

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**

Name and Date of Event 2016 Wedding & Quinceañera Expo Event #1609035

First Name _____ **Last Name** _____

Mailing Address _____ **E-Mail** _____

Phone _____ **Cell** _____

Business/DBA _____ **COY Business License #** _____

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).

Vendor Space	<input type="checkbox"/> 10x10 Aisle Booth (No Electric) - \$150 <input type="checkbox"/> Wall Booth Electricity - \$175 <input type="checkbox"/> Corner Booth - \$250
Sponsor	<input type="checkbox"/> Value of Sponsorship \$ _____ <input type="checkbox"/> 10'x10 space <input type="checkbox"/> 10'x20 space <i>(If Sponsorship value meets or exceeds \$1,000 a 10'x20 booth is provided at no additional cost)</i>

Additional Required Information

Complete list of items to be sold or Sponsorship.

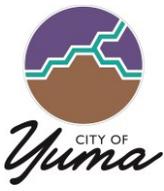
Acknowledgement and Release

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
Space assigned: _____ Size: _____ YCC receipt number: _____ Method of payment Booth Fee \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Chk <input type="checkbox"/> CC Sponsorship \$ _____ Payment Total \$ _____ <u>Credit Card processing</u> Credit Card Number: _____ Expires: _____ CVV Security: _____ Address: _____ Zip Code: _____	Copy of Insurance Cert. <input type="checkbox"/> Yes <input type="checkbox"/> No Date received: _____ Date Insurance Expires: _____ Endorsement letter <input type="checkbox"/> Yes <input type="checkbox"/> No Date received: _____ Payment in full <input type="checkbox"/> Yes <input type="checkbox"/> No Date received: _____ Food Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No - Food Handler number recorded <input type="checkbox"/> Yes <input type="checkbox"/> No



City of Yuma Civic Center Vendor Rules and Regulations

1. The City will provide (1) table, (2) chairs & 'S' rings per booth. Additional tables may be purchased at \$10 per table.
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. 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. Vendors will be assigned a number for their booth by the Events Coordinator.
5. **All Vendors shall** possess a current City Business License and/or Food Handlers Permit (if applicable).
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** to 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.
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. Vendors are not allowed to sell alcohol.
10. **It is mandatory that all booths be completely set up ONE hour before the event.**
11. Set up is the day of the festival/event, unless stated otherwise for said event. Early "day-of" setup times will be announced during the scheduled event vendor & sponsor meeting.
12. The City of Yuma Civic Center reserves the right to designate booth placement. Only completed and approved applications, with all required documentation & payment, will be reserved on a 'first come, first served' basis.
13. **Vendors shall not break their booths down and/or remove equipment until the event is over.**
14. All Vendors are responsible for cleaning up their booth area during and at the close of the event.
15. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
16. 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. Changing items for sale, without prior approval, may result in future event suspension.
17. **No spaces will be held without full payment (NO REFUNDS will be given to vendors who do not show up for festival/event).**
18. 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, acts of God, or any other causes beyond the control of the City of Yuma Civic Center.
19. No spaces will be reserved without full payment with completed and approved application, with all required documentation. Applications will NOT be accepted (1) week prior to the event.
20. **A \$45 fee will be assessed on all returned checks.**
21. Each event will limit the number of duplicated merchandisers or re-arrange booth assignment to ensure vendor success. If you foresee a booth placement conflict contact the events coordinator as soon as possible (booth placement is not final until the week before the event).
22. The Civic Center provides security during hosted events. However, the Civic Center is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booth decorations, supplies, merchandise for sale and equipment.

A mandatory pre-event vendor meeting will be held on Friday, **September 15, 2016 at 12:30 p.m.**, ensure any comments, suggestions and concerns are raised and answered at that time.

(By signing this application, you acknowledge that you have read, understand and agree to the Civic Center Vendor event procedures and Rules and Regulations. You also agree that your business fully complies with the City of Yuma's Vendor Insurance and Indemnity requirements. The City of Yuma reserves the right to refuse entrance to any hosted event based on non-compliance with the stated rules and regulations.