



Town of Queen Creek Vendor Application 2019-2020



Sept. 21, 2019
5-9 p.m.



Oct. 19, 2019
5-9 p.m.



March 28, 2020
9 a.m. - 1 p.m.

DUE DATES:

Founders' Day 2019

Applications Due: **Aug. 15, 2019**

Trunk or Treat 2019

Applications Due: **Sept. 12, 2019**

Spring Into QC 2020

Applications Due: **Feb. 20, 2020**

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

***Vendor acceptance is based on space availability.*

The following vendors will not be accepted due to event sponsorship

exclusivity rights: Dental and Orthodontic Care/Services,

Automotive Services, Vehicle Dealerships, Pre-School programs/services, Charter Schools. *This list is subject to change.*

Organization/Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____ Email: _____

On-Site Contact: _____ Phone: _____ Email: _____

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

Organization Status: Commercial/ ATPT # _____ Non-Profit/ Non-Profit ID # _____

Business Type:

Informational Retail Sales Craft/Handmade Food and/or Beverage (Permit #: _____)

Length/Size of concession booth(s)/trailer(s) _____ feet Number of loading vehicles _____

Single Event Fee: Applies to ALL vendors who are signing up for a SINGLE event.

Multiple Event Fee: Applies to ALL vendors who are signing up for ALL THREE events listed on the application. Payment for all three events must be submitted in full with a completed application. **The multiple event discount will only be valid through Wednesday, July 31. No Exceptions.**

Late Fee: Late fee applies to all applications received after the application due date for each event and is applied on a per event basis.

Booth Fees: Fees are charged based on a 10'x10' space. If your booth, is larger than 10'x10', additional spaces must be purchased.

Vendor Acceptance: Vendors will be accepted on a first come, first served basis based on space availability.

VENDOR PREFERENCE WILL BE GIVEN TO VENDORS WHO SIGN UP FOR ALL THREE EVENTS.

Booth Types	QTY	Single Event Fee	Multiple Event Fee	Late Fee	Amount Due
Food & Beverage – Food Booth (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.		\$175 + 10% gross sales (per event)	PAST DEADLINE DATE 	\$45	
Food & Beverage – Food Truck/Trailer (Self-contained Food Truck/Trailer) Percentage Fees - 10% of <u>TOTAL</u> gross sales will be collected on site within 30 minutes of event conclusion.		\$200 + 10% gross sales (per event)		\$45	
Commercial – Informational/Sales/Craft (Self-contained 10'x10' Booth Space)		\$150 (per event)		\$45	
Non-profit (Proof of 501c3 required) (Self-contained 10'x10' Booth Space)		\$125 (per event)		\$45	
Total	NA	NA		NA	

Event(s) Selected: Founders Day (9/21/19) Trunk or Treat (10/19/19) Spring into QC (3/28/20)

Town of Queen Creek Recreation Services

22350 S. Ellsworth Road • Queen Creek, Arizona 85142 • Phone: 480-358-3700 • Fax: 480-358-3701

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 understand that vendor preference will be given to vendors who sign up for all three events listed. 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. All vendor acceptance decisions are 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 _____

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 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, 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 Town of Queen Creek Recreation Services reserves the right to select all vendors. Applications are due to the Recreation Services office by the initial due date listed for each event. Applications are accepted by mail or in-person. For mailed applications, the postmarked date will be used as the date the application was received. **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)
 21802 S. Ellsworth Road, Queen Creek, AZ
 8 a.m. - 7 p.m., Monday through Thursday
 8 a.m. - 3 p.m., Friday

For more information, contact Erica Perez at 480-358-3719 or erica.perez@queencreek.org

FOR OFFICE USE ONLY: Date Received _____ Employee Initials _____
 Receipt # _____ Notes: _____