



# Town of Queen Creek Vendor Application 2017-2018



**Founders Day**  
Saturday, Sept. 23  
5-9 p.m.



**Trunk or Treat**  
Saturday, Oct. 21  
5-9 p.m.



**Spring Into QC**  
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.*

**Organization/Business:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Alt. Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number.**

**Organization Status:** ( ) Non-Profit/ Non-Profit ID # \_\_\_\_\_ ( ) Commercial/ ATPT # \_\_\_\_\_

**Length/Size of concession booth(s)/trailer(s)** \_\_\_\_\_ **feet**      **Number of loading vehicles** \_\_\_\_\_

**Business Type:**  
 Informational     Retail Sales     Craft/Handmade     Food and/or Beverage (Permit #: \_\_\_\_\_)

**Waste:**  
 ( ) Yes, I will have/use grease in my booth and will dispose of it in sealed containers.  
 ( ) No, I will not have/use grease in my booth.

**Power:**  
 ( ) Free-standing generator (not applicable to craft or information booths)  
 ( ) Propane  
 ( ) Other (please list) \_\_\_\_\_

*All sources of power will be inspected by the fire marshal prior to the event. Should your source not pass inspection, you will be shut down and asked to leave and you will not receive a refund.*

Booth Types	QTY	Fee (Single event only)	Fee (Must sign up for all three events and pay for all events in full)	Late Fee (Per Event)	Amount Due
Food & Beverage (Self-contained 10'x10' Booth Space) Percentage Fees - 10% of <u>TOTAL</u> gross sales will be collected on site within 30 minutes of event conclusion in cash (no checks).		\$125 + 10% gross sales over \$125 (per event)	\$100 10% gross sales over \$100 (per event)	\$25	
Commercial – Informational/Sales (Self-contained 10'x10' Booth Space)		\$100 (per event)	\$100 (per event)	\$25	
Non-profit (Proof of 501c3 required) (Self-contained 10'x10' Booth Space)		\$75 (per event)	\$75 (per event)	\$25	
Total	NA	NA	NA	NA	



**Event(s) Selected:**     ~~Founders Day (9/23/17)~~     ~~Trunk or Treat (10/21/17)~~     Spring Into QC (3/24/18)

**Please enclose a photo of your booth, vehicle or trailer;**

**Checks, money orders or cashier checks must be made out to "Town of Queen Creek"** and must be received with a completed and signed vendor application. Personal checks must include a phone number on the check and a valid driver's license number and expiration date in the upper right-hand corner of the check. There is a \$25 charge for all returned checks. **Refunds will not be granted after the listed "last day to submit" application deadline date per each event.** All vending spaces are issued on a first-come, first-served basis. Applicants will receive a full refund if not selected. Should refunds be requested from vendors who sign up as a multiple event vendor will be refunded based on the single event fee as outlined in the vendor application (discounted fee does not apply to refunds). The Town of Queen Creek Recreation Services reserves the right to select all vendors. Applications are due to the Recreation Services office by the due date listed for each event. Applications are accepted by mail or in-person. **Faxed and e-mailed applications will not be accepted.**

**Mail payment and application to:**  
Town of Queen Creek Recreation Services  
Attn: Erica Perez  
22350 S. Ellsworth Road  
Queen Creek, AZ 85142

**Bring payment and application to:**  
Library Recreation Annex (SE corner entrance)  
Attn: Erica Perez  
21802 S. Ellsworth Road, Queen Creek, AZ  
7 a.m. - 6 p.m., Monday through Thursday

**For more information, contact Erica Perez at 480-358-3719 or [erica.perez@queencreek.org](mailto:erica.perez@queencreek.org)**

Please list **all** items you plan to *sell, display or give away*. Final approval will be given by the Town of Queen Creek Recreation Services.

Item(s)	Sale Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

I, (print your name) \_\_\_\_\_ as the authorized agent for the above named organization, agree to hold the Town of Queen Creek harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the event site. **I understand that the Town of Queen Creek will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival patrons. I also understand the Town of Queen Creek does not guarantee vendor exclusivity and may have multiple vendors who provide a similar product/service.** I also certify that the above named organization is in compliance with all state health regulations, and, if applicable, operations are appropriately permitted by Maricopa County. All applications are subject to acceptance by the Town of Queen Creek Recreation Services, which decision is final.

I understand that that my signature holds me responsible for the information included in the **Vendor Information and Application**.

**I hereby state that I have read, understand and agree to comply with all event regulations. I understand that failure to abide by these rules could result in probation and/or exclusion from all future Town of Queen Creek events.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Generator? Y  N

Photo

Insurance

Date Received \_\_\_\_\_ Employee Initials \_\_\_\_\_ Fees Paid \$ \_\_\_\_\_ Notes: \_\_\_\_\_