

Christmas in the Park

December 9, 2017

Food Vendor Guidelines & Rules

APPLICATION:

- The application must be filled out completely or it will not be considered.
- **The food vendor fee for this one day festival is 20% of vendor's gross event sales.** All money must be paid in full at the close of the festival unless otherwise agreed upon prior to the festival. Payments can be made in person in the form of cash, money order, or business check only. Money orders or business checks must be made payable to "Litchfield Park Recreation."
- Upon acceptance Food Vendors must provide a certificate of insurance for a minimum of \$1,000,000 general liability insurance endorsing "The City of Litchfield Park" as an additional insured with respect to this event. Insurance documents must be provided by November 10, 2017.
- A copy of your license and permit to operate must accompany this application.
- It is possible that your application for this festival will not be accepted. Space is limited and food and vendor selections will be at the discretion of this year's Christmas in the Park Planning Committee.
- The application deadline is October 6, 2017. There is a non-refundable late fee of \$25 (due with application) for any applications submitted after that date. You will receive written confirmation of your application status.

REQUIREMENTS:

- Food vendors must supply pictures and an itemized menu of items for sale which includes pricing. No food vendor is allowed to sell any item that has not been identified on the vendor application without authorization from the City of Litchfield Park.
- The City of Litchfield Park reserves the right to accept or reject proposed menu items based on need and duplication by vendors. All menus will be finalized between the food vendors and the City of Litchfield Park at least two weeks prior to the event.
- Food vendors must comply with all state, county & local health and fire department requirements. For current permit applications and guidelines please visit: www.maricopa.gov/EnvSvc/EnvHealth/SpecialEvents
- Food vendors must comply with all state, county & local sales tax requirements. All taxes due to the City of Litchfield Park must be filed through the Arizona Department of Revenue (AZDOR) using their TPT-1 tax return form. You may obtain tax return forms, tax updates, and current Tax Rate Tables from the AZDOR website at: www.azdor.gov.
- We anticipate that approximately 3,500 people will attend this festival. Food vendors must be prepared to accommodate an event of this size.
- No microphones, bullhorns or loud speakers allowed. No pets allowed.

BOOTHS:

- We will not accept booth location requests. The City of Litchfield Park reserves the right to assign booth spaces and alter booth spaces as deemed necessary.
- Standard food vendor booth spaces are 10' x 10'. If you require more space, please specify this on your application. An additional space fee may be required. No space may be shared with another.
- Food vendors will supply their own tables, chairs, signage, and clean canopies. Carts must be attractive. Food trucks will only be allowed on a limited basis at this event. If you need to use a food truck, please note this on your application.
- Access to electricity is limited. It will be supplied on a first come first served basis. There will be an additional \$35 charge (due with application) for use of electricity. Food vendors will be responsible for providing their own electrical cords and lighting, if needed.
- All booths must remain up and manned during the event, and cannot be taken down or removed prior to 4:00 pm on Saturday, December 9, 2017. If foot traffic is still heavy at 4:00 pm, no vehicles will be allowed in until it is deemed safe by the City of Litchfield Park to do so. Violation of these rules will jeopardize future participation.

SET UP:

- Food vendors must check in between 7:00 a.m. and 8:00 a.m. on Saturday, December 9, 2017. You must be open for business by 9:00 a.m. that morning. The event is open from 9:00 a.m. until 4:00 p.m. on Saturday, December 9, 2017.
- Food vendors must check in at the City of Litchfield Park Information Table located on the north corner of the roundabout at the intersection of Wigwam Blvd. and Old Litchfield Rd.
- The streets will be shut down for the event, so there will be NO PARKING of any vehicles on the streets in the center of town, with the exception of loading and unloading of concession trailers/canopies. Those not complying will be towed at the owner's expense. Information regarding where to park will be provided at a later date.

TAKE DOWN:

- Food vendor booths must be taken down and the area must be cleaned up by 6:00 pm on Saturday, December 9, 2017.
- Food vendors are responsible for all grease and oil clean up and removal from the festival area. Vendors leaving a soiled area will not be invited back.
- All booth workers are responsible for removing any trash in and around their booth. All trash must be disposed of in trash cans or by stacking next to trash cans if they are full.

The City of Litchfield Park reserves the right to change these guidelines at any time prior to and during the festival period for safety issues. Violation of the guidelines may result in immediate booth closure and expulsion without refund, as well as denial of participation in future Special Events put on by the City of Litchfield Park. Thank you for your consideration.

Christmas in the Park December 9, 2017

Food Vendor Application

This application is for a revocable license to use space at this year's Christmas in the Park festival to be held on Saturday, December 9, 2017 in historic Litchfield Park, Arizona. Return the application along with any other required documentation before October 6, 2017. This application cannot be processed without receipt of all required documentation. Unsigned applications will not be accepted.

By submitting your application, you agree to abide by the guidelines and rules that accompany this application as set forth by the City of Litchfield Park. By signing the application you are acknowledging that you have read and fully agree to be bound by the guidelines and rules of this event. Violation of the guidelines and rules may result in immediate booth closure and expulsion without refund, as well as denial of participation in future Special Events put on by the City of Litchfield Park.

The food vendor fee for this one day festival is 20% of the vendor's gross event sales. There is an additional \$35 fee for access to electricity, if needed. A non-refundable late fee of \$25 (due with the application) will be assessed for any application that is submitted after October 6, 2017.

For additional information or questions, please contact Tricia Kramer at 623-935-9040 or tkramer@litchfield-park.org.

Please send completed application and payment, along with copy of license and permit to operate, insurance certificate and endorsement, proposed menu (including pricing) and photos to:

City of Litchfield Park
Attn: Tricia Kramer
214 W. Wigwam Blvd.
Litchfield Park, AZ 85340
Fax: 623-935-7188
Email: tkramer@litchfield-park.org

Waiver of Liability and Indemnification: In consideration of the City of Litchfield Park accepting this application, I, the undersigned, intending to be legally bound for myself, my heirs, my business, my executors, my employees and my contractors, hereby waive and release the City of Litchfield Park, its officers, agents and employees from any and all claims for damages or injuries I or my business may incur related to the Christmas in the Park Festival to be held on December 9, 2017. I further agree to indemnify, defend and save harmless the City of Litchfield Park, its officers, agents and employees from and against all claims for damages and injuries that may arise out of my participation in the Christmas in the Park Festival. Further, I hereby grant full permission to the event organizers and/or agents authorized by them, to use any photographs, videotapes, recordings, or any other record of the event for promotion of City events, including its use in City website, newsletters, social media and Channel 11.

PLEASE TYPE OR PRINT:

Biz Name: _____

Contact Name: _____

Street Address: _____

Phone: _____

City, State, Zip: _____

Email: _____

Tax EIN: _____

MCESD Permit No: _____

Using Food Truck?: Yes ___ No ___

Power Needed? (Add'l. \$35 Fee): Yes ___ No ___

Food Truck Space Requirements (if applicable): _____

Signature: _____

Date: _____

For Office Use Only

Date Received _____ Payment Received _____ Date Reviewed _____ Accepted/Denied _____ Date Notified _____

Please note: Submission of a completed application does not guarantee your participation as a food vendor at this event. If you are not selected, your \$35 electricity fee, if applicable, will be reimbursed to you within 14 days of notification of non-acceptance.