



Town of Queen Creek

Vendor Information 2019/2020

APPLICATION

All applications are subject to acceptance by the Town of Queen Creek Recreation Services. All vendor acceptance decisions are 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, health and fire regulations, maps, parking information and confirmation. Vendors are accepted on a first come, first served basis.

**Vendor preference will be given to vendors who sign up for all three events.*

VENDING TYPES

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

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. 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.* Vendors will be provided with a designated vendor space location for each event. Upon check-in, vendors will be given their space assignment. Vendors must set up in their designated 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.

Certificate Holder as follows:

Town of Queen Creek
22350 S. Ellsworth Road
Queen Creek, AZ 85142

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.* Sales must be made from the front of the space; side and rear sales are prohibited. 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. Vendors are responsible for collection and payment of all applicable sales tax.

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.

PARKING: Limited vendor parking will be available on site for each event. 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. Vendors must comply with the event's parking regulations. No vehicles of any type may be driven on the sidewalks or parked on or near Vendor's assigned location during the event.

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 receive approval from the Event Coordinator and 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.

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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: Refunds will not be granted after the listed application deadline date per each event (see vendor application). Should refunds be requested from vendors who sign up as a multiple event vendor, the amount refunded will be based on the single event fee as outlined in the vendor application (discounted fee does not apply to refunds). The request must be submitted to Queen Creek Recreation Services in writing prior to the listed deadline date per each event (see vendor application). **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.**

TENTS/CANOPIES/UMBRELLAS: Weights and/or sandbags are required for each tent or umbrella. Vendors are responsible for securing the tent/umbrellas and protecting their products, at no cost or damage to surrounding Vendors or their property. Weights not less than 25 lbs. per pole are required for each tent used. Umbrellas must be in an appropriate weighted umbrella stand. Vendors whose tents are not properly weighted may not be allowed to set up and/or may be forced to break down. Use of personal tents/umbrellas and tables are required and should be clean, in good working order, and visually presentable. Tents, umbrellas and tables may not extend into another Vendor's selling area. Any tent/canopy that exceeds 1600 square feet will require to submit a Tent/Canopy Permit Application (fee based application).

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. Vendors must bring their own trash receptacles, trash bags and be responsible for disposing of their own trash. 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, 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. If generators are placed on top of grass, generators must be placed on top of ¾" plywood. Vendors that are using an electric generator or any other motor must soundproof that device so as to not be disruptive to the event or even patrons. In the case it is determined by Town staff that it is negatively affecting the atmosphere of the event and/or safety of the attendees, the generator will be relocated, if possible, so that it does not affect the entertainment or general atmosphere, or the operator will be asked to turn off the generator. Town Staff has the right to make this determination and any contingent plans as they see fit, which may also include removal from the event in extreme circumstances.

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.

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