



Submit vendor applications to
 Events Coordinator
 juleanna.carsen@yumaaz.gov
 1440 W. Desert Hills Dr., Yuma, AZ 85365
 (928) 373-5040
 *Make checks payable to
Yuma Civic Center

City of Yuma Civic Center
 Vendor Application

Name and Date of Event 2016 Outdoor Living Expo – December 3, 2016 **Event #** 1612057

First Name _____ **Last Name** _____

Mailing Address _____ **City/State/Zip** _____

Phone _____ **Cell** _____

Email Address _____ **AZ Tax / Business License #** _____

BUSINESS NAME / DBA _____

All vendors must comply with the provisions set forth in the Vendor Insurance and Indemnity Requirements document and must provide their Arizona Tax ID number with each application (when applicable).

<u>Vendor Space</u>	<input type="checkbox"/> Food Court (30x25) \$150
	<input type="checkbox"/> Vendor (10x20) \$150
	<input type="checkbox"/> Vendor (20x20) \$200
	<input type="checkbox"/> Vendor (40x40) \$400
<u>Sponsor</u>	<input type="checkbox"/> Title Presenting \$ _____
	<input type="checkbox"/> Entrance Fee Sponsor \$ _____

Additional Required Information

Complete list of items to be sold or provided through sponsorship.

Acknowledgement and Release

By signing below, I agree that I will assume all risks that arise from my participation. I also hereby waive any claims against the City of Yuma and its co-sponsors for any injuries or loss that arise from our participation. Further, I grant full permission to the event organizers, promoters and sponsors or any agent authorized by them, to use any photographs, videos, recordings or any other record of this event for any legitimate purpose. I acknowledge that I have read, understand and agree to all the Vendor Rules and Regulations, and Vendor Insurance and Indemnity Requirements, both of which are attached and incorporated to this agreement by reference.

Signature _____ Date _____

To be completed by Yuma Civic Center Staff

Received by (city employee initials): _____ **Date Received:** _____ **(Internal Checklist)**

YCC Receipt number: _____

Booth Fee \$ _____ Method of payment
 Cash Chk CC

Sponsorship \$ _____

Payment Total \$ _____

Credit Card processing
 Credit Card Number: _____
 Expires: _____
 CVV Security: _____
 Address: _____
 Zip Code: _____

Space Assigned: _____ Size: _____

Food Vendor Yes No

Copy of Insurance Yes No Date received: _____

Endorsement letter Yes No

Insurance Expires: _____

Indemnity Requirements Signed Yes No

City of Yuma Civic Center

Vendor Rules and Regulations

The Mandatory sponsor & vendor meeting will be held in the Yuma Civic Center's East Wing on Monday, November 21, 2016 at NOON.

1. The City will not provide tables, chairs, booth frames, duct tape, and extension cords.
2. Vendors shall NOT obstruct walkways, to include: chairs, tables, signs, etc. in front of assigned location.
3. All booths must be professional in appearance. Minimum requirements must include a 10x10 canopy, or 'pop-up' shade structure. All tables must have a tablecloth and skirting draped to the floor on three sides. Booth must display professional signage, which identifies the business/organization, product(s) and pricing.
4. Electricity cannot be provided, generators are allowed outdoors within approved safety guidelines. Vendors are not allowed to share generator electrical outlets; this is a safety compliance issue. Electrical appliances, such as heaters, will not be allowed in the booth.
5. **All Vendors shall** possess a current City Business License and/or Food Handlers Permit (if applicable).
6. **All Vendors agree to and shall abide by the insurance and indemnity** provisions set forth in the Vendors Insurance and Indemnity Requirements for the City of Yuma. Vendors may purchase a Tenant Users Liability Insurance Policy (TULIP) at: <https://www.ebi-ins.com/e/tulip/apply.aspx> at the Yuma Civic Center.
7. **All Vendors, including non-profits are required** to have a City of Yuma Itinerant Business License for each day of the scheduled event. **The cost is \$20 per day.**
8. Vendors selling product MUST provide a copy of their AZ Tax ID number.
9. **All food vendors, including non-profits, are required** to have both an ABC and Class K fire extinguisher. Food vendors must also submit a completed "Temporary and Special Event Food Service Application" with the Yuma County Health District. The permit cost is **\$10** and covers the day of the event. For more information, please contact the Yuma County Health District at (928) 317-4584 and/or the City of Yuma Fire Department at (928) 373-4850.
10. **All food vendors, including non-profits, must adhere** to published "guidelines for temporary and special events food and drink concessions", as set forth by the Yuma County Health District.
11. FOOD VENDORS – Food permits, issued by the Yuma County Health District, must be visibly posted inside the concession booth.
12. No children are allowed in booths with open flames or grills.
13. **It is mandatory that all booths be completely set up ONE hour before the event and all vehicles MUST be off the event/field event area field one hour before event opening.** This is an insurance company requirement.
14. Set up is the day of the festival/event, unless stated otherwise for said event. Early "day-of" setup times will be announced during that event's vendor meeting scheduled by the event coordinator.
15. Vendors will be assigned a number for their booth by the Events Coordinator to be announced during the event vendor meeting.
16. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
17. The City of Yuma Civic Center reserves the right for placement of all booths and product. Only completed and approved applications, with all required documentation and insurances will be considered for booth placement.
18. **Vendors shall not drive on the field/event area to remove equipment until the event is over.**
19. All Vendors are responsible for cleaning up their booth area during and at the close of the event.
20. No leftover food, cooking oils, or grease will be dumped into trashcans or planter areas – dumpsters will be available at a designated location – check booth placement map.
21. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
22. All items to be sold at booth must be indicated on application. The Events Coordinator must be notified of any changes at least 48 hours prior to festival/event. Should changes in the items to be sold occur, without required approval, you may be suspended from vending at any future City of Yuma events and festivals.
23. No spaces will be held without a completed application and payment in full.
24. NO REFUNDS will be given to vendors who do not show up for festival/event.
25. CANCELLATIONS/REFUND: The City of Yuma Civic Center may credit vendor accounts to be used in future events and festivals (upon approval) only if notice is given **two weeks prior to said event.**
26. Event sponsors and private partner businesses of this event will not be held responsible for any liabilities whatsoever for the failure to fulfill conditions under which the event is being produced: due to natural causes, act of God, or any other causes beyond the control of the City of Yuma Civic Center.
27. **There will be a fee of \$45 for returned checks.**
28. Each event will limit the number of duplicated merchandise, to ensure vendor success.
29. The Civic Center provides security at the festival site. However, the Civic Center is not responsible for the security of individual vendor booths, equipment, product or vehicles. Vendors are responsible to secure their own booths, supplies, vehicles and equipment.

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