



Community Vendor Application

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

Vendor Name: _____

Business Name: _____

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., Oct. 20, 2017	5 - 9 p.m.	Halloween Harvest Festival	Gentry Park \$20
<input type="checkbox"/>	Sat., Nov. 4, 2017	2 - 9 p.m.	Salute To Veterans	Gateway Park \$20
<input type="checkbox"/>	Fri., Dec. 8, 2017	5 - 9 p.m.	Christmas Tree Lighting	Gentry Park \$20
<input type="checkbox"/>	Sat., Jan. 27, 2018	10 a.m. - 2 p.m.	Public Safety Day	Gateway Park \$20
<input type="checkbox"/>	Sat., Feb. 24, 2018	TBD	Community Appreciation Day	TBD \$20
<input type="checkbox"/>	Sat., March 24, 2017	9 a.m. - 1 p.m.	Easter Eggstravaganza	Gateway Park \$20
<input type="checkbox"/>	Fri., May 4, 2018	6 - 10 p.m.	Cinco de Mayo Fiesta	Gentry Park \$20

Total Payment Amount Included: \$ _____

COMMUNITY VENDOR RULES AND REGULATIONS

All vendors must complete and sign this application to serve as a vendor at a 2017-18 event.

- Acceptance of application is subject to approval by the City on appropriateness of product and space available.
- **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. Thank you for your cooperation.**
- 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.

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.**
- 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.
- Cost: Spaces for events at Gentry Park are \$20; events at Gateway Park are \$20.
- 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.
- 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 properly completed the above list of items to be sold.

Signature: _____

Printed Name: _____ Date: _____

Mail or Submit Applications to:

Jeffrey Anderson
Special Events Coordinator
14010 N. El Mirage Road
Suite B
El Mirage, AZ 85335

Questions: janderson@elmirageaz.gov 623-876-2942.

