



CITY OF PEORIA

2010/2011 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 _____

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 Sales Tax License. Fees are \$25 for one (1) event or \$70 annually based on a calendar year.

EVENT(S) REGISTERING FOR:

_____ Halloween Event (Oct. 30, 2010) _____ Holiday Event (Dec. 3, 2010) _____ Easter Event (April 23, 2011) _____ Pioneer Days (April 2, 2011)

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

FEE STRUCTURE:

10'X10' Space (handcrafted) Qty _____ @\$25 = _____
 10'x10' Space (non-handcrafted) Qty _____ @\$60 = _____
 10'x20' Space (non-handcrafted) Qty _____ @\$100 = _____
 Late Fee \$10. = _____
 (Electricity must be provided by vendor)

MUST ALSO INCLUDE PHOTO OF YOUR PRODUCTS

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

\$35 FEE FOR RETURNED CHECKS 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, 16101 N. 83rd Ave., Peoria, AZ 85382; ATTN: Melissa Melton

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 Melissa Melton at 623-773-8706 for more information.

PLEASE READ CAREFULLY

- INSURANCE- Novelty 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.
- 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.
- 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.
- REFUNDS - There will be no refunds issued.
- 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.
- 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.
- 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 City of Peoria 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, 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)