



June 7th & June 8th, 2014

VENDOR APPLICATION

Submit Application to: 2784 N. Olympic Dr., Flagstaff, AZ 86004
(928)380-4583

www.flaghullabaloo.com

ENTRY DEADLINE: Postmarked 4/30/2014

EARLY REGISTRATION DEADLINE: Postmarked 3/15/2014

VENDOR QUALIFICATIONS

- Decisions on vendors are based on quality and a desire to have as broad a variety as possible.
- Vendors are required to participate and operate for the duration of the festival, rain or shine.

VENDOR REQUIREMENTS

- **Sales Tax License** - a City of Flagstaff Sales Tax License is required. If a vendor does not already have a City Sales Tax License, a **separate check** for the fee of \$30.00 will be added to vendor fees (\$15.00 per day).
- **Coconino County Health Permits - FOOD VENDORS:** Must comply with and obtain County Health Permits: Contact (928)679-8750 or visit <http://www.coconino.az.gov/DocumentCenter/View/511>. Flagstaff Hullabaloo LLC will not be responsible for vendors who fail to comply and apply for necessary permits.
- **Vendor Fees** - vendor fees are due by May 1, 2013. This must include a **separate check** for a **\$50 cleaning fee**. Cleaning deposits will be refunded to exhibitors after checkout with event coordinator.
- **Beverage Sales** – Vendors must purchase all beverages they sell from a Hullabaloo approved beverage vendor. No other beverages will be permitted. Details will be provided 30 days prior to the event.
- **Insurance** - all vendors are required to provide their own insurance; **Flagstaff Hullabaloo LLC shall be named additionally insured** for the event. Please attach a copy of the certificate of insurance with your application.
- **Tents** - spaces for tents or canopies is limited, you must indicate if you are bringing one. Rentals are available from Flagstaff Hullabaloo. Tents are not required. Each vendor will have a 10x10 space allocated. **NO STAKING TO THE GRASS.**
- **Sand Bags** - tents are required to be weighted down. Indicate if you wish to rent sand bags from Flagstaff Hullabaloo.
- **Ice** - ice will be available for sale from Flagstaff Hullabaloo, with advance notice.
- **Electricity** - electric access is limited, please indicate all electrical needs. All electrical equipment/appliances must conform to the Uniform Fire Code of Coconino County
- **Table & Chairs** - you will need to provide your own table and chairs.
- **Staff** - Hullabaloo will provide vendor staff access for up to four people per day. Wristbands will be provided at checkin.
- **Agree to indemnify** - *By signing this Vendor Application, I certify all information contained in this application to be true and accurate. I, the undersigned, agree to indemnify, defend and hold harmless the Flagstaff Hullabaloo LLC and committee members from any and all claims arising from participation in the festival.*
- **No Refunds** – 30 days prior to the event. We will be operating rain or shine.
- **Sustainability** – Use of recyclable / compostable products (plates, napkins, etc.) is strongly encouraged. No Styrofoam.
- **Set Up Times:** Friday, 5/31 3pm – 7pm
- **Festival Times:** Saturday 6/7 10am – 9pm & Sunday 6/8 11am – 7pm
- **Parking:** No overnight parking or camping at the site. Please plan to park on streets close to the festival.

VENDOR APPLICATION

Business / Organization Name: _____

Contact Name: _____

Mailing Address: _____

City, State, & Zip Code: _____

Phone: _____ Email: _____

Not for Profit Tax ID #: _____ City of Flagstaff/Commercial Tax ID #: _____

Description of goods or services: _____

Employee Names & Dates needing access to the event (please indicate if under 21) – 4 staff per day:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I will be bringing my own tent / canopy (10x10 or smaller) _____

I need to rent a tent (\$75) _____

I require electricity. Number of outlets needed (110/220volt) _____

I will need Ice (# of bags) _____

I will need Sand Bags (# of bags) _____

<u>Item</u>	<u>Fee</u>	<u>Early Registration (no later than 3/15/2014)</u>
Vendor	\$395.00	\$350.00
Non-profit	\$175.00	\$150.00
Food Vendor	\$1,250.00	\$1,200.00
Sponsorship	Please specify sponsorship level:	
Tent Rental	\$75.00	
Sand Bag Rental	\$6.00/bag	
Ice (20 lb bag)	\$6.00 pre-paid / \$8.00 day of (limited quantities)	
City Sales Tax License Fee	\$30.00 (separate check made out to City of Flagstaff)	
Cleaning Deposit	\$50.00 (separate check made out to Flagstaff Hullabaloo)	

Total Fees: \$_____, Check # for Fees: _____, Check # for Cleaning Deposit: _____

Make all checks payable to the Flagstaff Hullabaloo LLC
 Send completed Application, Fees and Insurance to:
 Flagstaff Hullabaloo, Attn: Vendor Coordinator. 2784 N. Olympic Dr., Flagstaff, AZ 86004
Be sure to include any extra charges along with your vendor fee.
Please attach a copy of your certificate of insurance with the application.

By signing this Vendor Application, I certify all information contained in this application to be true and accurate. I, the undersigned, agree to indemnify, defend and hold harmless the Flagstaff Hullabaloo LLC and committee members from any and all claims arising from participation in the festival.

Signature: _____ Date: _____

FLAGSTAFF HULLABALOO 2014

TERMS AND CONDITIONS:

All Vendors:

1. **Festival Hours:** 10:00am until 9:00pm on June 7st, & 11:00am until 7:00pm June 8th. Set up should be complete by 9:00am on Saturday. Tear down should be complete no later than 8:00pm. on Sunday. No tear down during the event. We're strongly recommending vendors to set up tents Friday, June 6th between 3-7pm to expedite set-up. *The event will be held rain or shine.*
3. **Exhibit Space:** 10x10. Each vendor is responsible for providing tent, table and chairs (unless renting from Flagstaff Hullabaloo).
4. **Merchandise:** Flagstaff Hullabaloo will not be liable for lost, stolen, or damaged merchandise.
5. **Alcohol:** The sale of Alcohol is strictly prohibited.
6. **Pricing:** Please post prices legibly and visible to the general public at all times.
7. **Electricity:** All electrical equipment and appliances must conform to the Uniform Fire Code of Coconino County. Provide electrical amperage draws for equipment when submitting your Application. Bring your own extension cords.
8. **Permits:** You are required to *obtain and display* all necessary permits and / or licenses in order to operate on the Festival grounds. If you are forced to close by any government agency for failure to obtain or display your necessary permits and / or licenses, Flagstaff Hullabaloo LLC is not liable and will not refund ANY fees. Contact the following to obtain licenses and permits:

State of Arizona
License & Registration
1600 West Monroe
Phoenix, AZ 85007

City of Flagstaff
City Sales & Tax
211 W Aspen Ave
Flagstaff, AZ 86001
928-213-2250

Coconino County
Environmental Health
2500 N Fort Valley
Flagstaff, AZ 86001
928-226-2710

9. **Security** will be provided. If you experience any problems before, during, or after the event please notify Flagstaff Hullabaloo staff.
10. **Insurance:** All vendors must provide proof of general liability insurance naming Flagstaff Hullabaloo LLC as additionally insured.
11. **Trash:** Vendors are responsible for cleanliness of their area during and after the festival. Please be a good neighbor and keep your space and surrounding area neat. Standard festival trash containers may not be utilized for vendor waste. Vendors shall submit the required booth fees with completed application and \$50.00 cleaning deposit (separate check). Booth space must be completely cleared in order to receive your cleaning deposit back. Garbage should be bagged and boxes broken down and moved to dumpsters outside the park.
12. **Refunds:** will not be given up to 30 days prior to the event. Your registration fees are non-refundable unless cancellation, in writing, is received by Flagstaff Hullabaloo LLC 30 days prior to the event.

Food Vendors:

1. Food vendors must be self-contained. *Dispose of garbage and grease in proper dispensers.* (Refer to Coconino County Environment Health website). Garbage must be removed from the park and disposed of in available dumpsters.
2. *Current and Inspected Fire Extinguishers are required for food vendors.* Refer to the Uniform Fire Code of Coconino County when working with electrical equipment or appliances.
3. Running water is *not* provided. You must bring your own, and provide appropriate cleaning materials. *Standard festival trash containers may not be utilized for food waste.*
4. We strongly encourage using compostable and recyclable materials.
5. Use of glass or Styrofoam containers to serve food is expressly prohibited.
6. Beverages: Please purchase soda & water from Flagstaff Hullabaloo. Contact via e-mail for discounted case costs.

Applicant understands that Flagstaff Hullabaloo LLC has legal possession and control of Wheeler Park pursuant to agreements with the City of Flagstaff Parks and Recreation Department. Applicant further understands that any use granted by Flagstaff Hullabaloo LLC is a license to occupy only, and is not coupled with an interest in the property. Flagstaff Hullabaloo reserves the right to terminate this license to occupy at any time during the applicant’s use of it, if it is determined that:

1. The applicant creates a nuisance to any other of the licensees or guests;
2. The applicant is found to have changed or added to the uses set forth in this application
3. The applicant has falsified any of the statements on this application
4. The applicant’s use of space violates any governmental laws or ordinances, or interferes with the orderly and successful conduct of the festival.
5. The applicant fails to comply with City and County regulations in regards to special events; safety; and permit compliance.

By signing this Vendor Application, I certify all information contained in this application to be true and accurate. I, the undersigned, agree to indemnify, defend and hold harmless the Flagstaff Hullabaloo LLC and committee members from any and all claims arising from participation in the festival. I have read and understand the above terms and conditions for the Flagstaff Hullabaloo Festival. I and persons associated with my business/organization shall comply with terms and conditions herein:

Signature

Date

Business / Organization Name: _____

Much Love and many thanks for your co-operation, we look forward to seeing you in June, Team Hullabaloo!

**Thank you for your co-operation and support.
We hope the Festival will be enjoyable for all!**

APPLICATION CHECK LIST:

- _____ **Completed & Signed Vendor Application**
- _____ **Signed Terms and Conditions**
- _____ **City of Flagstaff Sales Tax Certificate / Permit** (*Contact 928-213-2250*)
- _____ **Full Payment of Applicable Fees** (*registration, rentals, ice, sand bags*)
- _____ **Certificate of Insurance** (*naming Flagstaff Hullabaloo LLC additionally insured*)
- _____ **Review of all City of Flagstaff and Coconino County Fire Codes & Food Handling Codes**
- _____ **All applicable permits from Coconino County and City of Flagstaff** (*Food Vendors: Coconino County Health Department Permit*)