



VENDOR APPLICATION

BUCKEYE AIR FAIR

FEBRUARY 4TH, 2017 - BUCKEYE MUNICIPAL AIRPORT

3000 S PALO VERDE RD, BUCKEYE, AZ 85326

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State/Zip: _____

Phone: _____ Email (required): _____

TPT License #: _____ Price Range: _____

Type of Product or Service: _____

Information, Food & Business Vendors

Paid By December 30, 2016

10x10 Merchant Booth Space Only- \$50

10x10 Food Booth -\$100

Non-Profit Only – No-Charge/NA

After December 31, 2016

10x10 Merchant Booth -\$60

10x10 Food Booth - \$110

Food Trucks

\$200 Fee per 10x20 locations

Food
Menu
Items:

Dimensions of Truck (including hitch): Height: Width: Length:

Serving Window is: Driver Side Passenger Side Other

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.

*Please initial you have read and accept the attached event vendor regulations including cancelation policy _____

Please attach the following documents with your completed application:

- Fire Suppression Certificate
(Food Trucks Only)
- Proof of Insurance
• Menu
- Picture of booth display
• Products or Services

Signature _____ Date _____

For additional information, contact Philip Yabes at pyabes@buckeyeaz.gov or 623.349.6604

Please submit ALL application by **January 20th, 2017:**

Mail: City of Buckeye ATTN: Philip Yabes 210 E. Centre St. Buckeye, AZ 85326	Fax: 623-349-6611	Email: pyabes@buckeyeaz.gov
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Office Use Only

Amount Received:	Cash:	CC/MO:	Credit:	Confirmation Sent On:
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REGULATIONS & CANCELLATION POLICY:

1. **CHECK-IN:** Vendor check-in for the event will begin at **6:00 a.m. Saturday, February 4th, 2017 for the day of the race at Buckeye Municipal Airport**. We ask that your booth set up be completed and ready by 8:00 a.m. 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 8:00 a.m. 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 January 23rd***) 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 9:00 a.m. All vendors must stay within your assigned space limit (10x10 spaces).
3. **VENDOR PARKING:** There will be vendor designated parking on the event map which will be emailed to you the week of January 23rd, 2017.
4. **Tear Down Rules:** We ask all vendors not to take down booth(s) until the event is over. Buckeye Air Fair official hours are 9:00 a.m. – 3:00 p.m. 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. ATM machine MAY NOT be available during event.
8. **Arizona 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.
9. **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 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.

10. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
11. **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.
12. **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.
13. **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.
14. **Inclement Weather:** In the event of inclement, City Staff will decide whether to cancel the Buckeye Air Fair. REFUNDS WILL NOT BE ISSUED due to cancellation from inclement weather.
15. **Cancellation Policy:** Vendors canceling **prior** to January 13th, 2017 will be entitled to 100% refund of their booth fee; vendors canceling **after** January 13th, 2017 will forfeit their entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of 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 has first right of refusal.

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. Diagram: Please submit a picture or detailed drawing of the set-up of your vendor space.
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
4. **Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate
5. **Water:** Potable water is not provided. You will need to bring your own potable water.
6. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.
7. **Pets:** Pets should be kept on leash and the responsibility of the owners.