SUPPORT VEHICLES SHOULD BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 8 a.m. on Friday - Sunday NO EXCEPTIONS.**
2. **UNLOADING/LOADING ZONES:** At check-in you will be given your outdoor booth assignment. Please refer to the general map layout (***will be emailed the week of event***) which shows where unloading zones are located. Please plan accordingly in having your own staff for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. It is important you move promptly when you are within the unloading zones to avoid unnecessary traffic congestion. We ask you to first unload your vehicles at the curbside instead of walking back and forth from your booth space to your vehicle at the unloading zone. Once your vehicle is unloaded please move it promptly to the designated vendor parking areas (shown on map). **Vehicles will not be permitted to drive within any of the event/booth vendor areas.** All vendors need to be completely set up by 8 a.m. Friday – Sunday. All vendors must stay within your assigned space limit.
3. **VENDOR PARKING:** Please be sure to allow the parking nearest to and surrounding the event available to the general public & runners for this event. There will be vendor designated parking on the event map which will be emailed to you the week of event.
4. **Teardown Rules:** We ask all vendors not to take down booth(s) until the event is over. Buckeye Air Fair official hours are 9 a.m. – 4 p.m. Friday and Sunday, 9 a.m. - 5 p.m. Saturday. Vendors will be responsible for any damage caused to City property during the event, set-up and/or tear down.
5. **Electrical Power:** Food vendors needing power must bring their own generator and abide by all requirements set forth by the COB. If you have any questions regarding these requirements, please feel free to contact us.
6. **Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
7. **Credit & Debit Card Capability:** Vendors are encouraged but not required to bring and utilize wireless or portable credit and debit card capabilities to accept payment from patrons.
10. **State Transaction Privilege Tax License (TPT):** **The Arizona Department of Revenue requires vendors to acquire (TPT) licenses.** Please visit their website at www.aztaxes.gov or call **(602) 542-4576** or **1-(800) 634-6494.**
11. **Hold Harmless Agreement:** Organizations agree to indemnify and hold harmless **City of Buckeye, AZ** and their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release COB from



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responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. COB is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with COB management and not openly discussed with other organizations or patrons.

12. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
13. **Tent & Canopy Security:** ALL tents or canopies must have weights attached to the legs of the tent due to the potential for injury. The importance of this cannot be stressed enough as it can result in serious injury to a person or property in gusty/windy conditions.
14. **Equipment and Rentals:** Equipment or fixtures needed for your booth such as pop-up tents/ canopies, fencing, tables, chairs, etc. is your responsibility and will not be provided by COB.
15. **Waste and Clean-Up:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
16. **Right of First Refusal:** Vendors will go through a selection process to ensure the best selection of FOOD and PRODUCTS at the event. Vendors will be notified after final review. The City of Buckeye will have first right of refusal.
17. **Cancellation Policy:** Vendors canceling **prior** January 9, 2023 will be entitled to 100% refund of their booth fee; vendors canceling **after** January 9, 2023 will forfeit their entire booth fee. In the event of inclement weather, City Staff will decide whether to cancel the Buckeye Air Fair. **REFUNDS WILL NOT BE ISSUED due to cancellation from inclement weather.**
18. **Covid-19 Cancellation:** Applicant, vendor, sponsor, understands and acknowledges that due to COVID-19, **Buckeye Air Fair** may be suspended or cancelled by the City, in its sole and absolute discretion, depending on public health guidance from Federal, State, and Local health authorities, and any executive and/or emergency orders or protocols from the Centers for Disease Control and Prevention and the Arizona Department of Health Services. *Approval of the event is conditional and subject to change.*
19. **Notice of Cancellation and Assumption of Risk:** Any decision by the City to suspend or cancel the event in order to protect public health and safety will be provided to applicant/vendor/sponsor with as much advance notice as is practicable in light of the public health emergency. As a condition of approval, Permittee assumes all risks of cancellation of the event.

I do hereby release and hold harmless the event sponsors, The City of Buckeye and any other party involved in this show, from any and all liability, including but not limited to: any claims, liabilities, losses or damages, costs and expenses whatsoever, ordinances or legal authority or cause, theft, personal injury, bodily injury, or act of God, arising out of any loss, injury, death, or damage that may arise during this event. I agree to comply with all event regulations. *In signing the above application you are agreeing to the agreement terms.

Initial: _____

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mailing address: 110 E. Irwin Ave., Buckeye, AZ 85326**