

Submit vendor applications to
 Events Coordinator
 julieanna.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
 July 4, 2016 4-9 p.m.**

Name and Date of Event 2016 July 4 BBQ & Fireworks Spectacular Event #1607001

First Name _____ **Last Name** _____

Mailing Address _____ **E-Mail** _____

Phone _____ **Cell** _____

Business/DBA/Tax# _____ **Food Handlers License #** _____

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>Food Vendor Space</u>	<input type="checkbox"/> Food vendor -- \$150 (20'x25' space)
<u>Business Vendor Space</u>	<input type="checkbox"/> Business vendor -- \$125 (10'x10' space)

Additional Required Information

Complete list of items to be sold:

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

Space assigned: _____ Size: _____
 YCC receipt number: _____

Method of payment

Booth Fee \$ _____ Cash Chk CC
 Sponsorship \$ _____
 Payment Total \$ _____

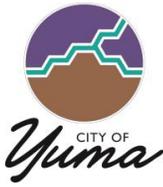
Credit Card processing
 Credit Card Number: _____
 Expires: _____
 CVV Security: _____
 Address: _____
 Zip Code: _____

Copy of Insurance Cert Yes No Date received: _____
 Date Insurance Expires: _____

Endorsement letter Yes No Date received: _____

Payment in full Yes No Date received: _____

Food Vendor Yes No - Food Handler number recorded Yes No



City of Yuma Civic Center Vendor Rules and Regulations

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 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. Vendors will be assigned a number for their booth by the Events Coordinator.
6. **All Vendors shall** possess a current City Business License and/or Food Handlers Permit (if applicable).
7. **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>
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 a Class ABC 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.
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 permit, 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 states otherwise for said event. Early "day-of" setup times will be announced.
15. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
16. The City of Yuma Civic Center 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!**
17. Vendors must unload vehicle and remove vehicle off the field/event area prior to setting up booth.
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, suspension of the right to set-up a booth for any future events may occur.
23. No spaces will be held without full payment.
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 will credit vendor accounts to be used in future shows (upon approval) only if notice is given two weeks prior to said event. Refund checks will be issued under certain circumstances only.
26. 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 Civic Center.

27. No spaces will be held without full payment of fees as stated above and completed and approved application, with all required documents. Full payment is due 30 days prior to event. No applications will be accepted after two weeks prior to schedule festival/event, without Visa, MasterCard or certified funds. Failure to pay in a timely manner will result in loss of deposit.
28. 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.**
29. Each event will limit the number of duplicated merchandise, to ensure vendor success.
30. The Civic Center provides security at the festival site. However, the Civic Center is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.

A pre-event vendor meeting will be held on **Friday, June 24, 2016 at 2 p.m.** to review all aspects of the event.

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