



**Children's Festival of the Arts**  
**Saturday, November 3, 2018**  
 Vendor Donation Application  
 Application Due: **Friday, October 5, 2018**

**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).\*\***

<b>Booth Space</b> Select your requirements: (rates per day)	<input type="checkbox"/> 10 x 10 - \$55 <input type="checkbox"/> 10 x 20 - \$110	EVENT: Children's Festival of the Arts - 2018 Saturday, November 3, 2018 10:00 A.M. to 3:00 P.M. Main Street in Historic Downtown Yuma
<b>Electricity</b>	<b>NO ELECTRICITY AVAILABLE</b>	

**Additional Required Information:**

- Complete list of items to be sold: \_\_\_\_\_
- Additional items - \_\_\_\_\_

**\*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

To be completed by Yuma Art Center	Date Application Received: _____
Company or DBA: _____	AZ Tax ID # _____
Copy of Food Handlers License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Certificate of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Space Assignment: _____	Size: _____
Notified: <input type="checkbox"/> Phone <input type="checkbox"/> Mail	Food Vendor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Booth Fee \$ _____	
+Electricity \$ _____	
=Subtotal \$ _____	Final Payment \$ _____
	<input type="checkbox"/> Cash <input type="checkbox"/> Chk # _____ <input type="checkbox"/> CC
<u>Credit Card Payment:</u>	
Credit Card # _____	Expires _____
Not Applicable _____	Sec. Code _____
	Receipt # _____
Staff Initials: _____	

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.



## Vendor Rules and Regulations

1. Tables, chairs, booth frames, duct tape, and extension cords will **not** be provided.
2. There will be **NO** obstruction to 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 is not available.**
5. **All vendors are required to possess a current Business License and/or Food Handlers Permit (if applicable). A general liability certificate of insurance in the amount of \$1,000,000 naming City of Yuma as additional insured is required when bringing in Jumpers, Slides, Skating Rinks, etc. The City of Yuma is covered for liability for City sponsored events, but vendors are not covered. If you, (the vendor) would like to purchase a Tenant Users Liability Insurance Policy (TULIP) The Website is: <https://www.ebi-ins.com/e/tulip/apply.aspx>**
6. **All Vendors agrees 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>
7. Vendors selling product MUST provide a copy of their AZ Tax ID number.
8. **All food vendors, including non-profits, are required** must have submitted a completed "Temporary and Special Event Food Service Application" with the Yuma County Health District. 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. All cooking equipment capable of producing a grease laden vapor that is under a tent, canopy, overhang, roofed enclosure, etc. must be protected with a Type I hood system with fire suppression, Class K portable fire extinguisher is required within 30' of cooking equipment 2A:10B:C rated portable fire extinguisher must be provided. **\$10 fee per day of event.**
9. **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. A food permit, issued by the Yuma County Health District, must be visibly posted inside the concession booth.
10. No children allowed in booths with open flames or grills.
11. **It is mandatory that all booths be completely set up ONE hour before the event and all vehicles MUST be off Main Street Plaza one hour before event opening.** This is an insurance company requirement.
12. Set up is the day of the festival/event.
13. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
14. The City of Yuma – Parks and Recreation Department – Arts and Culture Division reserves the right for placement of all booths and product. Only completed and approved applications, with all required documents and photos will be considered for booth placement. **ALL BOOTH PLACEMENTS ARE FINAL!**
15. Vendors must unload vehicle and remove vehicle off the street/plaza prior to setting up booth.
16. Vendors will not be allowed to drive on the plaza area until the event is over.
17. All vendors are responsible for cleaning up their booth area during and at the close of the event.
18. 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.
19. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
20. All items to be sold at booth must be indicated on application. There will be no changes 48 hours prior to festival/event.
21. No spaces will be held without pre-payment.
22. No refunds will be given to vendors who do not show up for festival/event.
23. 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 and Recreation Department – Arts and Culture Division.



24. The sponsors of this event will not be liable for any liabilities whatsoever for the failure to fulfill conditions under which event is being produced: due to natural causes, act of God, or any other causes beyond the control of the City of Yuma – Parks and Recreation Department – Arts and Culture Division.
26. Payment problems with checks and/or credit cards will result in restriction to cash or money order payment for any future shows. **There will be a fee of \$45 for returned checks.**
27. The Children's Festival of the Arts is not responsible for the security of individual food vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.

### 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 \_\_\_\_\_

