



Art in the Park
Saturday, January 12, 2019
Food and Vendor Application
Application Due: December 14, 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).* *

Event Description: Art in the Park is a fine arts festival inspired by the infamous “Sunday in the Park on the Island of La Grande Jatte” by Georges Seurat. This one-day event takes place along the meandering Colorado River in Downtown Yuma. As they chat with artists and select their favorite works, art patrons are invited to sip a mimosa and stroll along the river.

Application Checklist: Submit all application materials to the Yuma Art Center at 254 S. Main Street, Yuma AZ or to Arts@YumaAz.gov. 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. ***Incomplete applications will not be processed.***

- Completed Application Form
- Application and Booth Fee
- W-9 Tax Form or Arizona Transaction Privilege Tax License (TPT)
- Insurance Documents: Insurance requirements may vary. Please contact the event organizer at Arts@yumaaz.gov for more information.

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 Insurance Documentation
- 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

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|---|--|
| <p><u>Booth Space</u> Tents and electricity must be provided by the vendor.</p> | <p><input type="checkbox"/> 10 x 10 Tent Space – \$55 <input type="checkbox"/> 10 x 20 Tent Space – \$110</p> |
| <p><u>Items for Sale</u> Only listed items are allowed at the event.</p> | |
| <p><u>Alternative Description of Booth Space</u> List activity provided or description of materials to be distributed.</p> | |



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@yumaaz.gov
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Vendor Rules and Regulations:

1. Tables, chairs, booth frames, duct tape, and extension cords are **not** 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 out of the event area 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



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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 City of Yuma is not responsible for the security of 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 _____

| 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: _____ | | Notified: <input type="checkbox"/> Phone <input type="checkbox"/> Mail | |
| Size: _____ | | 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: _____ | | | |

