



OFFICE USE ONLY	
Assigned Booth #:	
Amount Paid:	
Date Received:	

VENDOR APPLICATION

City of Maricopa Special Events

Space is limited. Reservation and placement of booth space is on a first come, first paid basis. Cash or check will be accepted for payment. An information packet will be sent 2 weeks prior to the event date and will contain details pertaining to load-in, event rules and parking passes. Please return this application to specialevents@maricopa-az.gov.

VENDOR TYPE:	<input type="checkbox"/> MARKET (NON- FOOD) - \$50 <input type="checkbox"/> FOOD - \$100 <input type="checkbox"/> SERVICES - \$200 <i>*50% off for nonprofits</i>		
Company Name:			
Contact Name:			
Address:			
City	State:	Zip:	
Phone:	Cell:		
E-mail Address:			
MARKET (NON-FOOD) VENDORS - What are you promoting, selling and/or giving away in your booth? (please be specific)			
FOOD VENDORS – List Menu Item(s)			\$ Price
Pinal County Mobile Food Unit Permit #	or attach both pages of Temporary Food Booth Permit Application		
Certificate of Insurance (Food Vendors only)	Name "The City of Maricopa, its officers, employees, and agents" as additional insured. Insurance coverage must be maintained for the duration of the event including set up and dismantle dates. General Liability \$1,000,000 General aggregate		

ELECTRICITY: ELECTRIC IS NOT PROVIDED. POWER MAY BE RENTED FROM THE CITY OF MARICOPA AT ADDITIONAL FEE DEPENDENT ON VENDOR NEEDS. VENDOR MAY ALSO PROVIDE OWN POWER OR RENT POWER SUPPLY ON OWN. VENDORS WHO WISH TO USE THEIR OWN GENERATORS MUST OBTAIN APPROVAL FROM THE MARICOPA FIRE DEPARTMENT.

If requesting to rent power, provide all power specifications below:		
Do you have a trailer in your booth display?	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Driver Side or Passenger Side Opening: _____ Size of trailer : _____ ft.
Do you need pressurized water access?	<input type="checkbox"/> Yes or <input type="checkbox"/> No	

Booth Fees:	Quantity of:	Fee:	*Booth Space will be assigned.
Market (Non-Food) Booth: 12' x 12' Booth - \$50		X \$50 =	
Food vendor 12' x 24' Booth - \$100		X \$100 =	
Services 12' x 12' Booth - \$200		X \$200 =	
Nonprofit 12' x 12' Booth (50% off Services) - \$100		X \$200 =	
Power to be billed separately			<i>Fees are due upon registration to reserve a space for all vendors except FOOD. Vendor fees are NOT refundable.</i>
Total Amount Due:		\$	

SPECIAL EVENT INFORMATION

REGISTRATION

- All event registration materials are due no later than **12 p.m. on Wednesday, January 9, 2020.**
- Vendor space will be limited this year; vendors who aren't selected will be refunded registration fees.

VENDOR BOOTHS:

- Standard booth space is 12'x 12' and includes only the space. Food Vendors 12' x 24.'
- Tents and other equipment including tables, chairs and/or tent tie downs are the vendor's responsibility.
- You will be required to pay for as many vendor spaces as your set-up requires.
- No vendor shall sub-lease, dispense or share the assigned space.
- All demonstrations, sales and/or promotional activities, and distribution of merchandise, flyers, and promotional materials shall be confined to limits of the vendor space.
- Vendor booths must not tear down until the end of the specific event. **NO EXCEPTIONS.** Booths must be cleaned and completely removed from the site no later than two hours after the event.

EVENT SETUP

- Vendors will receive specific load in times and set – up instructions one week prior to the event.

VENDOR PARKING

- Vendor parking will be in the middle lot (West Vendor).
- Each vendor will receive two complimentary parking passes for the West vendor parking lot. Trucks will trailers are considered 2 vehicles.
- Parking passes will be provided **at the GATE** the day of the event and must be displayed in the vehicle at all times.
- Additional paid event parking is available on a limited basis, and complimentary shuttles will be offered from community locations.

SECURITY

- **If applicable to event**, security will be on site the evening prior for overnight setups.
- The City of Maricopa is not responsible for lost, stolen, or damaged goods – to your booth or its contents.

GENERAL EVENT INFORMATION

- *Event staff is in the field the week of the event setting up; there will be delays responding to voicemails or emails during that time.*
- Non-profits are permitted to sell pre-packaged food only.
- Vendors offering or selling samples of their edible wares must follow Pinal County Regulations and are subject to inspection by the Pinal County Health Department.
- Vendors arriving after load in arrival windows will need to hand-cart their items into the event. Events are on grass.
- Bring dollies to transport your supplies to your booth for easier access. Cars are permitted to drive on the grass during load in only.
- Anyone tearing down before the event officially closes may not be accepted as a vendor at future events. All vendors are required to be open the duration of the posted operating hours of the event.
- You are responsible for cleaning up any trash or debris at your booth area throughout the event. Please plan to bring garbage bags to keep at your booth.
- All vendors are responsible for ensuring that their booth, equipment and all contents are presented and stored in a manner that is safe for all patrons to avoid the risk of accidents or injury.
- Vendors are permitted to have electricity (for an additional fee) at the booth; no open flames or gas-generated devices are allowed per fire department guidelines (exceptions for permitted food vendors). Vendors who wish to use their own generators must obtain approval from the Maricopa Fire Department.
- For the safety of all guests, vendors are not permitted to have pets at their booth.
- No Wi-Fi is available.

CANCELLATIONS/REFUNDS

- Fees paid are non- refundable and non-transferable (contingent on extenuating circumstances).

Please note: City of Maricopa Special Events draw thousands of participants in a condensed time period. Your booth should be completely set-up and staffed a minimum of 30 minutes prior to the event start.

VENDOR WAIVER

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the City of Maricopa harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment, or personal property which I may have on the grounds of a City of Maricopa special event. I also understand that the City of Maricopa will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Pinal County. All requests are subject to acceptance by the City of Maricopa Community Services Department and their decision is final. I understand that my signature holds me responsible for the information included in all pages of this request. Any booth cancellations of the event will not be refunded and no negotiations will be made outside of this agreement.

I understand that this is a request form only until signed by a City of Maricopa Special Event staff person. Once this form is signed by both parties it will be considered a binding agreement.

*By signing below I agree to abide by the rules and conditions set forth by the City of Maricopa.

VENDOR SIGNATURE:		DATE:	
CITY REPRESENTATIVE:		DATE:	

PAYMENT BY CHECK OR CREDIT CARD.
 CHECKS SHOULD BE MADE OUT TO THE
 CITY OF MARICOPA.
 CREDIT CARDS CAN BE CALLED INTO
 NIESHA WHITMAN.

DROP OFF OR MAIL TO:
 City Hall
 Attn: Niesha Whitman
 39700 W. Civic Center Plaza
 Maricopa, AZ 85138

FAX OR EMAIL:
 (520) 316-5544 FAX
niesha.whitman@maricopa-az.gov
 (520) 316-6865 OFF

FEE STRUCTURE		OR OFFICIAL USE ONLY	
Booth Fee:	\$: _____	Date Received: _____	Staff Initials: _____
Electrical Fee:	\$: _____	Accepted: YES NO	Reason: _____
Total Amount Due:	\$ _____	Date Notified: _____	Location: _____ Booth #: _____
		Insurance Received: _____	Health Received: _____
		Payment Received: _____	Receipt #: _____