CITY OF PEORIA

Special Events

Craft/Novelty Vendor Application

CONTACT INFORMATION-*Please print legibly*

NAME:_____ BUSINESS NAME:_____

ADDRESS:_____ CITY:_____ STATE:_____ ZIP: _____

PHONE: _____ BUSINESS:_____ FAX:_____

EMAIL: _____ WEBSITE:_____

PEORIA TAX I.D #_____ ☐ Do not have Peoria Sales Tax License

Call Samuel Brown directly at 623-773-7658 or the main line at 623-773-7112 to request information on obtaining a Special Event SalesTax License. Fees are $25 for one (1) event or $70 annually based on a calendar year. **(Sales Tax License is required)**

EVENT(S) YOU'RE REGISTERING FOR:

☐ Halloween Monster Bash (Oct. 27, 2007)

☐ Oldtown Holiday Festival (Dec. 7, 2007)

☐ Dolly Sanchez Easter Egg Hunts (Mar. 22, 2008)

ITEMS YOU'RE SELLING *(Must be completed)*

List items you'll be selling (very important):

_____

_____

_____

_____

MUST ALSO INCLUDE PHOTO OF YOUR PRODUCTS

Please enclose a self-addressed stamped envelope with your application for festival notification and return of photos.

FEE STRUCTURE:

Qty			
☐	10'X10' Space (handcrafted)	@ $25. =	_____
☐	10'x10' Space (non-handcrafted)	@ $60. =	_____
☐	Electric (1-110 outlet)	@ $15. =	_____
☐	10'x20' Space (non-handcrafted)	@$100. =	_____
		Late Fee $10. =	_____

$35 FEE FOR RETURNED CHECKS *Fees are non-refundable*

Payment Options:

☐ Check ☐ Money Order ☐ Cash Credit Card ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

☐ Visa ☐ Mastercard Exp. Date_____ **Total Enclosed $** _____

Please make check/money order out to: CITY OF PEORIA SPECIAL EVENTS; 8401 W. Monroe; Peoria, AZ 85345; ATTN: Tammy Himes

Craft and novelty vendors are structured to sell tangible items ONLY and CANNOT collect names and addresses. Businesses in search of lead generations are required to participate as a merchant vendor and should contact Tammy Himes at 623-773-7142 for more information.

PLEASE READ CAREFULLY

1. **INSURANCE**- Novelty (non-handcrafted) Vendors must carry liability insurance of at least $1,000,000 general and $2,000,000 aggregate and issue a CERTIFICATE OF INSURANCE naming the City of Peoria as additionally insured.
2. **ENFORCEMENT & PERMITS** - Decisions made by the Special Events Staff, and the City of Peoria are final. Vendor will comply with all laws and regulations. Vendor is responsible for obtaining necessary permits and licenses to operate and/or sell at this event(s). All permits, licenses and forms must be on display at the vendor's booth space.
3. **LIABILITY** - Vendor covenants that it will protect, hold harmless & indemnify the Event, the Special Events Staff and the City of Peoria. The Event, the Special Events Staff and the City of Peoria are not liable for lost, damaged or stolen property.
4. **REFUNDS** - There will be no refunds issued.
5. **COMPLETED APPLICATIONS** - A complete application and all fees including rentals, electrical, etc. must be received two weeks prior to the event date you are registering for. Applications received after the deadline will be subjected to a $10 late fee and accepted based on availability. Applications are considered complete when all permits, payments and necessary documents are received by the City of Peoria Special Events Staff. Vendors may not set up until the above conditions are met. If you are not accepted as a vendor, your application will not be processed and payment will be returned to you.
6. **BOOTH SPACE** - Your base fee includes a 10'x10' space only. Placement of your booth is not guaranteed and is at the discretion of the festival staff.
7. **ITEMS PROHIBITED FOR SALE** - Drugs or drug paraphernalia, alcohol or alcohol related products, obscene literature/merchandise, explosives, laser lights or related products (including glow items), stickers of any kind, gum, silly string or the like, weaponry of any kind, or any merchandise deemed objectionable by the City of Peoria Special Events Staff. NO FOOD OR BEVERAGES.

RELEASE

I have read and agree to the terms and conditions stated within this application. I understand that I am only to display my own product(s) and it is to stay within the confines of my own booth space unless other arrangements have been made with event coordinator. This application does not guarantee acceptance into this event. By my signing of this application, I am agreeing to abide by all guidelines set fourth by City of Peoria Special Events, both written and oral and understand that failure to do so may result in my ejection from this event(s) and that all decisions are final.

Signature _____ *Date* _____

(Signature also authorizes credit card charge if applicable)

www.peoriaaz.gov/specialevents Tammy Himes (623) 773-7142 email: Tammy.Himes@peoriaaz.gov