



2009 Holiday Festival and Parade Food Vendor Regulations and Application

Saturday, December 5, 2009

Hosted by:

Kiwanis Club of Queen Creek

Portion of the proceeds to benefit

Boys and Girls Club of the East Valley – Queen Creek Branch

New Requirement: All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number. Applications can be filed on line at www.aztaxes.gov.

APPLICATION

The Holiday Festival and Parade Committee (the Committee) will examine and approve all applications. Upon approval a confirmation will be sent by email. Please reference the maps located on www.clubzona.org.

VENDING TYPES

FOOD VENDORS – Sales are limited to those items listed on the application and approved by the Committee. Vendors may not subcontract space or allow any other entity to sell, distribute, display, and publicize materials or product 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 prepackaged food sales are included, please refer to the Food Vendor regulations and application. No gasoline generators will be allowed.

The Kiwanis Club of Queen Creek will have exclusive rights on all beverages. Vendors are prohibited from selling these types of beverages at their booths.

INFORMATION

SPACES – Vendor spaces are limited. All spaces are completely self-sufficient. The use of additional space is not allowed, unless additional space is requested and paid for. Sales must be made from the front of your space, no side or rear sales. Event spaces are approximately 20ft. X 10ft. with possible space behind each for storage. 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 set up and clean up. Vendors are responsible for bringing their own equipment to operate their business (e.g. cords, lights, tables, chairs etc.). The Committee will not provide any supplies (e.g. cords, lights, tables, chairs, etc.).



LIABILITY – The Committee, Kiwanis Club of Queen Creek and their partners assumes no liability for refunds or any other liabilities for the failure to fulfill the terms and conditions of this contract, due to any reason the event is interrupted or destroyed by rain, wind, fire, public enemy, an act of God, or any other calamity.

PARKING – Vendors will be issued (1) parking space as close to your vendor space as permitted. Vendors with oversized vehicles or needing handicap parking will need to notify the Vending Manager in advance.

PERMITS & LICENSES – Food vendor’s names will be submitted to the Maricopa County Health 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 more information contact the Health Department at 602-506-6978. For vending permit questions please call Andy Reyes at 480-987-3494.

INSURANCE REQUIREMENTS – Vendors selling food items must provide a certificate of insurance to the Kiwanis Club of Queen Creek, Boys & Girls Clubs of the East Valley and 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 to the Queen Creek Holiday Festival Parade Committee, PO Box 356 Queen Creek, AZ 85142 in the appropriate amount: \$1,000,000 per occurrence for pre-packaged or non-perishable food items, or \$2,000,000 aggregate for prepared on-site or perishable food items. Certificates of Insurance are due to the Queen Creek Holiday Festival Vendor Committee by November 16, 2009.

POWER AND WATER – Vendors need to provide electricity. The Kiwanis Club of Queen Creek 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 you water for hand washing, utensil cleansing as well as for any other purpose unless otherwise arranged.

RECYCLING AND WASTE MINIMIZATION – In an effort to reduce waste and concern for the environment, vendors are requested to make every effort to minimize the amount of waste generated from their booth.

REFUND POLICY – Vendors may request a refund of 80% no later than **November 16, 2009**. The request must be postmarked by this date to the Queen Creek Holiday Festival Parade Committee, PO Box 356 Queen Creek, AZ 85142. No request for refunds will be honored after this date. Vendors who fail to notify the Holiday Festival Vending Manager in advance and do not show up to the event, will be prohibited from future vending at Kiwanis Club of Queen Creek events.

SIGNAGE – Vendors signs must be professional and understandable.

RAFFLE ITEM – Commercial vendors are required to provide a raffle item valued at no less than \$25. This item will be used in a raffle to raise funds for the Kiwanis Club of Queen Creek. These items will be on display at the Festival. Raffle items are at the discretion of the vendor and may include vendor gift certificates.



SET UP – Vendors will be allowed to drop off supplies at their booth from their vehicle beginning at 8:00 a.m. on December 5, 2009. **NO EARLIER.** All vehicles must be off the vendor’s area by 9:00 a.m. for pedestrian safety. All booths must be staffed, operational and ready for inspections by 9:30 a.m. No vendor may cease operations or depart from the event site before 3:00 p.m., unless there is an emergency and the Vending Manager has been contacted.

TAKE DOWN – All equipment and supplies must be taken down at the end of the event. No vendors will be allowed to take down their booth until the event concludes. Vendors will then be allowed to bring their vehicles on the vendor’s area after 3:00 p.m.

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 time and material used; vendors who fail to clean the site will be prohibited from future vending at Kiwanis Club of Queen Creek events. If you are using grease, you must dispose of it in sealed containers.

FURTHER INFORMATION – Upon acceptance an e-mail will be send. Continue to monitor www.clubzona.com for last minute information regarding the Festival & Parade.

EARLY BIRD REGISTRATION – Vendors can earn an early bird registration discount if the application is received by **November 16**. Applications received after November 16 will be subject to a late registration fee of \$10.00.



HOLIDAY FESTIVAL AND PARADE

Food Vendor Application 2009

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Boys and Girls Club of the East Valley – Queen Creek Branch

Company Name: _____

Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

Email: _____

Will provide own power: Yes What is it? _____ No

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

Number of loading vehicles _____ Number of on-site staff _____ (All parking is first come, first served)

ATPT Number _____

Waste Needs:

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

Kiwanis Club of Queen Creek will not be providing power. Vendors who provide their own power, all extension cords must be 20 amps, UL approved and grounded.

Early Bird Registration received before November 15	Deposit	Fee	Subtotal
Food Vendor - 20' X 10' Space Space includes No electrical circuits & (1) parking pass. (Commercial)	\$75	10% of gross sales	\$
Food Vendor - 20' X 10' Space Space includes No electrical circuits & (1) parking pass. (Non-Profit)	\$40	10% of gross sales	\$
Total Vendor Fees	Deposit	Fee	Subtotal

Applications received after November 15	Deposit	Fee	Subtotal
Food Vendor - 20' X 10' Space Space includes No electrical circuits & (1) parking pass. (Commercial)	\$85	10% of gross sales	\$



Food Vendor - 20' X 10' Space Space includes No electrical circuits & (1) parking pass. (Non-Profit)	\$50	10% of gross sales	\$
Total Vendor Fees			\$

Please list all items you plan to sell, display or giveaway (attachments accepted). Final approval will be made by the Committee.

Item(s)	Sale Price
	\$
	\$
	\$
	\$
	\$

Checks, money orders, or cashier checks must be made out to **Kiwanis Club of Queen Creek** and must be received with a 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 left hand corner of the check. There is a \$25 charge plus a \$15 administration fee for all returned checks. No refunds after November 16, 2009. Committee will select vendors and notify by November 30, 2009. If not selected, your check will be returned. The Committee reserves the right to select all vendors. Applications are due by November 16, 2009. Applications will be accepted by mail or drop off method. No faxed or emailed applications will be accepted.

Mail payment and application to: Queen Creek Holiday Festival Parade Committee
P.O. Box 356
Queen Creek, AZ 85142

Or

Drop off application to:

(Must be in a sealed envelope Attn: Holiday Festival and Parade Vendor Committee)

M & I Bank c/o Monica Munoz
Mon-Thurs 8:30-5:00, Fri 8:30-6:00, Sat 9:00-1:00
21479 S. Ellsworth Road
Queen Creek, AZ 85142

For more information, please contact the Festival Vending Manager, Andy Reyes at 480-987-3494.

I, (print your name) _____ as the authorized agent for the above named organization, agree to hold Kiwanis Club of Queen Creek, Boys & Girls Clubs of the East Valley and 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 Queen Creek Holiday Parade and Festival Vendor site. I also understand that the Kiwanis Club of Queen Creek, Boys & Girls Clubs of the East Valley and 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 festivals patrons. I also certify that the above named organization is in compliance will all State health regulations and, if applicable, operations are appropriately permitted by Maricopa County. All applications are subject to acceptance by the Kiwanis Club of Queen Creek and the Festival Committee's decision is final.



I understand that that my signature holds me responsible for the information included in all six pages of this application and its regulations.

I HERBY 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 KIWANIS CLUB OF QUEEN CREEK HOSTED EVENTS.

Signature _____ Date _____