



## West Pinal County Mounted Sheriff's Posse

### Vendor Application

Special Events staff will review all applications based on prior participation and product offering for the event

Businesses will be notified via email or phone of their status

All vendor fees for the events are due with application submittal process. If your application is not accepted, fee will be returned.

Deadline for applicants is February 4, 2019

#### **APPLICATION PROCESS**

The following information is required for ALL APPLICANTS:

1. Complete application
2. Space requirements/footprint diagrams with measurements
3. Description of product/business and price list (If applicable)
4. Booth photo
5. Pinal County Temporary Food Booth permit (If applicable)
6. Copy of Certificate of Insurance (See below)

#### **INSURANCE REQUIREMENTS**

Vendors selling product must provide a Certificate of Insurance naming the West Pinal County Mounted Sheriff's Posse **AND** the City of Casa Grande as additional insured. The insurance must meet the required \$2,000,000 general aggregate and \$1,000,000 each occurrence.

#### **PAYMENTS AND FEES – Due at time of application**

1. \$25.00 Non-Refundable Application Fee
2. **Private or Commercial Enterprises** require payment of \$50.00 non-refundable event vendor fee per day you plan on participating. If your application is not accepted your event fee will be returned to you.
3. **Non-Profit organizations** (501c3) require payment of \$25.00 non-refundable event vendor fee per day you plan on participating. If your application is not accepted your event fee will be returned to you.

RETURN APPLICATION TO:

eCash Events: [cashlessevents@outlook.com](mailto:cashlessevents@outlook.com)  
By Mail: 3048 N Cessna Ave BLDG# 3 Suite #15  
Casa Grande, AZ 85122

Phone: 520-709-3810

## **ON-SITE REQUIREMENTS**

1. Booth spaces **cannot exceed 10x10**. Booth spaces requiring more than 10x10 will incur an oversized space fee of \$25.00/day (maximum of 10x20 if available).
2. **Electrical requirements** – self-contained by vendors, all generators or power source must meet city codes. All vendors will be required to have a fire extinguisher on site with current inspection tag.
3. Business must abide by Event Staff requirements regarding set up time and location. Booth must be set up 2 hours prior to performance time and remain open until 6pm on event day (tear down begins at 6:15pm). Vendors will be responsible for and damage caused to Rode grounds during the event set up and/or tear down. It is the Vendor's responsibility to **CLEAN** their booth space prior to leaving the event.
4. Businesses must claim their assigned booth space no later than 24 hours prior to the day of the event or it will be forfeited.
5. Participating businesses are responsible for removing debris and ensuring the general cleanliness of the area surrounding their booths throughout the event and following its conclusion.
6. All businesses will bring their own tent, tables, chairs, and anything else required for operating. Rental company information is available upon request.
7. All businesses participating in the event are required to check-in at the Event Registration area prior to set up.
8. Prior to the event, participating businesses will receive an Event Packet that will include important event and parking information. Participating businesses should contact an event coordinator if the Event Packet is not received within a week of the event.
9. Food booths will be responsible for securing the Temporary Food Booth permits and shall be prepared for the required inspections.

## **ON-SITE SAFETY AND SECURITY**

1. West Pinal County Mounted Sheriff's Posse is not responsible for any damage, theft, or loss of any equipment or furnishings.
2. Event participating businesses must obey all pertinent safety codes and laws, including but not limited to, fire safety and parking regulations.
3. Canopy tents must be fire retardant. All canopies, tents, and other temporary structures must be weighted with the equivalent of 30lbs/pole minimum before you are permitted to open.
4. Event participants agree to allow use of video and photography taken by Event Organizers at the event for promotional purposes. Any photos taken by the Event Organizers are the property of the Posse.
5. Trailers will be allowed in the designated area only and may incur an oversized space fee.
6. **Building Inspection and Fire Department Requirements** – Participating businesses must be in compliance with the City of Casa Grande Building and Fire Department regulations. An information sheet stating regulations which pertain to special events will be mailed to participating businesses prior to the event. The City of Casa Grande inspector will be at the event to conduct a building and fire inspection of each vendor booth.
7. **Temporary Food Booths** - Participating businesses must be in compliance with Pinal County Department of Environmental Health, and must provide a copy of applicable permits prior to the event.
8. **EVENT CANCELLATION** – If the event has to be cancelled due to bad weather, one of the Event Coordinators will notify vendors as soon as possible. It will be the sole discretion of the Posse to cancel an event

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## Vendor Application

**DEADLINE: 5:00 PM February 4, 2019**

**BUSINESS** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

\_\_\_\_\_ **MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **CITY:** \_\_\_\_\_

\_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**MOBILE PHONE:** \_\_\_\_\_ **BUSINESS** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**AZ STATE** \_\_\_\_\_ **SALES** \_\_\_\_\_ **TAX** \_\_\_\_\_ **#** \_\_\_\_\_ **:** \_\_\_\_\_

\_\_\_\_\_ **ADDITIONAL SPACE REQUIREMENTS** (exceeding

10x10) : \_\_\_\_\_

**\*\*\*Rodeo Grounds will not provide power for any vendors. Please plan accordingly\*\*\***

**EVENT VENDOR** Submit application with the following items:

1. Complete Application
2. Footprint Diagram of booth space with measurements
3. Description of product or business with price list (if applicable)
4. Booth Photo
5. Current Proof of Insurance
6. Pinal County Temporary Food Booth application and \$25.00 money order made out to *Pinal County Environmental Health Services* for permit.
7. Nonrefundable Application fee of \$25.00 and \$50.00 Event Vendor Fee per day, or \$300.00 for entire event.

**\*\*\*If you are accepted and have been formally notified, additional fees may be paid in via check (which can be made out directly to West Pinal County Mounted Sheriff's Posse)\*\*\***

I, (print your name) \_\_\_\_\_, as the authorized agent for the above named organization, agree to hold the West Pinal County Mounted Sheriff's Posse and the City of Casa Grande harmless of theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of West Pinal County Mounted Sheriff's Posse's and the City of Casa Grande's special event and any injury or damage that might be cause to others arising from my organization's participation in this event. I also understand that the West Pinal County Mounted Sheriff's Posse and the City of Casa Grande will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all state health and tax regulations and, if applicable, operations are appropriately permitted by Pinal County. All requests are subject to acceptance by West Pinal County Mounted Sheriff's Posse staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below, I agree to abide by the rules and conditions set forth by the West Pinal County Mounted Sheriff's posse and the City of Casa Grande.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

