



# VENDOR BOOTH APPLICATION

### IMPORTANT DATES

APPLICATION DUE BY: MARCH 15, 2026

MANDATORY VENDOR MEETING: APRIL 13, 2026

Company Name/DBA: \_\_\_\_\_ Arizona Tax ID Number #: \_\_\_\_\_

First and Last Name: \_\_\_\_\_ Website URL or Social Media Handle: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Booth Description:**  
Please include photo of booth setup and all items that will be available for purchase by attendees.

Vendors may sell food and merchandise only. Due to limited space, applications will be accepted on a first-come, first-served basis for the following vendor categories. **Please note that no beverage or liquid sales will be permitted as they will be managed directly by the City.**

- (2) Americana-themed merchandise vendors
- (3) Vendors offering Mexican or Mexican-American cuisine
- (6) Vendors offering American style cuisine
- (4) Dessert vendors

**Vendor Booth Selection:**  
Booth fees include City of Yuma's \$20 special event license fee.

	10 x 10 - \$250	10 x 20 - \$350	10 x 30 - \$450
--	-----------------	-----------------	-----------------

**NO ELECTRICITY IS OFFERED. PLEASE SEE GENERATOR REQUIREMENTS #19 ON THE NEXT PAGE.**

**Application Checklist:** Submit all application materials to Special Events Coordinator, Kathy Urfer, by email to [kathy.urfer@yumaaz.gov](mailto:kathy.urfer@yumaaz.gov). **Incomplete applications will not be processed.**

- Completed Application Form
- City of Yuma Business License # \_\_\_\_\_ and Secondary Location License# \_\_\_\_\_  
(OR) Itinerant Business License # \_\_\_\_\_ and AZ TPT License # \_\_\_\_\_
- Payment may be made online at [America250](http://America250), over the phone at 928-373-5028 or by mailing a check to Attn: Kathy Urfer, City of Yuma, One City Plaza Yuma, AZ 85364.

### IMPORTANT DATES

APPLICATION DUE BY: MARCH 15, 2026

MANDATORY VENDOR MEETING: APRIL 13, 2026



## Vendor Information, Terms, and Conditions:

1. Due to site size and space limitations, we are able to accommodate a limited number of food vendors for this event.
2. Vendor spaces will be offered on a first-come, first-served basis, with a cap on the number of vendors offering similar menu items.
3. To ensure a good variety for attendees, no more than three vendors offering the same type of food will be selected.
4. The safety and health of all event attendees, staff, special guests, and exhibitors are of top concern and priority. The event will comply with all local, state and federal regulations regarding public safety and health. Vendors will be notified should any aspect of the event change due to public health concerns or regulations regarding Flu/COVID- 19. Vendors should not attend the event if they have a known exposure to Flu/COVID-19 or are exhibiting any symptoms.
5. Check in is required (call Kathy Urfer at 928-509-2853) prior to setting up your booth.
6. All booths must be professional in appearance and submit a picture of setup. Exhibitor must provide their own tent, chairs, displays, tables and any other necessary equipment. Exhibitor displays must be weighted, sturdy, safe, clean and tidy.
7. Vendors shall not obstruct walkways, to include: chairs, tables, signs, etc. in front of assigned location.
8. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
9. Set up is the day of the event, unless coordinator states otherwise.
- 10. It is mandatory that all booths be completely set up by 11 am.** Vendors must remain open until the event concludes, unless all merchandise is sold out; however, the booth structure must stay in place for the entire duration of the event. This is a strict requirement from our insurance provider. Vendors who vacate early will be barred from participating in future City of Yuma events.
11. All vendors are responsible for collecting and remitting sales tax on all sales.
12. All vendors promoting or selling products 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 with an AZ TPT License number. Contact City of Yuma Tax & License Specialist at 928-373-5074 for more information.
13. The event coordinator reserves 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.
14. 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. The event coordinator may limit the number of duplicated merchandise to ensure vendor success.
15. All vendors are responsible for cleaning up their booth area during and at the close of the event.
16. Food will be sold solely by food vendors at the event. **Please note that all beverage and liquid sales will be managed directly by the City as part of event operations.**
17. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
18. The booth fee is non-refundable and non-transferable. No refunds will be given to vendors who do not show up for the event.



19. Vendor is required to bring their own generator as a power source. The vendor shall monitor generator noise to ensure compliance and verify that the sound does not exceed the maximum decibel level of 80 dB. Generators found to exceed the maximum decibel level will be asked to be shut off and find another source of power.
20. 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.
21. All vendors are responsible for cleaning up their booth area during and at the close of the event. No leftover food, cooking oils or grease will be dumped into trashcans, planter areas, or on the field.
22. This is a "rain-or-shine" event and will occur on the scheduled date regardless of weather. This event will take place outside. Please have a rainy or windy day plan.
23. No spaces will be held without payment in full. No applications will be accepted without payment and required insurance certificates with endorsements.
24. 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 \$25 for returned checks.
25. Vehicles are allowed only during designated times of setup/tear down and must follow directional rules as indicated in event packets. Vendors shall not drive in the area of the event until it is over. No vehicles will be permitted during event. Vendors may carry out their belongings from event.
26. All food vendors, including non-profits, are required to have a Class 2A:10B:C portable fire extinguisher.
27. All food vendors who use propane, oil, flame, grease, grill, charcoal, etc. are required to possess a Class K Portable Fire extinguisher.
28. 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. Food vendors 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.
29. No children are allowed in booths with open flames or grills.
30. All booths must be ADA accessible.

**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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The Certificate Holder must be named as follows:** City of Yuma, Yuma, Arizona

**All certificates are to be sent to:**

City of Yuma  
ATTN: Kathy Urfer  
One City Plaza  
Yuma, AZ 85364-1436

\_\_\_\_\_ **(initials) A. Commercial General Liability**

Event Sponsor shall maintain limit no less than \$1,000,000.00 per occurrence for bodily injury and property damage, and an aggregate limit of \$2,000,000.00. The policies of insurance shall name the "City of Yuma" as Additional Insured and the Additional Insured status shall be shown on the Certificate of Insurance and through policy language or an Endorsement. Event Sponsor also agrees to waive subrogation against the City of Yuma and the City's employees, agents, officers, and officials and the agreement to waive subrogation shall be shown through policy language or an Endorsement. Finally, the Event Sponsor agrees that its policy of insurance shall be primary, non-contributory, and the policy of insurance being primary, non-contributory shall be shown through policy language or an Endorsement. If Event Sponsor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Event Sponsor.

\_\_\_\_\_ **(initials) B. Worker's Compensation and Employers' Liability**

Event Sponsor understands and agrees that Event Sponsor's employees, agents, and directors, are not serving as employees, agents, or partners of the City in any manner and therefore are not entitled to any of the City's industrial benefit coverages, including Workers' Compensation coverages. Event Sponsor 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 Event Sponsor, or Event Sponsor's insurer's, sole responsibility. Event Sponsor shall notify its insurance carrier that Event Sponsor has waived subrogation against the City, and the City's employees, agents, officers, and officials with regard to Worker's Compensation and Employers' Liability.

\_\_\_\_\_ **(initials) C. Indemnification:**

I **(print name)** \_\_\_\_\_ am an authorized representative of the event sponsor and to the fullest extent allowable by law, Event Sponsor agrees to indemnify, defend, and Initial hold harmless the City, and its departments, agencies, agents, officials, officers, directors, employees, and volunteers (collectively "Indemnitee") for, from and against any and all claims, liabilities, demands, damages, losses, and expenses, including attorneys' fees and litigation expenses, to which Indemnitee may become subject, under any theory of liability whatsoever, (collectively "Claims") whether real or asserted, resulting from and/or arising out of Event Sponsor's intentional, reckless, or negligent acts, directives, mistakes, errors, or omissions in performance or non-performance of any provisions of this Contract, except to the extent such Claims arise out of or are based upon the acts, mistakes, errors, or omissions of Indemnitee. This indemnification provision shall apply to any and all any intentional, reckless, or negligent acts, mistakes, directives, errors, or omissions of Event Sponsor's departments, agencies, directors, officers, employees, volunteers, contractors, subcontractors, and independent contractors, whether employed directly or indirectly by Event Sponsor.

The amount and types of insurance coverage required above are minimum amounts and do not limit the scope of indemnity required

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**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. <sup>1</sup>

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.

<sup>1</sup>Does not apply to registered corporations.

