



Food Vendor 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 # _____

| | | |
|--|---|--|
| Booth Space Select your requirements: (rates per day) | <input type="checkbox"/> 10 x 10 - \$55 Includes \$20 Secondary License or Itinerant License Fee | <input type="checkbox"/> 10 x 20 - \$110 Includes \$20 Secondary License or Itinerant License Fee |
|--|---|--|

Additional Required Information:

Complete list of items to be sold: _____

***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
- Food handlers license # _____
- 2A:10B:C Fire Extinguisher
- Class K Fire Extinguisher
- Indemnity Page Attached
- COY Business License # _____ Secondary Location License # _____
- (OR) Itinerant Business License # _____ AZ TPT License # _____
- Provide organization or business logo. High quality images, .jpeg or .png files are preferred to use for marketing.

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.

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



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@YumaAz.gov
 The Yuma Art Center is owned and managed by the City of Yuma.

Vendor Rules and Regulations

1. ALL Vendors promoting or selling product or services MUST provide a copy of their **COY Business License**, and possess a **Secondary Location License**. Or must provide a copy of their **Itinerant Business License w/ their AZ TPT License number**. Contact City of Yuma Tax & License Specialist 928-373-5074 within 10 business days prior to event.
2. Tables, chairs, booth frames, duct tape, and extension cords will **not** be provided.
3. Vendor shall **NOT** obstruct to walkways, to include: chairs, tables, signs, etc. in front of assigned location.
4. 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.
5. **Electricity is not available.**
6. If the vendors are bringing their own generator as a power source, **the MAXIMUM decibel level is 80 dB**. The vendor shall monitor generator noise level to ensure vendor is in compliance. Generators to be found to exceed the maximum decibel level will be asked to shut off and find another source of power.
7. **All Vendors agree 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> Venue Code: 0458-007
8. **All food vendors, including non-profits, are required** to have a Class 2A:10B:C portable fire extinguisher.
9. **All food vendors who use propane, oil, flame, grease, grill, charcoal, etc. are required** to possess a **Class K Portable Fire** extinguisher.
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** – must have submitted a completed "Temporary and Special Event Food Service Application" with the Yuma County Health District. **\$13 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.
12. Food permit, issued by the Yuma County Health District, must be visibly posted inside the concession booth.
13. No children allowed in booths with open flames or grills.
14. **It is mandatory that all booths be completely set up ONE hour before the event and all vehicles MUST be off Main Street Plaza one hour before event opening.** This is an insurance company requirement.
15. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
16. 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!**
17. Vendors must unload vehicle and remove vehicle off the street/plaza prior to setting up booth.
18. 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.
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.
23. No refunds will be given to vendors who do not show up for festival/event.
24. CANCELLATIONS/REFUND: The vendor fee is non-refundable/non-transferable.
25. 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.
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 \$25 for returned checks.**
27. The City of Yuma is not responsible for the security of individual food vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.
28. This is a "Rain-or-shine" event and will occur on the scheduled date regardless or weather.

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 _____



SPECIAL EVENTS

The following information applies to any organization, group, or person who wants to participate in an event sponsored or co-sponsored by the City of Yuma

- LOCATION – The allowed events are located at COY parks, Historic Main Street/North End, And Desert Sun Stadium.
- FEE – **The fee for conducting the event is \$20.00 per day.** This fee can be waived for school organizations or non-profit organizations (as defined by the IRS) with the following requirements:
 - School clubs or groups must provide a letter on school letterhead and signed by a member of the staff acknowledging the event as a school sanctioned fundraising activity.
 - Non-profit groups must provide a copy of the IRS (Internal Revenue Service) or ADOR (Arizona Department of Revenue) letter showing that non-profit status was granted to the organization.
- BUSINESS LICENSE APPLICATION – A City of Yuma Business License Application must be completed and signed by an adult who will become the contact person for the business.
- TIME LIMITS – no more than 3 consecutive days per event. Maximum of 9 days per calendar year for non-local clubs or groups.

Once all the above requirements have been met and the application is approved, you will be contacted to remit your fee and a receipt will be issued. This receipt must be present at all times during the event

REQUIRED ITEMS

Completed application
Copy of identification
Copy of Arizona TPT certificate (if making sales of any kind. Not required for non-profits)
Copy of health permit

IMPORTANT NOTICE!! PLEASE READ!!

NOTICE REGARDING IDENTIFICATION FOR APPLICANTS

Effective September 30, 2008 the Arizona Revised Statute 41-1080 requires all individuals applying for a business license to present identification indicating the individual's presence in the United States is authorized under federal law. ¹

Please refer to the ARS statute for a detailed list of acceptable forms of identification.

*The states that don't have lawful presence requirements are **California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maryland, New Mexico, Nevada, New York, Utah, Vermont, and Washington.** If your driver's license is issued by one of these states, you must provide a secondary form of identification.

¹Does not apply to registered corporations

CITY OF YUMA BUSINESS LICENSE APPLICATION

**ONE CITY PLAZA
YUMA, ARIZONA 85364
(928) 373-5074
TTY (928) 373-5149**



City of YUMA



City of YUMA

This application must be filed before you can lawfully engage in business within the City of Yuma. A separate license is necessary for each business location as provided by the Yuma City Code, Title 7. This license is not transferable and shall be valid until owner requests cancellation in writing or revoked by the City License & Tax Division. All business license holders must also comply with the city codes in regards to their operations and facilities. All businesses located in the city must comply with all ordinances, regulations, and requirements affecting public peace, health, and safety. *(Last revision Nov 2017)*

THIS BOX FOR OFFICE USE ONLY

BL PLAN # _____ **CONTROL #** _____ **DATE RECEIVED** _____
LICENSE # _____
APPLICATION # _____ **RECEIVED BY** _____

1. ORGANIZATION / BUSINESS / PERSON NAME _____
2. CONTACT PHONE () _____ E-MAIL _____
3. LOCATION OF EVENT _____
ADDRESS _____ CITY / STATE / ZIP _____
4. MAILING ADDRESS _____
PO BOX OR ADDRESS _____ CITY / STATE / ZIP _____
5. DESCRIPTION OF EVENT & VENDOR TYPE _____

6. DATE OF EVENT _____ ARIZONA TPT # _____

WILL THERE BE CHEMICALS ON SITE? YES NO (Customer signature required) _____

7. IS THIS ORGANIZATION NON-PROFIT YES NO
(TO CLAIM NON-PROFIT STATUS YOU MUST HAVE A COPY OF YOUR I.R.S. LETTER)

8. **CONTACT PERSON (MUST BE 18 YEARS OR OLDER)** _____

HOME ADDRESS _____
STREET _____ CITY / STATE / ZIP _____

HOME PHONE _____ CELLULAR / OTHER _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

ADDITIONAL CONTACT PERSON _____

HOME ADDRESS _____
STREET _____ CITY / STATE / ZIP _____

HOME PHONE _____ CELLULAR / OTHER _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

IF YOU ARE A NON-PROFIT ORGANIZATION, PLEASE COMPLETE THIS ADDITIONAL INFORMATION

FOR NON-PROFIT ORGANIZATIONS ONLY – PLEASE COMPLETE THE INFORMATION BELOW

ORGANIZATION / CORPORATE NAME _____

ORGANIZATION ADDRESS _____

ADDRESS

CITY / STATE / ZIP

PHONE _____

EIN/TIN/FIN ID # _____

DATE OF INCORPORATION _____

STATE OF INCORPORATION _____

LIST AT LEAST ONE OFFICER OF THE ORGANIZATION

NAME _____ TITLE _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

NAME _____ TITLE _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

INFORMATION ABOUT FUNDRAISERS

- 1. The business allowing your organization to conduct your fundraiser must provide you with written permission to do so. This must be on their business letterhead OR must have a business card attached.**
- 2. The license fee of \$20 per day can only be waived with a copy of your IRS designation letter confirming your status as non-profit.**
***School clubs or teams may provide a short statement, on school letterhead, regarding the schools knowledge of the fundraising event. Must be signed by authorized school personnel.**
- 3. There is a limit of 3 consecutive days per event.**
- 4. Non-local clubs, groups, or persons have a maximum of 9 total days per year.**

I swear that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts and failure to pay and renew in a timely manner will subject me to the remedies as prescribed in the Yuma City Code, Title 7. I also agree to comply with all Federal, State, County, and City laws as pertains to this business. I understand that the issuing of the business license will allow city staff to begin performing certain reviews and / or inspections of my business operations and the building(s) in which they reside. I further understand that the issuance of my business license does not waive or release me from complying with all current city codes, including but not limited to: zoning, building, public works and fire. Non-compliance issues may be identified as a result of these reviews and / or inspections. I acknowledge that I may not be allowed to operate my business until all identified issues have been resolved and that I have read and understand the attached portion of this application that summarizes the review and inspection process.

CONTACT NAME (PRINTED) _____ TITLE _____

SIGNATURE _____ DATE _____

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION OF OR ACCESS TO OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS, ACTIVITIES, OR SERVICES. FOR INFORMATION REGARDING RIGHTS AND PROVISIONS OF THE ADA OR SECTION 504, OR TO REQUEST REASONABLE ACCOMODATIONS FOR PARTICIPATION IN CITY PROGRAMS, ACTIVITIES, OR SERVICES CONTACT: ADA/SECTION 504 COORDINATOR, CITY OF YUMA HUMAN RESOURCES DIVISION, ONE CITY PLAZA, PO BOX 13012, YUMA, AZ 85366-3012 OR CALL 928-373-5127 (TTY 928-373-5149).

**** Important Information ****