

Special Event Vendor Application
Autumn Festival – November 18th, 2023
10:00 am to 4:00 pm

Verde Lakes Community Park
South Aspen Way, Camp Verde, AZ

Vendor Name _____ Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Required: State Tax ID # (TPT or SS#) _____

Information is required for tax reporting purposes. A Camp Verde Business License is not required for vendors.

Describe the product(s) to be sold _____

Please enter the number of spaces you would like to reserve: ____ Each space is \$15.00 non-refundable and defined as a 10'x10' space. If you go outside of your allotted space, there may be an additional fee.

Political group fee is \$50.00 per space AND MUST BE PAID TO Camp Verde Parks & Recreation. Contact them for more information, **928-554-0820 Opt.3.**

Will you be using a generator? ____ (must be small and quiet)

If you have a trailer/vehicle that will be used in your outside vendor space, please list the entire length including hitch: _____

If you have a trailer/vehicle, please indicate if you serve from the driver side or passenger side. _____

Will you be putting up a shade tent or canopy? ____ . If so, it shall be no larger than the space reserved and secured with weights or stakes.

Some vendors (food vendors or those selling potentially dangerous products) may be asked to provide additional insurance naming the Town of Camp Verde as an additional insured, along with an endorsement from their insurance company. Contact Camp Verde Parks and Recreation at 928-554-0820 Opt. 3 for more information. This will need to be provided to Parks and Recreation at least 10 days prior to the event.

If you are a food vendor you must contact the Yavapai County Health Department for required permits. 928-771-3149. If we do not receive the approval from Yavapai County prior to the event, you will not be allowed to sell food. Food vendors must also provide additional Liability Insurance naming the Town of Camp Verde as additional insured and an endorsement.

Vendor by or an through the signature on the registration form covenants and agrees that vendor releases, holds harmless and indemnifies the Town of Camp Verde, their Council, commissions, employees, volunteers, agents or other related parties including the Verde Lakes Recreation Corporation and it's members and officers from any and all losses, claims, judgments, damages, or any amount owed by reason of any further claim, demand or action at law or in equity that may at any time be brought or made with regard to any occurrences, injuries, property damage, or in any way related to the rental of booth or vendor space by Vendor. This indemnification clause specifically includes the payment of attorney's fees and legal expenses necessarily incurred to defend any and all claims made. Vendor acknowledges that no Booth/Vendor space worker is an agent, representative, employee or contractor of the Town of Camp Verde, it's agents or representatives including the Verde lakes Recreation Corporation. Vendor will comply with all Federal, State, County and municipal laws, statutes, ordinances and regulations relating to the payment of taxes or charges in connection with the vendor's use of the vendor space.

I have read, understand and will follow the Event's rules and Regulations.

Signature: _____ Date: _____

We reserve the right to decline an application based on our criteria and capacity for each event taking into consideration the quality and content of the vendor. Please note that priority will be given to local vendors.

Register in person or send check payable to “Verde Lakes Recreation Corporation” to:

Glenda Duncan, Treasurer
Verde Lakes Recreation Corporation
2998 S. Aspen Way
Camp Verde, AZ, 86322

Please direct additional inquiries to VerdeLakesRecreation@gmail.com
or visit <http://VerdeLakesRecreation.com>

For Office Use Only

Date received: _____ Amount: _____ Received by: _____

Spaces Requested: _____ Check or Cash: _____

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Verde Lakes Recreation Corporation & Camp Verde Parks and Recreation

Special Event Vendor Application

Autumn Festival – November 18th, 2023

Event Rules and Regulations

Location

- Verde Lakes community park on South Aspen way, Camp Verde

Registration/Check-in

- All vendors must check in with staff prior to beginning set up
- Vendor Application Form and any other paperwork must be complete, approved and fees paid prior to event. Fees are non-refundable.
- Check in/set-up begins Saturday at 8:00am

Space Information

- Spaces are outside and measure 10'x10' and do not include tent, tables or chairs.

Product Information

- Products displayed and sold i.e. handicraft or garage sale items are to be suitable for a family environment
- Items judged to be offensive or inappropriate will be required to be removed from the booth
- V.L.R.C. and Parks & Recreation reserves the right to refuse an application based on our judgment concerning the quality and/or appropriateness of the product(s)

Hours of Operation

- All booths are expected to be open and staffed during event hours from 10:00 am to 4:00 pm
- Pickup must be complete and all material out of the park by 5:00 pm

Parking Information

- **ABSOLUTELY NO OVERNIGHT PARKING OR CAMPING IN THE PARK**
- Immediately after unloading, all vehicles must be moved to a designated parking area in order to allow other vendors to unload and to provide customer access
- Parking regulations will be enforced

Any Questions Contact:

Glenda Duncan -575-802-5294

Amanda Barger -928-308-9912

Arlene Chadwick -928-274-3309 or

Parks and Recreation -928-554-0820 Opt.3; or parks@campverde.az.gov

or

Please direct additional inquiries to VerdeLakesRecreation@gmail.com

or visit <http://VerdeLakesRecreation.com>