



# Community Vendor Application 2019-2020

**Application Process** - Registration form and full payment must be submitted together.

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Brand Name (if any) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Returning Vendor? \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Product: \_\_\_\_\_

Type of Vendor:  Artist  Retail  Merchandise  Other: \_\_\_\_\_

<u>Event(s) Attending (please check box):</u>					<u>Cost</u>
<input type="checkbox"/>	Fri., Sept. 27, 2019	6 – 10 p.m.	<b>Fiesta de la Gente (Party For The People)</b>	Gentry Park	<b>\$20</b>
<input type="checkbox"/>	Fri., Oct. 18, 2019	5 - 9 p.m.	<b>Fall Harvest Festival</b>	Gentry Park	<b>\$20</b>
<input type="checkbox"/>	Sat., Nov. 2, 2019	9 a.m. – 1 p.m.	<b>Salute to Veterans 5K Run and Celebration</b>	Gateway Park	<b>\$20</b>
<input type="checkbox"/>	Sat. Dec. 7, 2019	6 - 10 p.m.	<b>WinterFest/Holiday Parade</b>	Gentry Park	<b>\$20</b>
<input type="checkbox"/>	Sat., Feb. 1, 2020	10 a.m. – 2 p.m.	<b>Public Safety Day</b>	Gateway Park	<b>\$20</b>
<input type="checkbox"/>	Sat., March 7, 2020	10 a.m. – 2 p.m.	<b>Community Appreciation Day</b>	Gentry Park	<b>\$20</b>
<input type="checkbox"/>	Sat., April 4, 2020	9 a.m. – 1 p.m.	<b>Spring Faire</b>	Gateway Park	<b><u>\$20</u></b>
<b>Total Payment Amount Included:</b>					<b>\$ _____</b>

## COMMUNITY VENDOR RULES AND REGULATIONS

**All vendors must complete and sign this application to serve as a vendor at a 2019-20 event.**

- Acceptance of application is subject to approval by the City on appropriateness of product and space available. **The City of El Mirage does not guarantee vendor exclusivity and may have multiple vendors who provide a similar product/service or brand.**
- **Reselling food products is not permitted** through the Artist/Vendor permit.
- City of El Mirage will provide a 10'x10' space and one (1) 6 foot table. No chairs are provided. **Community Vendors are required to provide their own 10 X 10 canopy for their space at the event. Please do not show up at the event without a canopy. Canopies must be staked down.**
- Recommend bringing additional battery-operated lights to event. City does not provide electric.

- Vendors selling merchandise are required to have a State of Arizona TPT license (Transaction Privilege Tax License Short Form - Sales Tax/Use Tax) issued by the Arizona Department of Revenue listing City of El Mirage as a Program City. Cost is \$15 and is payable at [www.azdor.gov](http://www.azdor.gov).

**Vendor Agreement: Signing the artist/vendor agreement acknowledges and accepts that all guidelines and decisions of the City of El Mirage Special Events Office are binding. Minimum requirements of each artist/vendor are as follows:**

- Table and products will be completely set up, organized and ready to sell **45 minutes prior to event start time**. Generators are **NOT** allowed to be used by vendors.
- All vehicles must be moved and parked in designated areas **45 minutes prior to event start time**. Vendor spaces may not be re-sold or given to another vendor.
- Artist/Vendor will be physically present at exhibit during published event hours.
- Special Events will be notified immediately if vendor unable to participate in event.
- All items will be removed immediately at the close of the event and the space will be returned to original condition.
- Vendors are **not allowed** to give out food items unless prior permission granted.
- Payment must be received with the application. Check payable to City of El Mirage.
- Payments (check or cash) may also be made in person at Customer Service Center located at 14406 N. Alto Street, El Mirage, AZ. Hours: M-F, 7:30 a.m. - 5:30 p.m.
- **If paying by credit card**, please call Customer Service at (623) 933-1228 and include receipt with application.
- If you are a no show for the event you forfeit any fee paid. No credit given. City of El Mirage assumes no liability for refunds if for any reason the event is interrupted or cancelled due to rain, wind, fire, or any other calamity or condition.
- Detailed email with venue layout, and other instructions will be sent to you one week prior to event date

Participants agree by signing below to accept the following hold harmless clause: I have reviewed and agree to all terms for participating in the City of El Mirage Events. By registering for and participating in events. I assume full risk and responsibility for any loss or damage incurred during this event and I release and hold harmless the City of El Mirage, employees, coordinators, volunteers, contractors and sponsors from any claims arising out of my participation in this event. I understand that I am solely responsible for all State, City, County, or other applicable permits, licenses, and/or certificates associated with my participation in events. I understand that I have been advised to carry my own personal and product liability insurance.

**I have read and agree to comply with all terms in this application. I have completed the above list of items to be sold.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail applications to:  
 Jeffrey Anderson  
 Special Events Coordinator  
 10000 N. El Mirage Road  
 El Mirage, AZ 85335  
[janderson@elmirageaz.gov](mailto:janderson@elmirageaz.gov) 623-876-2942.

