



SOUTHERN ARIZONA ARTS & CULTURAL ALLIANCE

FOOD VENDOR APPLICATION

PARK PLACE

arts&craftsfestival



October 23 & 24

Saturday 10am - 5pm and Sunday 11am - 5pm

Park Place Mall, 5870 East Broadway Blvd. • Tucson AZ 85711

HOW DID YOU HEAR ABOUT US?

www.southernazfestivals.org Radio TV Print Word of Mouth Email

OTHER _____

FILL IN THIS PAGE LEGIBLY AND COMPLETELY

Food Vendor's Name _____

Business Name _____ Resale # or Tax ID _____

Ad-
dress _____ City _____

State _____ Zip _____ Telephone _____

Cell _____ Fax _____

IMPORTANT: Most of our communication to you will be sent via email, please print legibly your email address or provide us with 2 email addresses if available to be used as a communication back up.

Email(s) _____

Website (used for promotional purposes) _____

Vehicle License Plate # & State _____ Make _____

Space Size	SPACE DETAILS	SPACE PRICE	TOTAL DUE
-SINGLE ITEM/NOVELTY Space Size: 15 Ft. Wide x 15 Ft. Deep Vendors that offer non-cooked or pre-prepared items (i.e. popcorn, sandwiches, nuts, ice cream, etc.) or Vendors that offer a single cooked item (i.e. kettle korn, lemonade, donuts, ice cream, snacks, shaved ice, etc.)	WHITE CANOPY ONLY or SIDEWALLS PROVIDED BY EXHIBITOR	\$150	\$
- SPECIALTY/CULTURAL Space Size: 30 Ft. Wide x 15 Ft. Deep Vendors that provide a specialized and/or minimal menu with a maximum of 4 menu items (i.e. Hot Dogs & Chips, Bratwurst, Hamburgers) or Vendors representing a specialty and/or cultural selection (i.e. Greek, Thai, Asian, Gluten Free, etc.)	WHITE CANOPY ONLY or SIDEWALLS PROVIDED BY EXHIBITOR	\$250	\$
- FULL MENU/PREMIUM LOCATION Space Size: 45 Ft. Wide x 15 Ft. Deep Multiple item Vendors that are frying, cooking, grilling and/or using grease. Vendor typically offer 5-15 different menu selections (gyros, burgers, fries, cheesesteaks, etc.) <i>Premium vendors are given exclusivity on menu items. SAACA will only book a maximum of 2 Premium Vendors per festival.</i>	WHITE CANOPY ONLY or SIDEWALLS PROVIDED BY EXHIBITOR	\$500	\$
<input type="checkbox"/> ELECTRIC	Electric is ONLY available during show hours (Sat 10am-5pm, Sun 11am-5pm)	\$50	\$
<input type="checkbox"/> WATER	Water access is NOT continuous	\$25	\$
<input type="checkbox"/> I would like to rent a 10 x 10 White Tent from SAACA with sidewalls	All other display materials are to be provided by the exhibitor.	\$150	\$
PAYMENT INFORMATION			
Please note, your credit card will be run as soon as your application is approved. Without payment, SAACA cannot guarantee or hold your booth space in the festival. No refund will be given for cancellations. If you cancel within the 30 days prior to the festival, you may use your booth fee credit towards a future SAACA Festival up to 12 months following the cancel date.			
I will be paying by: CHECK # _____ (Made out to SAACA) CREDIT CARD CASH			
If paying by VISA, MasterCard, Discover, or American Express (additional 3% processing fee added for Amex):			
Credit card number _____ Expiration date _____			
Name as it appears on credit card _____ Signature _____			
TOTAL FROM ABOVE			\$



VENDOR NAME _____

MENU

- Please attach **complete** menu of items (including prices) to be sold.
- Please choose unique items that have less potential for duplication. List items in order of preference.
- In an effort to encourage a diverse selection of menu items, the SAACA reserves the right to request menu changes.
- While we encourage diverse offerings, we reserve the right to duplicate items as needed to meet crowd demands.
- Please include a copy of your food vendor license & insurance policy.

BOOTH SPACE

- All attachments, awnings, trailer tongues, tables, and chairs must fit in the provided space. Vendors exceeding the provided space length will be charged an additional \$50 per linear foot.
- **Pictures of booth set-up must accompany application for it to be accepted.**

Do you have a TRAILER or TENT set up? Trailer Tent Both



Please draw your booth setup.

Include all attachments, trailer tongues, and other items that may extend outside the space.

Service Side

ELECTRIC & WATER

ACCESS

Do you need access to electricity? YES NO **There is an additional electric fee of \$50.*

If YES, what will you be powering? _____

**NOTE: Electric access should only be used for pertinent food related access. All use of electric must be vital to the food that is produced during the festival.*

How many TOTAL AMPS will you need? _____ (20 AMP MAX)

What type of prong cord will you use? 110 VOLT or STANDARD 2/3 PRONG _____

How many outlets will you need? _____

Electric is only available to vendors during regular festival hours and is not available overnight.

Do you need water access? YES NO

**There is an additional water fee of \$25. There is no CONTINUOUS water available on site at this festival. Water access is available but is not located near the booth spaces. Artists must come prepared to transport water from access site to booth space.*

Do you have a generator? YES NO

SPECIAL REQUESTS

Do you have any special needs or requests? (circle all that apply)

Handicapped Facing North or South East or West Proximity or Distance to another vendor

Other _____

FESTIVAL INFORMATION

Festival Set Up Times Friday 12pm-4pm Saturday 7:30am-9:45am

Regular Festival Hours - Saturday 10am-5pm, Sunday 11am-5pm

Overnight Security will be provided Friday, October 22, 5pm-7:30am & Saturday, October 23, 5pm-11am

Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Southern Arizona Arts & Cultural Alliance events.

SELECTION PROCESS: All Festivals are presented by the Southern Arizona Arts & Cultural Alliance. Food Vendors will be selected based on the types of foods offered, the quality of the presentation, the vendor's experience with selling food at these types of events and by the date when we receive the application. Our goal is to have a balanced variety of high quality foods offered to the public at each Festival.

QUALITY OF PRESENTATION AND WHAT WE PROVIDE: We require that all participating food vendors have a professional presentation. Vendors are required to provide everything in your set up. Your signage and banners need to be clean and professional looking. When submitting this application, we ask that you send in two photographs of your booth set-up. The look of your booth and your unique menu is very important to the overall look and success of the Festival and is a major factor in the selection process.

BEVERAGE POLICY: Food vendors may sell non-alcoholic beverages from their booth at the Festivals, unless otherwise noted. No alcoholic beverages can be sold out of your booth at anytime.

INSURANCE & RE-SALE NUMBER REQUIREMENTS: All food and restaurant vendors participating in this event must have \$1,000,000 of liability insurance per event. You will be required to name the Southern Arizona Arts & Cultural Alliance as additional insured. We must receive your certificate of insurance 15 days prior to each event. In addition all applicants must provide us with your current re-sale number. **BUSINESS LICENSES/SALES TAX:** Vendor is responsible for any and all required business licenses, special event permits and sales taxes associated with each event. Contact the Arizona Department of Revenue (800-634-6494) for information and/or the appropriate municipalities for specific requirements. **FOOD SAFETY:** SAACA requires that all food vendors be in compliance with all local and regional health and safety policies and procedures and secure all required Food Vendor Permits. Please contact the appropriate county and/or city/town offices for specific requirements. SAACA will attempt to inform vendors of all required licenses and permits, but it is the responsibility of each vendor to obtain the required documentation and ensure that no other documents are required.

APPLICATION DEADLINE, NOTIFICATION OF ACCEPTANCE AND HOW TO APPLY: We accept food vendors until three weeks prior to the event. **THIS IS ONLY AN APPLICATION. FILLING OUT THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE.** You will be notified of acceptance no later than 20 days prior to the event. We will not process your fees until you have been accepted. A \$35 charge will be assessed for bounced checks (no exceptions). Once accepted, you will receive an acceptance letter, followed by your participant packet with all your set up information no more than 2 weeks prior to each event. **Please note that all participants are required to provide their own tarpaulin which must cover the full footprint of the ground in their booth and cooking area. A separate \$250 fee will be assessed to each vendor not fully complying with these requirements.**

Additional Information Regarding Festivals

- Tent Staking is not permitted at any SAACA festival. All tents must be secured with weights, water, sandbags, etc.
- All Applications must be postmarked by the Application Deadline (October 1, 2010) to be considered.
- All space fees are deposited after vendor selection for all festivals.
- All vendor selections will take place three weeks prior to show. Selection results will be emailed / mailed to artists.
- **No refund will be given for cancellations.** If you cancel prior to the festival, you may use your booth fee as a credit towards a future SAACA Festival up to 12 months following the cancel date.
- For questions about required licenses, permits, etc. please contact each municipality directly.
 - Arizona Department of Revenue, 800-634-6494; Pima County Health Department, 520-243-7770; Pinal County, 520-509-3555; Town of Oro Valley, 520-229-4700; City of Casa Grande, 520-421-8600; City of Tucson Clerk's Office, 520-791-4213

RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between the Southern Arizona Arts & Cultural Alliance (Producer), the sponsor of the event (Client) and the vendor filling out, signing, and returning the application (Vendor).

The Vendor hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said vendor's participation in any and all events which have been organized by or through Producer or Client. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and food or products to their designated location, the set up and display of any such structure and food or products, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Vendor hereby expressly assumes any risk of harm to the Vendor, food or product, guests or guests' property arising out of their participation and the participation of other Vendors or agents in any given festival organized by Producer or Client, including any risk resulting from the particular location of the space designated for them by the Producer. The Vendor agrees to hold harmless the Client and Producer from any and all liability for damages to persons or property from any source. If weather, other acts of nature, or other reasons beyond the control of the Client or the Producer causes the event's cancellation, Vendor entry fees will not be returned and neither the Client nor the Producer will be held liable to Vendors for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect for the duration of the festival.

< I AGREE TO ABIDE BY THE POLICIES SET FORTH BY SAACA AND THE RULES GOVERNING THIS EVENT.

< I AGREE TO ALLOW THE IMAGES ENCLOSED WITH MY APPLICATION TO BE USED FOR SAACA'S PUBLICITY AND ADVERTISING.

Signed: _____ Date: _____