



# CITY OF BUCKEYE VENDOR APPLICATION

Buckeye Air Fair

February 14- 16, 2025 – Buckeye Municipal Airport

3000 S. Palo Verde Road, Buckeye, AZ 85326



To process your application, we ask you to utilize the checklist provided below to ensure your application is complete. All checklist items will constitute the completed vendor application. Please note that incomplete vendor applications WILL NOT be processed and will be held for 15 business days. It will be YOUR responsibility to make certain that the City of Buckeye, hereinafter known as (“COB”) receives all the necessary and required information (application, required insurance, TPT and Health Permit Licenses if applicable, etc.) within the 15-day time period or your application will be discarded.

The deadline for all applications will be January 31<sup>st</sup>, 2025. Space and vendor selection will be on a first come first serve basis, so please submit your application as soon as possible.

**Vendor Selection Process:** Submitting an application does not guarantee a vendor spot at the Air Fair Event. Applications will be reviewed and responded to within 10 business days when received if not sooner. 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 following checklist items should be emailed to [airfair@buckeyeaz.gov](mailto:airfair@buckeyeaz.gov)

- Complete vendor application
- Arizona Transaction Privilege Tax (TPT) number. Required if selling.
- MARICOPA COUNTY HEALTH PERMIT NUMBER (Food vendors only)
- Insurance: You must provide a certificate of general liability, product liability, and automobile liability insurance to COB as evidence of insurance in force. The certificate must name the following as additionally insured: City of Buckeye, AZ 530 East Monroe Ave. Buckeye, AZ 85326 and list City of Buckeye as additional insured. 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 from the event at the cost of all prepaid fees.
- Fire Suppression Certification (Food Trucks)
- Payment – Upon approval of acceptance. Payment must be received within 7 days.



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

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

\*Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Type of Product or Service: \_\_\_\_\_ Website: \_\_\_\_\_

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

### Food Vendors

\*Type of Permit: \_\_\_\_\_ \*Health Permit #: \_\_\_\_\_

### **\*Required for complete application**

**PLEASE NOTE: The Buckeye Air Fair is a 3-day event. Before completing the application, know all businesses, organizations and groups agree to remain the entire 3 days of the event:**

**Friday, February 14**

**Saturday, February 15**

**Sunday, February 16**

<b>FOOD VENDORS</b>	<b>MERCHANDISE &amp; ATTRACTION VENDORS</b> 10x10 Space (Tent, 1 table & 2 chairs provided)	<b>NON-PROFIT 501c3 VENDORS</b> 10x10 Space (Tent provided)
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Before Dec. 31, 2024	After Jan. 1, 2025	Before Dec. 31, 2024	After Jan. 1, 2025	Before Dec. 31, 2024	After Jan. 1, 2025
\$1,000.00	\$2,000.00	\$400.00	\$800.00	\$200.00	\$400.00

Are you interested in having a corner space for an additional \$150? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **FOOD TRUCK & FOOD BOOTHS ONLY**

Dimensions of Truck (including hitch) or Tent Set-up: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_  
(Total length including, tow vehicle, hitch and trailer CANNOT Exceed 35 feet in length)

Serving Window Located:  Driver Side  Passenger Side  Other \_\_\_\_\_

Generator Located:  Front  Rear  Other \_\_\_\_\_

### **\*Please attach the following with your application:**

- ❖ Fire Suppression Certification
- ❖ Food Menus with pricing and 3 to 5 Pictures
- ❖ Maricopa County Health Permit Number

By signing this agreement Parties have agreed and reviewed all dates, rules, times, guidelines for the Buckeye Air Fair. Upon completion of application, the review committee will select qualified applicants and called/email approval. Once approved, payment is due immediately. Failure to submit payment may result in forfeiting of vendor space. Accepted forms of payment are cash, Visa, MC, Cashier Check, Money Order or Business Checks. No Personal Checks.

**For additional information, contact at [airfair@buckeyeaz.gov](mailto:airfair@buckeyeaz.gov) or 623-349-6600.**



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## **FOOD VENDORS ONLY:**

- 1. Menu and Diagram:** Your booth must look professional in appearance and be always kept clean. 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. 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](http://www.maricopa.gov/envsvc) search special events. Please provide your permit number on this application.
- 3. 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.**
- 4. Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate. **(If applicable)**
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 the contact with the public by fencing, enclosure, or other approved means.
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 Beverage Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.
- 9. NO GLASS CONTAINERS ALLOWED**

## **ALL VENDORS**

### **REGULATIONS & CANCELLATION POLICY:**

- 1. CHECK-IN:** Vendor check-in for the event will begin on **Thursday, February 13, 2025, from 2 p.m. – 6 p.m., and Friday, February 14, 2025, from 6:30 a.m. – 8:30 a.m.** We ask that your booth set-up be completed and ready by 9 a.m. on Friday. All vendors must stay within their assigned space limits; variances must be pre-approved by COB. **SUPPORT VEHICLES SHOULD BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 8:30 a.m. on Friday and, if restocking is needed, before 9:00 a.m. on Saturday and Sunday mornings. NO EXCEPTIONS.**
- 2. UNLOADING/LOADING:** All Vendors, organizations, businesses will be directed to their location by specific lead you have registered with. Please refer to the general map layout (will be emailed the week of event) which shows where unloading is 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 unloading to avoid unnecessary traffic congestion. We ask you to first unload your vehicles at your spot (if space available) instead of walking back and forth from your booth space to your vehicle when unloading. (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 8:30 a.m. Friday and, if restocking is needed, before 9:00 a.m. on Saturday and Sunday mornings. 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 to be available to the general public. There will be an area designated for vendor/non-vendor parking on the event map which will be emailed to you the week of the event. Two vendor vehicle parking and access passes will be provided per application.
- 4. TEARDOWN RULES:** Vendors, organizations, and businesses are NOT permitted to take down booth(s) vehicles, tents, etc. until the event is OVER. Buckeye Air Fair official hours are Friday 9 a.m. – 4 p.m., Saturday 9 a.m. – 5 p.m., and Sunday 10 a.m. – 4 p.m. Vendors will be responsible for any damage caused to City property during the event, set-up and/or teardown.
- 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.



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6. **SPACE ASSIGNMENTS:** Assignments are based on space available, organizational 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 card & debit card capabilities to accept payment from the public.
8. **FIRE AND SAFETY:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
9. **EQUIPMENT AND RENTAL:** For non-food vendors, COB will provide a tent, one table and two chairs per space. Generators and additional equipment for your space will be the vendor's responsibility. Wi-Fi, generators, etc. are the responsibility of the vendor and will not be provided by COB. Internet signal is very weak at the airport. It is ultimately the vendor's responsibility to be prepared with alternate methods to handle Wi-Fi and electronic forms of payment processing if internet connectivity is lost. It is recommended that you ensure you can accept payments offline storing transaction data until you can re-connect to internet.
10. **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. A \$500 cleaning and removal fee will be applied if garbage is not removed, and space is left dirty.
11. **RIGHT TO FIRST REFUSAL:** Vendors will go through a selection process to ensure the best selection of FOOD and PRODUCTS are at the event. Vendors will be notified after final review. The City of Buckeye will have the first right of refusal. Please reference page 5 of this application.
12. **CANCELLATION POLICY:** Vendors canceling **prior** to January 13, 2025, will be entitled to 100% refund of their booth fee; vendors canceling **after** January 13, 2025, 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.**
13. **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, the Permittee assumes all risks of cancellation of the event.
14. Failure to comply with any of the stated rules, policies or falsification of information may result in the forfeiture of the applicant's privilege, rights to utilize city facilities in the future and grounds for denial or termination of application agreement.

**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 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.**

Initial: \_\_\_\_\_

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## Right of First Refusal Vendor Selection

- A. A limited number of vendors in any category will be accepted to the Air Fair.
- B. Decisions are at the sole discretion of the City and based on, but not limited to the best interest of the festival, history, level of investment, payment, and date of paperwork received. The City reserves the right to admit duplicate businesses based on the Air Fair needs and size. Exclusivity may be extended at the City's discretion.
- C. **Commercial Business Information Vendors are defined as:** A for profit company or service that provides information or services related to its business operations, rather than selling goods or services directly on-site. Vendors are providing information about themselves and the services they offer (verbally, using marketing materials, or digitally) rather than physical sales transactions.
- D. **Non-Profit/Government Agency Information Vendors** includes organizations with current Federal Non-profit status. Vendors focus on information dissemination and educational purposes, without any commercial intentions such as sales or fundraising. No food or beverages may be distributed except for complimentary swag items.