



# YumaCon 2018 Vendor Donation Application

Application Due: September 7, 2018

Event Date: October 6, 2018 at the Yuma Civic Center

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **E-Mail** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_  
**Business/DBA** \_\_\_\_\_ **Arizona Tax ID Number** \_\_\_\_\_  
**Food Handlers License Number** (food vendors only\*) \_\_\_\_\_

Please return application in person at the Yuma Art Center or e-mail to [YumaCon@yumaaz.gov](mailto:YumaCon@yumaaz.gov).  
 Make payment to: Yuma Art Center, 254 S. Main Street, Yuma, AZ 85364

Booth fees are nonrefundable and nontransferable. Applications are not complete without payment.

<b>Vendor Booth</b> Each booth will be furnished with 1 8ft table and 2 chairs per 10 x 10 space.	<input type="checkbox"/> 10 x 10 - Artist or Student Booth - \$25 (no electricity available, see #3 under terms and conditions) <input type="checkbox"/> 10 x 10 - \$55 (electricity upon request) <input type="checkbox"/> 10 x 20 - \$110 (electricity upon request)
<b>Electricity</b> Limited availability	There is a \$15 charge for electricity. Do you need electricity?    Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Food Vendor</b>	<input type="checkbox"/> 10 x 10 - \$55 (no electricity available) <input type="checkbox"/> 10 x 20 - \$110 (no electricity available) All food vendors will be placed outside of the Yuma Civic Center on Desert Hills Drive. First come, first serve placement.

Complete list of items to be sold:

Main item \_\_\_\_\_  
 Additional items \_\_\_\_\_

### \*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 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

### Important Dates and Times

September 7, 2018: Vendor Applications Due  
 October 5, 2018, 3:00 pm to 6:00 pm: Vendor set up  
 October 6, 2018, 8:00 am to 10:00 am: Vendor set up  
 October 6, 2018, 11:00 am to 7:00 pm: YumaCon



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – [Arts@yumaaz.gov](mailto:Arts@yumaaz.gov)  
 The Yuma Art Center is owned and managed by the City of Yuma





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### YumaCon Vendor Rules & Regulations

1. Check in is required prior to setting up your booth.
2. Vendors shall not obstruct walkways, to include: chairs, tables, signs, etc. in front of assigned location.
3. Artist and student booths are reserved for artists who create handmade art, such as sketches, drawings, bookmarks, and/or commissions. There is no electricity available for these booths.
4. It is mandatory that all booths be completely set up one hour before the event and must stay open until the event closes. This is an insurance company requirement.
5. All booths must be professional in appearance. All tables must have a tablecloth and skirting draped to the floor on three sides.
6. All vendors are responsible for collecting and remitting sales tax on all sales.
7. Electricity is limited and will be assigned on a 'first come – first served' basis according to when applications are submitted. Electricity is not available for food vendors. Cost for electricity is \$15. Electrical outlets are numbered and Vendors will be assigned a number for their booth. Vendors are not allowed to share electrical outlets; this is a safety compliance issue. Electrical appliances, such as heaters, will not be allowed.
8. Set up times are 3:00 pm to 6:00 pm on October 5, 2018 and 8:00 am to 10:00 am the day of event.
9. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
10. The event coordinators reserve the right for placement of all booths and product. Only completed and approved applications, with all required documents will be considered for booth placement. All booth placements are final.
11. All vendors are responsible for cleaning up their booth area during and at the close of the event.
12. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
13. All items to be sold at booth must be indicated on application. The event coordinator must be notified of any changes at least 7 days prior to event.
14. YumaCon may limit the number of duplicated merchandise, to ensure vendor success.
15. The booth fee is nonrefundable and nontransferable. No refunds will be given to vendors who do not show up for the event.
16. The City of Yuma is not responsible for infringement of copyright.
17. 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, act of God, or any other causes beyond the control of the City of Yuma.
18. No spaces will be held without payment in full. No applications will be accepted without payment.
19. Payment problems with checks and/or credit cards will result in restriction to cash or money order payment for future shows. There will be a fee of \$45 for returned checks.
20. The City of Yuma will provide security at the event. However, YumaCon is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.
- 21. No functional props or weapons or props made out of metal are allowed at YumaCon. All props must be inspected and tagged at security upon entrance to the convention. All costume props must conform to state and federal law. Projectile costume props and costume weapons must be rendered inoperable.**
22. This is a "rain-or-shine" event and will occur on the scheduled date regardless of weather.





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### Additional Food Vendors Rules and Regulations

1. All food vendors, including non-profits, must have a food permit, issued by the Yuma County Health District, must be visibly posted inside the concession booth.
2. All food vendors, including non-profits, 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 any 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. This \$10 fee per day of event.
3. The selling of beverages (soda, water, or alcohol) is prohibited by vendors. These will be available for purchase at the Yuma Civic Center bar and concession areas.
4. All food 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>
5. Vendors selling food products must provide a copy of their AZ Tax ID number.
6. All food vendors, including non-profits, are required to have a Class ABC fire extinguisher.
7. 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.
8. No leftover food, cooking oils, or grease will be dumped into trashcans or planter areas – dumpsters will be available at designated locations – check booth placement map.
9. No children are allowed in booths with open flames or grills.

### 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 \_\_\_\_\_

