

FLAGSTAFF HULLABALOO 2012

VENDOR APPLICATION

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

www.flaghullabaloo.com



ENTRY DEADLINE: **Postmarked 4/29/2012**

EARLY REGISTRATION DEADLINE: **Postmarked 3/1/2012**

VENDOR QUALIFICATIONS

- Decisions on vendors are based on quality and a desire to have as broad a variety as possible.
- We favor local businesses and do not accept applications from chain establishments.
- 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, an additional fee of \$15.00 will be added to vendor fees.
- **Coconino County Health Permits** - FOOD VENDORS: Must comply with and obtain County Health Permits: <http://www.coconino.az.gov/envhealth.aspx?id=699>. Flagstaff Hullabaloo LLC will not be responsible for vendors who fail to comply and apply for necessary permits.
- **Vendor Fees** - vendor fees are required by May 1, 2012. 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** – sale of beverages by vendors is prohibited.
- **Insurance** - all vendors are required to provide their own insurance; Flagstaff Hullabaloo 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.
- **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. Wristbands will be provided.
- **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.
- **Sustainability** – Use of recyclable / compostable products (plates, napkins, etc.) is *strongly* encouraged.

VENDOR INFORMATION

Business / Organization Name: _____
 Contact Name: _____
 Mailing Address: _____
 Phone: _____ Email: _____
 Not for Profit Tax ID Number: _____
 City of Flagstaff / Commercial Tax ID Number: _____
 Description of goods or services: _____

Employee names needing access to the event (please indicate if under 21):

1. _____
2. _____
3. _____
4. _____

I will be bringing my own tent / canopy (10x10 or smaller) _____
 I need to rent a tent _____
 I require electricity. Number of outlets needed (110/220volt) _____
 I will need Ice (# of bags) _____
 I will need Sand Bags (# of bags) _____

Item	Fee	Early Registration (no later than 3/15/2011)
Vendor	\$295.00	\$260.00
Non-profit	\$125.00	\$115.00
Food Vendor	\$1,000.00	
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	\$15.00 (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.

Signature: _____
 Date: _____

Upon receipt of your application, fees, and certificate of insurance, you will receive a copy of the vendor rules and regulations.



FLAGSTAFF HULLABALOO 2012

TERMS AND CONDITIONS:

All Vendors:

1. **Festival Hours:** 10:00 am until 8:00pm on June 2nd. Set up should be complete by 9:00 am. Tear down should be complete no later than 9:00 pm. No tear down during the event. We're strongly recommending vendors to set up tents Friday, June 1st 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 table and chairs.
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.
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:

<i>State of Arizona</i>	<i>City of Flagstaff</i>	<i>Coconino County</i>
License & Registration	City Sales & Tax	Environmental Health
1600 West Monroe	211 W Aspen Ave	2500 N Fort Valley
Phoenix, AZ 85007	Flagstaff, AZ 86001	Flagstaff, AZ 86001
	928-213-2250	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. 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.

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: _____

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

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