



## Community Activity Booth Application

**Event Date:** Saturday, November 2, 2019

**Event Time:** 10:00 am to 3:00 pm

**Application Deadline:** Friday, October 4, 2019 by 5:00 pm

**Theme:** Super Heroes

**Description:** This event is a fun, family-friendly festival and dozens of local organizations and business that provide make and take arts and crafts projects for attendees. Now in its 27th year, the festival takes over Main Street and has over 2,000 visitors each year.

Organization/Business Name \_\_\_\_\_  
 Point of Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Website \_\_\_\_\_ COY Business License # \_\_\_\_\_

<b><u>Booth Space</u></b>	<input type="checkbox"/> School <input type="checkbox"/> Non-Profit <input type="checkbox"/> Business	<p><b>Each booth includes a 10x10 space, one 8-foot table and two chairs.</b>          (Additional tables or chairs may be available upon request).</p>
<b><u>Booth Activity</u></b>	<p>Please provide a description of what activity will be provided at your booth. Plan projects for a minimum of 500 participants and keep in mind the theme for the event is "Super Heroes." The event coordinator can suggest projects and activities as needed and will limit certain activities to prevent duplications.</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>	

**Application Checklist:** Submit all application materials to the Yuma Art Center at 254 S. Main Street, Yuma, AZ 85364 or to Arts@YumaAz.gov. **Incomplete applications will not be processed.**

- Completed Application Form
- Provide organization or business logo. High quality images, .jpeg or .png files are preferred to use for marketing.

**For more information, contact:**  
 Ana Paulina Padilla, Program Coordinator | Ana.Padilla@yumaaz.gov | (928) 373-5206



**Terms and Conditions:**

1. Each booth space will include a table and two chairs. Additional tables and chairs may be available. Please contact the event coordinator with any special requests.
2. Booths must provide their own tent, displays, and any other necessary equipment. Tents must be weighted, sturdy, safe, clean and tidy.
3. No community activity booth is permitted to sell products or services. All activities must be free of charge. Promotional materials such as flyers, business cards, etc. may be distributed from booths.
4. No water for booths or activities will be provided. Designated hand washing stations will be available throughout the festival.
5. There will be NO obstruction to walkways, to include: chairs, tables, signs, etc. in front of assigned location.
6. The City of Yuma reserves the right for placement of all booths. All booth placements are final.
7. **Spaces may be set up Saturday morning starting at 7:00am. All booths MUST BE set up and all vehicles removed from Main Street by 9:00 am on the day of the event.** This is a highly attended event and it is difficult to set up as people are entering the street.
8. Tear down time will be from 3:00 pm – 4:30 pm on the day of the event. All vendors are responsible for cleaning up their booth area during and at the close of the event.
9. Vendors shall not drive on Main Street until the event is over, and the majority of attendees have evacuated. Do not break down early. This negatively impacts the event for both attendees and other vendors. Vendors that break down early will be billed a \$50 fee and will not be permitted into future City of Yuma events.
10. The City of Yuma and its co-sponsors 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.
11. Music will be provided by the Yuma Art Center. Please refrain from having music or sound equipment in your booth unless otherwise discussed with the event coordinator.
12. This is a “rain-or-shine” event and will occur on the scheduled date regardless of weather.
13. 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>
14. Applicant understands and agrees that Vendor Applicant’s employees, agents, contractors, volunteers, and directors, are not serving as employee of the City in any manner and therefore are not entitled to any of the City’s industrial benefit coverages, including Worker’s Compensation coverages. Vendor Applicant acknowledges that any injury its employees sustain in the performance of this Contract will be not be eligible for industrial benefits and any necessary treatment will be Vendor Applicant, or Vendor Applicant’s insurer’s, sole responsibility.
15. The City of Yuma reserves the right to refuse entrance to any said event based on non-compliance with rules and regulations.

**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 \_\_\_\_\_

