



# CITY OF PEORIA

2013 Special Events

## Novelty & Craft Vendor Application

**CONTACT INFORMATION:** *Please print legibly*

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PEORIA TAX ID # \_\_\_\_\_ Do not have Peoria Sales Tax License \_\_\_\_\_

**Sales Tax License is required.** 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.

**EVENT(S) REGISTERING FOR:**

\_\_\_\_\_ Peoria Arts & Cultural Festival – April 6, 2013 from 9am – 5pm

**LIST ITEMS TO BE SOLD:** *(must be completed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE STRUCTURE:**

10x10 Space Craft Vendor Qty \_\_\_\_\_ \$50=\$ \_\_\_\_\_

10x10 Space Novelty Vendor Qty \_\_\_\_\_ \$80=\$ \_\_\_\_\_

Electricity *additional* Qty \_\_\_\_\_ \$15=\$ \_\_\_\_\_

**\$35 FEE FOR RETURNED CHECKS**      **TOTAL: \$ \_\_\_\_\_**

**MUST INCLUDE PHOTO OF YOUR PRODUCTS AND OR WEBSITE TO VIEW PRODUCT.**

*\*fees are non-refundable*

**PAYMENT OPTIONS:**

Check/Money Order    Cash    Credit Card (Visa / Mastercard / American Express / Discover) **Total Enclosed \$ \_\_\_\_\_**  
Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ Name on Card \_\_\_\_\_

Please make check/money order payable to: CITY OF PEORIA, 9875 N. 85th Ave. Peoria, AZ 85345; ATTN: Tonia Edmundson

**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 Melissa Melton at 623-773-8706 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 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 City of Peoria. The City of Peoria is 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 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. 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, stickers of any kind, gum, silly string or the like, weaponry of any kind, or any merchandise deemed objectionable by the

**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 forth by City of Peoria, 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)