



Town of Queen Creek Vendor Information 2017-2018



Saturday, Sept. 23
5-9 p.m.



Saturday, Oct. 21
5-9 p.m.



Saturday, March 24
9 a.m. – 1 p.m.

DUE DATES:

Founders' Day

Application: ~~Aug. 17~~

Last Date to Submit: ~~Aug. 31~~

Trunk or Treat

Application: ~~Sept. 14~~

Last Date to Submit: ~~Sept. 28~~

Spring Into QC

Application: **Feb. 15**

Last Date to Submit: **March 1**

** Late fee applies to all applications received after the initial application deadline date and is applied on a per event basis.*

The following vendors will not be accepted due to event sponsorship

exclusivity rights: Hospitals, Urgent Care Services, Pediatric Care/Services, Dental and Orthodontic Care/Services, Car Wash Services. *This list is subject to change.*

APPLICATION

All applications are subject to acceptance by the Town of Queen Creek Recreation Services, which decision is final. The Town of Queen Creek Recreation Services Division will examine and approve all applications. Upon approval, vendors will receive information critical to successful operation regarding health and fire regulations, maps, parking information and confirmation. **All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number.**

VENDING TYPES

FOOD/BEVERAGE VENDORS: Food sales are limited to items listed on the vendor's application and approved by the Town of Queen Creek.

INFORMATION/CRAFT/RETAIL VENDORS: Sales are limited to those items listed on the application and approved by the Town of Queen Creek. Food and beverage sales/distribution are prohibited.

INFORMATION

SPACES: Vendor spaces are limited. The use of additional space is not allowed. Sales must be made from the front of the space; side and rear sales are prohibited. Event spaces are 10'x10'. Additional booths can be reserved for additional costs. *Vendors may not subcontract space or allow any other entity to sell, distribute, display and/or publicize materials or product from their space.*

INSURANCE REQUIREMENTS: Vendors providing activities/services (i.e. bounce houses, rock walls, etc) must provide a certificate of insurance to the Town of Queen Creek naming the **"The Town of Queen Creek, its officers, agents and employees added as additionally insured, per endorsements equivalent to ISO form 2010 (11/85). Coverage is primary and contributory. Waiver of Subrogation is included for General Liability, Workers Compensation and Automobile Liability per Endorsement."** This must be received by the Town of Queen Creek Recreation Services in the appropriate amount: \$1 million per occurrence.

PERMITS & LICENSES: Food vendors' names will be submitted to the Maricopa County Health and Environmental Services Department. Each vendor must contact the Maricopa County Health Department regarding appropriate licenses. Vendor booths will be inspected by an inspector of the Maricopa County Health Department prior to the event. Vendors are required to properly display licenses at their booth. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. **Vendors closed by an inspector will not receive a refund.** For health department questions, call the Maricopa County Health Department, 602-506-6978.

SALES/SERVICES: *Vendors must list all items they are requesting to sell, display or give away (including balloons) on the vendor application. Be specific; items cannot be added without prior approval.* The Town of Queen Creek will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues/foot traffic or numbers of festival patrons. The Town of Queen Creek also does not guarantee vendor exclusivity and may have multiple vendors who provide a similar product/service. Soliciting of business (hawking or shouting) in front of or in the surrounding areas of the booth is prohibited.

LIABILITY: The Town of Queen Creek assumes no liability for refunds or for any other liabilities for failure to fulfill the terms and conditions of this contract if for any reason the event is interrupted or canceled due to rain, wind, fire, public enemy, an act of God or any other calamity.

Town of Queen Creek Recreation Services

22350 S. Ellsworth Road • Queen Creek, Arizona 85242 480-358-3700 • FAX 480-358-3701

PARKING: Vendors **will be allowed one (1) parking space as close to the vendor space as permissible.** Vendors who will require special parking needs (including oversized vehicles and wheelchair access) need to notify the Town of Queen Creek Recreation Services in advance.

POWER AND WATER: **Vendors need to provide their own electricity.** Electricity and water will *not* be supplied. The Town of Queen Creek Recreation Services will not provide any amenities such as water or electricity unless otherwise arranged by the event coordinator. Booths requiring a trailer-mounted generator must be inspected by the fire marshal prior to the event. Vendors are required to supply their own water for hand washing and utensil cleansing, as well as for any other purpose unless otherwise arranged.

RECYCLING AND WASTE MINIMIZATION: In concern for the environment and to reduce waste, vendors are requested to make every effort to minimize the amount of waste generated from their booth.

REFUND POLICY: Vendors may request a refund of 80 percent no later than the due date listed for each event. The request must be submitted to Queen Creek Recreation Services in writing. Requests for refunds will not be granted after the date listed. **Vendors who do not attend the event and fail to notify the Town of Queen Creek Recreation Services in advance will be prohibited from future vending.**

SIGNAGE: Vendor signs must be professional and understandable. Cardboard, poster board and other handwritten signs are *not* allowed.

SETUP: Vendors are responsible for their own setup and cleanup and for bringing their own equipment to operate their business (e.g., generators, cords, lights, tables, chairs, etc.). The Town of Queen Creek Recreation Services will not provide any supplies. Vendors need to bring any transportation devices needed to transport items from their vehicle to their designated vendor space location. **Vehicles may not drive onto the grass, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other designated Town employee.** All booths must be staffed, operational and ready for inspection a half hour prior to the event start time. Vendors will *not* be allowed to close down operations or depart from the event site until the conclusion of the event on the day of the event unless there is an emergency or an inspection has not been passed *and* the vending manager has been contacted. **Vendors who close down operations or depart from the event site before the conclusion of the event without prior approval from the Town of Queen Creek Recreation Services will be prohibited from future vending.**

TAKEDOWN: All equipment and supplies must be taken down at the end of the event. Booths will not be allowed to remain up after the event concludes. **Vehicles may not drive onto the grass, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other designated Town employee.**

CLEANLINESS: Vendors must keep the area inside and outside their event space clean. Unapproved dumping will result in a cleanup charge equal to time and material used, and future vending with the Town of Queen Creek Recreation Services will be prohibited. If using grease, vendors must dispose of it in sealed containers. **Any damage to park facilities due to grease spills may result in the vendor being billed for repairs.**

FIRE DEPARTMENT REQUIREMENTS

PROPANE TANKS: Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

FIRE EXTINGUISHERS: Special-hazard areas where required by the Fire Marshal. A model 2A-10BC fire extinguisher fully charged or better is required at each booth with an open flame. Extinguisher shall have a valid inspection tag in place that shows it has been inspected by a qualified technician within the last year. Cooking equipment involving solid fuels or vegetable or animal fats shall be protected by a Class K rated portable extinguisher. Class K extinguisher shall have a valid inspection tag that shows it has been inspected by a qualified technician within the last year.

TENTS, CANOPIES AND MEMBRANE STRUCTURES: Tents, canopies and membrane structures shall be adequately roped, braced and anchored to withstand the elements of the weather and prevent against collapsing. All food tents *must* have sidewalls and comply with IFC Fire Code Standards 2000. A certificate of flammability for the tent material must be provided.

GENERATORS: Generators shall be separated from any combustible materials, tents, canopies or membranes structures by a minimum of twenty feet (20') and shall be isolated from contact with the public by fencing, enclosure or other approved means. Generators shall not be refueled while in use.

FOOD SERVICE UNITS: All food service units shall have a 2A-10BC minimum rated fire extinguisher mounted in the unit. Each extinguisher shall have affixed a current annual service tag provided by a certified company. The fire extinguisher shall be in good working order and the safety pin shall be held by the appropriate safety clip. All food service units with overhead fire extinguishing systems shall have a tag on the system indicating that the system was inspected and service by a certified company within the preceding six (6) months.