



# 2018 Festival of the Superstitions

## Vendor Booth Descriptions

### For All Vendor Booths:

- Spaces are approximately 10'x10', located outside
  - **If a larger space is needed**, an additional space fee will apply.
- Fee only includes the space
  - Tents & other equipment (tent walls, tables, chairs, etc.) is vendor's responsibility
  - Mobile units will need to provide full length & width of unit, including tongue on trailers. Exceeding in length will result in an additional \$75 per 5 feet
- Vendors—To reduce competition, we will limit the number of competing business vendors
  - Please call or email if you have questions.
- Guaranteed Exclusivity is **not** an option at this event.

### For Food & Beverage (non-alcoholic) Vendors:

- **Every food vendor needs a Pinal County Environmental Health Permit**
  - If you don't have a Pinal County Health Permit, you can obtain a permit by calling (520) 866-6864

#### **Festival Vendor Booth Fees (2-day event) are as follows:**

(based on 10x10 size booth)

- ⇒ Apache Junction Chamber Members discounted rate - \$85.00
- ⇒ Non-Members - \$150.00
- ⇒ Charitable Organizations - \$70.00
- ⇒ Powered Booth Space— Additional \$50.00

**No refunds after Oct. 31, 2018. No Refunds for non-attendance. No exceptions.**

### **To be considered as a vendor at the Festival of the Superstitions:**

Complete the enclosed Vendor Application. Send this information in time to be in our office by October 31, 2018

#### **Mail:**

*AJ Chamber of Commerce, Attn: FOTS, PO Box 1747, Apache Junction, AZ 85117*

#### **Fax:**

*(480) 982-3234 Attn: FOTS*

#### **Scan & Email:**

*events@ajchamber.com Subject: FOTS Vendor*

**Please Note: Submission of application, agreement, and payment does not guarantee acceptance.**

Contact Allyson Dunn at the AJ Chamber with Questions • (480) 982-3141 • events@ajchamber.com



# Festival of the Superstitions

## Vendor Booth Information

### **Setup:**

(Initial) Accepted Vendors will be allowed to set up on Friday, November 10, 2018 from 10:00am to 6:00pm Booth spaces are assigned based information provided by the applicant. Information and all special requests must be submitted to the Director of Events and Communications, with this application or no later than 3 weeks prior to the event. Please be accurate with your sizes and on time for setup. Assigned spaces will not be changed the day of the event. Vendors must be ready to go by 10:00am on Saturday and Sunday.

### **Parking:**

(Initial) Vendors will have a specific parking area. Parking pass will be provided and must be displayed.

### **Teardown:**

(Initial) Vendors may begin teardown no sooner than 2:00pm on Sunday, November 11, 2018. Labor for setup and teardown is the responsibility of the vendor and is not provide by the FOTS Committee. All vendors are responsible for trash pickup and disposal. Grounds must be kept clean and without clutter. Vendor area must be totally cleaned up before leaving the event. FOTS Staff will give vendors approval before leaving the festival grounds.

### **Booths:**

(Initial) Vendor booths must be manned at all times during the festival. All vendors must supply their own table, tent stakes chairs, display, signage etc. Pop up tents / canopy's are highly encouraged. Weight requirement for tent stabilization is 200 pounds minimum. Vendors are required to stay until 6:00pm Saturday and 2:00pm Sunday.

### **Power, Water, and Ice:**

(Initial) Power will not be available at the festival grounds unless a powered space is reserved, therefore, vendors must supply their own power using mobile generators. Booths needing a generator will need prior approval as space is limited for generators. Each vendor must provide their own water and ice. Dumping of water inside the event will not be permitted. It will be each vendor's responsibility to haul in their own fresh water, and dispose of their waste water at the appropriate dump site.

### **Trash:**

(Initial) Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, and signs. A dumpster will be provide on site for this purpose. Smoking is not permitted within the event.

### **Safety and Security:**

(Initial) All vendors must conform to local fire department, Pinal County Health Department and AJ Police Department rules and regulations. Daytime security is provided by AJ Mounted Rangers. In the evening, police cars will be patrolling the street as well as overnight security. The Apache Junction Chamber of Commerce, Committee, Landowners and Partners are not liable for anything stolen or damaged. Please remove all/or valuable items.

### **Contact Information:**

(Initial) All vendors must provide a cell phone number for the primary contact.

### **Liability:**

(Initial) Vendors assume all responsibility for loss, theft, or destruction of goods, or for personal injuries to him/her, agents, employees, representatives, or visitors, and will hold harmless the Apache Junction Chamber of Commerce, City of Apache Junction, landowner and any of its affiliates from any liability in connection with any or all the above. Vendor agrees to hold the above named harmless from any claims from or due to acts of vendors, its agents and employees, whosoever designated, and/or for loss and/or injury to people and/or property of any nature.

Sign \_\_\_\_\_ Date \_\_\_\_\_



# Event Vendor Application

PLEASE RETURN TO:

**THIS SECTION TO BE COMPLETED BY ALL EVENT SPONSOR:**

Community

Civic

City Program

EVENT SPONSOR \_\_\_\_\_

EVENT CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EVENT NAME \_\_\_\_\_

EVENT DATE : \_\_\_\_\_ TO \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ TO \_\_\_\_\_

**Effective December 1, 2017 every vendor selling items at retail is required to apply for and pay \$2 for a City transaction privilege tax license and \$12.00 for a State transaction privilege tax license with the Arizona Dept of Revenue [www.aztaxes.gov](http://www.aztaxes.gov). if not already licensed. You will be required to confirm your transaction privilege tax license before attending. There could be other fees associated with a vendor application dependent on event and vendor status. Check with your event sponsor for specific details on fees. Mobile food vendors will also need to complete the mobile food vendor permit at the City Clerk's Office. City hours Monday—Thursday 7:00am –6:00pm.**

BUSINESS NAME \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

STATE ISSUED TRANSACTION PRIVILEGE TAX # \_\_\_\_\_

CITY OF APACHE JUNCTION VALID BUSINESS/NON-PROFIT LICENSE# \_\_\_\_\_

*(If you don't have one, please leave blank)*

**MUST ATTACH A COPY OF YOUR TAX LICENSE**

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**CHECK ONE:**

TYPE OF OWNERSHIP: CORP \_\_\_ LLC \_\_\_ INDIVIDUAL \_\_\_ OTHER \_\_\_

NON PROFIT 501(C)  **(MUST PROVIDE COPY OF 501(C) IF NOT ON FILE WITH THE CITY)**

BUSINESS DESCRIPTION \_\_\_\_\_

Will you making any sales? \_\_\_\_\_

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE GRANTING OF THIS APPLICATION DOES NOT RELIEVE ME FROM COMPLYING WITH THE PROVISIONS OF ANY APPLICABLE CITY CODE. VENDOR APPLICATION FEES ARE NON-REFUNDABLE NOR TRANSFERABLE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# ID DOCUMENTATION FORM

If you are an individual needing to be licensed in order to be a retail vendor at the Festival of the Superstitions, bring one of the following forms of identification to Denise Moulson, Business License Coordinator at the City Clerks **Office**

Monday thru Thursday 7:00am -6:00pm.

## LICENSING ELIGIBILITY, AUTHORIZED PRESENCE, DOCUMENTATION, APPLICABILITY

Arizona Revised Statutes 41-1080.A: After September 30, 2008, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not present any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:

<input type="checkbox"/> An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
<input type="checkbox"/> A driver license issued by a state that verifies lawful presence in the United States. (Licenses from CA, CO, DC, DE, HI, IL, ME, MD, NM, PR, TX, UT, VT, and WA may not be acceptable.)
<input type="checkbox"/> A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
<input type="checkbox"/> A United States certificate of birth abroad.
<input type="checkbox"/> A United States passport.
<input type="checkbox"/> A foreign passport with a United States visa.
<input type="checkbox"/> An I-94 form with a photograph.
<input type="checkbox"/> A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/> A United States certificate of naturalization.
<input type="checkbox"/> A United States certificate of citizenship.
<input type="checkbox"/> A tribal certificate of Indian blood.
<input type="checkbox"/> A tribal or bureau of Indian affairs affidavit of birth.

Arizona Revised Statutes 41-1080.B: This section does not apply to an individual, if all of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

**THE CITY OF APACHE JUNCTION WILL NOT ISSUE REQUESTED LICENSE WITHOUT REVIEW OF ONE OF THE REQUIRED DOCUMENTS, AND WITHOUT A SIGNATURE OF THE APPLICANT ON THIS PAGE.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Apache Junction employee

\_\_\_\_\_  
Date



# 2018 Festival of the Superstitions

## All Vendors:

Please list what items you will be selling: \_\_\_\_\_

\_\_\_\_\_

1. What kind of set up do you have (*select one*)?:  
 Trailer     Tent     Cart     Table

2. Dimensions of set up area:  
Length: \_\_\_\_\_    Depth: \_\_\_\_\_

3. Will you have a generator (Y/N)?: \_\_\_\_\_  
(designated areas only– limited space available)

4. **Food Vendors:** Submit menu and 2 photos of setup

## Festival Fees (Booth Spaces are 10' X 10')

**Check the boxes that apply to you. The total amount of the checked boxes will be your total vendor cost.**

- AJ Chamber Member                      \$85 \_\_\_\_\_
- Non-Member                                      \$150 \_\_\_\_\_
- Charitable Organization                      \$70 \_\_\_\_\_
- Powered Booth Space                      Add \$50 \_\_\_\_\_
- Additional Spaces                              # \_\_\_\_\_
- Food Vendor                                      \$10/ linear foot \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Contact Allyson Dunn at the AJ Chamber with Questions  
(480) 982-3141 • events@ajchamber.com**

**PAYMENT TYPE:**     Check                       Cash                       Credit/Debit

Card Type:     Visa                       Master Card                       Discover

Credit Card #: \_\_\_\_\_    Exp. Date: \_\_\_\_\_    Sec Code: \_\_\_\_\_

Name (*As it appears on the card*): \_\_\_\_\_

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

City/State: \_\_\_\_\_    ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_    Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

To request a receipt, please provide your E-mail address : \_\_\_\_\_

I acknowledge and assume full responsibility for damage or loss to my products and equipment or any personal injury to myself or employees during or as a result of my participation in the Festival of the Superstitions.

I understand and agree to fully staff my booth during all operational hours of the Festival of the Superstitions. Booth or product removal will only be allowed at the close of the event. I further understand that this event is located in an outside venue and may be subject to varying inclement weather conditions and such conditions are not the responsibility of the Apache Junction Chamber of Commerce. I understand that I will have limited or non vehicle access to booth locations and that my arrival and setup must be on Friday, November 9th between 10:00am and sundown.

I certify that all information furnished within this application is true and correct. I understand that a space is not guaranteed by submitting the application and agreement. I certify that I have read and understand all terms, conditions, rules and regulations contained in this agreement and application packet.

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