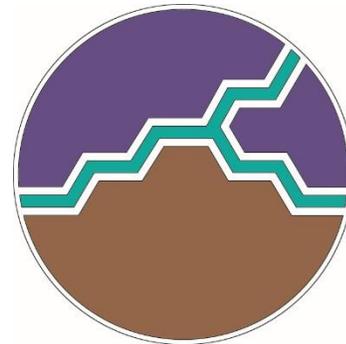




City of Yuma

VENDOR APPLICATION PROCESS



First – Who we are.

Parks & Recreation

- Debbie Wendt, Director of Parks & Rec
- Jasmin Rodriguez, Supervisor
- Aaron Morales, Marketing Specialist

Yuma Art Center

- Lindsay Benacka, Art & Culture Program Manager
- Ana Padilla, Program Coordinator
- Catherine Rone, Gallery & Gift Shop Coordinator

Yuma Civic Center

- Esther Markle, Civic Center Manager
- Cutter Chamberlain, Marketing Specialist

Heritage Festivals

- Carrie Ring, Marketing Specialist / Supervisor
- Joanne Fiser, Heritage Festivals Coordinator

Tax & License Department

- Carla Waterford, Tax & License Specialist

City of Yuma Signature Events

Yuma Art Center

- YumaCon
10/5 | Yuma Civic Center
- Children's Festival of the Arts
11/02 | Historic Downtown
Main St.
- North End Art Walk
11/15 | Historic Downtown
Main St.
- Holiday Art Bazaar
11/30 | Yuma Art Center
- Art in the Park
01/11-12 | Gateway Park
- ArtBeat 13
04/17-18 | Historic
Downtown Main St.

Yuma Civic Center

- Desert Sun Show 'N Shine
10/26 | Desert Sun Stadium
- Yuma German Fest
01/18 | Desert Sun Stadium
- Men's Expo
02/01 | Yuma Civic Center
- Boogie, Brews & Blues
Festival
02/22 | Gateway Park
- Tunes & Tacos Festival
04/10 - 11 | Desert Sun
Stadium
- 4th of July Spectacular
07/04 | Desert Sun Stadium
- Party Expo
08/22 | Yuma Civic Center

Heritage Festivals

- Celebrate the Heat
09/07
- Trick or Treat On Main St.
10/31
- Christmas Lighting On
Historic Main St.
12/07
- Yuma Medjool Date Festival
01/25
- BBQ & Brew Festival
02/28 - 29
- Music on Main
03/14
- Cinco De Mayo Celebration
05/02

City of Yuma

Carla Waterford, Tax & License Specialist

928-373-5074 Carla.Waterford@yumaaz.gov

AWC Small Business Development Center

1351 S Redondo Center Dr, Yuma, AZ 85365

928-317-6151

3 Types of Business Licenses

(C) **RESIDENT BUSINESS.** A resident business or resident merchant is defined as any person, whether owner or otherwise, who engages in a regular business of selling and delivering goods or providing services from a fixed place of business within the city.

(D) **NONRESIDENT BUSINESS.** A nonresident business is defined as any person whether owner or otherwise who, from a fixed place of business outside the city, consummates a business transaction initiated at that outside fixed location by delivery of goods or provision of services to a customer's location within the city.

(E) **ITINERANT BUSINESS.** An itinerant business is defined as any person whether owner or otherwise, whether a resident of the city or not, who engages in a temporary business of selling and delivering goods or providing services within the city, and who, lacking a fixed location within the city and in furtherance of such purpose, uses any street or other place within the city, for the temporary exhibition and sale of such goods or provision of services, either privately or at public auction. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant or auctioneer.

(F) **SECONDARY LOCATION LICENSE.** A secondary location license is defined as a temporary license of a sales location for a resident business.

Charter Code 70-04 Per our City Charter Code there are three definitions of business. [http://library.amlegal.com/nxt/gateway.dll/Arizona/yuma/yumacitycodeyumaarizona?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:yuma_az](http://library.amlegal.com/nxt/gateway.dll/Arizona/yuma/yumacitycodeyumaarizona?f=templates$fn=default.htm$3.0$vid=amlegal:yuma_az))

In order to be a vendor you must...

All vendors who register to attend and reserve a vendor space at our events are required to have one or the other of the following:

BOTH A City of Yuma Business License (RESIDENT OR NONRESIDENT BUSINESS) AND a Secondary Location License (what we were calling an Itinerant)

OR

an Itinerant License (County or out of State)

A business that DOES not have a COY business license, and is defined as an Itinerant Business is only required to obtain an Itinerant Business License, however they also must have and Arizona Transaction Privilege Tax Number from the state. (That permit could take up to 3-4 weeks for the state to process.)

[Apply for a AZ TPT License](#)

Vendor Checklist

Before you submit your application to the City of Yuma, please make sure that the following steps have been completed:

- Each section of the Event Application form has been filled out **completely**.
- A complete list of items to be sold or distributed AND a photo of their booth set up is included w/ app.
- Acknowledgement that vendors are not allowed to sell or distribute any type of beverages unless pre-approved by the Festival Coordinator.
- The indemnification 'Standard Hold Harmless Clause for Special Event Permits' section is complete and signed.
- A copy of your **COY Business License**, and a copy of your **Secondary Location License**. Or vendor must complete the ***Itinerant Business License application w/ their AZ TPT ID number indicated on the app.***
- For Food Vendors, evidence of a one million dollar (\$1,000,000) insurance policy (Commercial General Liability) per occurrence, two million aggregate (\$2,000,000) for the event, in the form of a Certificate of Insurance w/ Endorsements
- A Waiver of Subrogation endorsement accompanies the certificate and is indicated on the certificate.
- An Additional Insured Endorsement listing the City of Yuma accompanies the certificate and is indicated on the certificate.
- A primary Non-Contributory Endorsement accompanies the certificate and is indicated on the certificate.
- Yuma County Health Department License # is indicated on the application. A copy of YCHD license certificate.
- The Food vendor has acknowledged possession of serviced (at a minimum) a 2A:10:BC Fire Extinguisher. For those using a heat source, flame, oil, or grease etc. a Class K Fire extinguisher is also required.

Easy as 1 – 2 – 3 – Streamline the process.

Complete the Application and Submit within **30 days+** of the event.

Provide all required documentation.

Pay the Vendor Fee

(The Business License or Secondary Location License Fee is INCLUDED IN THE VENDOR FEE.)

ALL DOCUMENTS MUST BE PROCESSED **WITHIN TWO WEEKS** OF EACH FESTIVAL,
OR YOU WILL NOT BE ACCEPTED INTO THE EVENT.

Today is your cordial invitation to be a vendor at City of Yuma events. Please pick up the festival application(s) you are interested in before leaving today. Complete and email to the appropriate Event Coordinator to confirm your participation. Registering in advance will help the event coordinator, and you!

Hobby / Art Vendors

To address vendors who are conducting hobby activity, please see the link below from the Arizona Department of Revenue. The AZDOR states, even if someone is doing a “hobby”, once they take those products out to a public venue with the intention to sell, it’s considered business activity.

<https://azdor.gov/news-events-notices/news/ador-highlights-tax-compliance-requirements-special-events-arizona>

***Please note:** At the discretion of the Event Organizer, the vendor booth fee may be waived for Hobby/Art Vendors. The license fee however, will not be waived or absorbed by the City of Yuma.

Appearance / Expectations

Plan out your booth space **BEFORE** the day of your festival.
(stay within your assigned area, keep it clean and tidy)

Check-in upon arrival with the Event Coordinator.

Display vertically. - See two links below for examples.

Emphasize your business name for potential buyers with clean, professional, branded signage.

Price everything **AND** display your prices.

Add a 'Experiential Activity' to your booth! (charging station, spinning wheel, giveaways)

Share the Facebook Event page and graphics with your followers!

Do Not Break Down Early. Plan your time and staff accordingly.

Decorate your vendor booth space and be festive with the theme.

<https://getarchd.com/2018/01/15/vendor-booth-ideas-and-tips/>

<https://www.pinterest.com/christinspins/craft-fair-booth-set-up-and-design-ideas/>

Examples of Attractive Vendor Booths





Yuma Art Center

Ana Padilla
928-373-5202
Ana.Padilla
@yumaaz.gov

Catherine Rone
928-373-5415
Catherine.Rone
@yumaaz.gov

Yuma Civic Center

Cutter Chamberlain
928-373-5040
Cutter.Chamberlain
@yumaaz.gov

Heritage Festivals

Joanne Fiser
928-373-5028
Joanne.Fiser
@yumaaz.gov

Carrie Ring
928-373-5020
Carrie.Ring
@yumaaz.gov