

# City of Buckeye Community Services Vendor Application



## Cotton Festival



December 2, 2023, 9 A.M. – 2 P.M.

Downtown Buckeye 3rd St. to 6th St. Monroe Ave.

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Company Website: \_\_\_\_\_ TPT License #: \_\_\_\_\_

Instagram Business Page Handle: \_\_\_\_\_

Facebook Business Page Handle: \_\_\_\_\_

Product: \_\_\_\_\_

*Booth spaces are filled on a 1<sup>st</sup> paid/1<sup>st</sup> serve basis. Booth spaces are not reserved until payment and application are approved.*

**Submit (3-5) electronic photos of your product with bot display or your web page link. Images will also be used as event promotional materials. Payments will not be processed until the application is approved.**

Paid before Oct. 31, 2023	Paid after Oct. 31, 2023 (space permitting)
<input type="checkbox"/> 10x10 Booth Space - \$50	<input type="checkbox"/> 10x10 Booth Space - \$75
<input type="checkbox"/> 10x20 Booth Space - \$90	<input type="checkbox"/> 10x20 Booth Space - \$115
<input type="checkbox"/> 10x10 Non – Profit Booth Space - \$25 (Tax ID Required)	<input type="checkbox"/> 10x10 Non – Profit Booth Space - \$50 (Tax ID Required)
<input type="checkbox"/> 10x20 Non – Profit Booth Space - \$45	<input type="checkbox"/> 10x20 Non – Profit Booth Space - \$65
<input type="checkbox"/> Food Vendor Space - \$100 Please attach the following documents with your application: Fire Suppression Certificate & Proof of Insurance	<input type="checkbox"/> Food Vendor Space - \$150 Please attach the following documents with your application: Fire Suppression Certificate & Proof of Insurance

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. The special events coordinator will contact you for payment once the application is approved.

### **FOOD TRUCKS ONLY:**

Dimension of Truck/Trailer (including hitch): Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Or 10x10 Booth:

Serving Window Located:  Driver  Passenger  Other Generator Located:  Front  Rear  Other

Maricopa County Permit Number: \_\_\_\_\_ Type of Permit: \_\_\_\_\_

I do hereby agree to defend, indemnify and hold harmless the City of Buckeye, its elected and appointed officers, employees, agents and volunteers from and against any and all liability, including damage to personal property, personal injury and death. This release includes, but is not limited to, demands, claims, actions, fees, costs, and expenses (including attorney's fees and costs), arising from and/or related to this application thereof, except to the extent such loss or damage arises from the willful misconduct of the City of Buckeye. I agree to comply with all event regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FOOD VENDORS ONLY:**

**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 approval from COB.

**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, 530 E. Monroe Avenue, Buckeye, AZ 85326. 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.

**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/events-search-special-events](http://www.maricopa.gov/events-search-special-events). Please provide your permit number on this application.

**Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate. Generators, and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means. Food vendors, please call if you plan on using open flame log/wood cooking.

**Water:** Potable water is not provided. You will need to bring your own potable water.

**Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor. **NO GLASS CONTAINERS ALLOWED.**

## **REGULATIONS & CANCELLATION POLICY:**

**Set-up:** Vendor details will be sent one week prior to the event.

**Tear down rules:** All vendors are required to keep their booths/truck in assigned area(s) until the event is over. Cotton Fest's official hours are 9:00 a.m. – 2:00 p.m. Vendors will be responsible for any damage caused to City property during the event, set-up and/or tear down.

**Electrical Power:** Food vendors needing power must bring their own generator and abide by all requirements set forth by the COB.

**Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.

**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.

**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](http://www.aztaxes.gov) or call (602) 542-4576 or 1(800) 634-6494.

**Fire and Safety:** You must comply with all permanent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.

**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.

**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.

**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.

**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.

**Cancellation Policy:** Vendors canceling prior November 17, 2023 will be entitled to 100% refund of their booth fee; vendors canceling after November 17, 2023 will forfeit their entire booth fee. In the event of inclement weather, City Staff will decide whether to cancel the Halloween Carnival. REFUNDS WILL NOT BE ISSUED due to cancellation from inclement weather.

**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.

**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 account 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 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline for application submittal is November 15, 2023. Submit Application and photos to [events@buckeyeaz.gov](mailto:events@buckeyeaz.gov)

Email: [events@buckeyeaz.gov](mailto:events@buckeyeaz.gov)

Mail: ATTN: Gabriela Campos, 110 E. Irwin Ave., Buckeye, AZ 85326