



Food Vendor Application

Application Due: December 13, 2017

January 13, 2018, 12:00 Noon – 5:00 PM

Gateway Park, Yuma, AZ

First Name _____ Last Name _____
 Mailing Address _____ E-Mail _____
 Phone _____ Cell _____
 Business/DBA _____ AZ Tax ID Number _____
 Food Handlers License # (if applicable) _____

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).

Booth Space Select your requirements: (rates per day)	<input type="checkbox"/> 10 x 10 - \$55 <input type="checkbox"/> 10 x 20 - \$110 EVENT: Art in the Park Sunday, January 13, 2018 Noon to 5 p.m. Gateway Park
Electricity	NO ELECTRICITY AVAILABLE

Additional Required Information:

- Complete list of items to be sold: _____

*Food Vendor Checklist

- Insurance Certificate with Indemnity Requirements
- Waiver of Subrogation Endorsement listing the City of Yuma
- Additional Insured Endorsement listing the City of Yuma
- Primary/Non Contributory
- Food Permit Issued by the Yuma County Health District
- Temporary/Special Event Food Service Application with the Yuma County Health District
- AZ Tax ID Number
- Class K Fire Extinguisher

Make checks payable to **The Yuma Art Center** Please return application in person or e-mail and, if approved, make payment to: Yuma Art Center, 254 South Main St, Yuma, AZ 85364.

CAO 8/2015



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@yumaaz.gov
The Yuma Art Center is owned and managed by the City of Yuma





Food Vendor Application

Application Due: December 13, 2017

Art in the Park Vendor Rules & Regulations

1. **No electricity** is available at Gateway Park. Portable generators may be used at the expense and operation of the vendor.
2. Tables, chairs, booth frames, and extension cords will not be provided.
3. All food vendors will be placed in the designated food court area.
4. Exhibitor must provide their own tent, chairs, displays, tables and any other necessary equipment. No furnishings are provided.
5. All booths must be professional in appearance. Minimum requirements must include a 10 x 10 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 products and pricing.
6. Vendors shall NOT obstruct walkways, to include: chairs, tables, signs, etc. in front of assigned location.
7. The selling of beverages containing alcohol is prohibited by food vendors. These will be available for purchase at Yuma Art Center bar areas.
8. It is mandatory that all booths be completely set up one hour before the event. This is an insurance company requirement.
9. All booths must be professional in appearance. All tables must have a tablecloth and skirting draped to the floor on three sides.
10. All food 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>
11. Vendors selling food products MUST provide a copy of their AZ Tax ID number and Food Handlers License Number.
12. Sales Tax: the vendor is responsible for collecting and remitting all sales tax.
13. All food vendors, including non-profits, are required to have a Class K fire extinguisher and must have submitted a completed “Temporary and Special Event Food Service Application” with the Yuma County Health District. \$10 fee per day of 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. Food permit, issued by the Yuma County Health District, must be visibly posted inside the concession booth.
14. Set up is the day of the festival/event.
15. No spaces will be held without prepayment.
16. No refunds will be given to vendors who do not show up for the festival/event.
17. Vendor spaces will be clearly marked: vendors are required to stay within these markings.
18. 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.
19. No children are allowed in booths with open flames or grills.
20. Check in is required prior to setting up your booth. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
21. Booth space must be manned and open for the duration of the festival. Booths must be ready a minimum of one hour prior to the event opening and must remain open until the event closing time. Vehicles are allowed only during designated times and must follow directional rules as indicated in acceptance information.
22. Music will be provided by the Yuma Art Center. Please refrain from having music or sound equipment in your booth unless otherwise discussed with the event coordinator.
23. All Vendors are responsible for cleaning up their booth area during and at the close of the event.
24. No leftover food, cooking oils, or grease will be dumped into trashcans or planter areas – dumpsters will be available at designated locations – check booth placement map.
25. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
26. All items to be sold at booth must be indicated on application. The Event 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, suspension of the right to set-up a booth for any future events may occur.
27. The vendor fee is non-refundable/non-transferable.

CAO 8/2015



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@yumaaz.gov
The Yuma Art Center is owned and managed by the City of Yuma





Food Vendor Application

Application Due: December 13, 2017

- 28. The City of Yuma is not responsible for infringement of copyright.
- 29. The sponsors of this event will not be liable 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 Parks & Recreation Festivals.
- 30. No spaces will be held without pre-payment. Full payment is due 30 days prior to event. No applications will be accepted after one week prior to schedule festival/event, without Visa, MasterCard or certified funds.
- 31. Payment problems with checks and/or credit cards will result in restriction to cash or money order payment for future shows. There will be a fee of \$45 for returned checks.
- 32. Each event will limit the number of duplicated merchandise, to ensure vendor success.
- 33. The Yuma Art Center will provide staffing at the festival site. However, the Yuma Art Center is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.
- 34. This is a "rain-or-shine" event and will occur on the scheduled date regardless of weather.
- 35. The Yuma Art Center reserves the right for placement of all booths and product. Only completed and approved applications, with all required documents will be considered for booth placement. All booth placements are final.

Acknowledgement and Release

The Vendor signing this application acknowledges they have read, understand, and agree to all the City of Yuma rules and regulations and the Vendor Insurance and Indemnity Requirements for the City of Yuma. The City of Yuma reserves the right to refuse entrance to any said event based on non-compliance with rules and regulations.

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.

I agree to adhere to all local Fire and Life Safety Codes including but not limited to; having a serviced, operational 2A:10B:C AND Class K Fire Extinguisher present (if utilizing cooking equipment), not cooking under any overhang, tent, canopy, enclosure, etc., unless protected by a Type II Hood System, and properly utilizing and securing fuel/energy sources, etc. By signing below I understand failure to adhere to these code requirements will result in being denied from participating in the event.

Signature _____ Date _____

To be completed by Event Coordinator		Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Received		Fees Assessed	
Reviewed By		Fees Received	

CAO 8/2015



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@yumaaz.gov
The Yuma Art Center is owned and managed by the City of Yuma

