



## VENDOR INFO

ENTRY DEADLINE: **Postmarked 5/01/2017**

EARLY REGISTRATION DEADLINE: **Postmarked 4/01/2017**

Submit Application to: 1623 East Mountain View Ave., Flagstaff, AZ 86004 (c) 928.607.2936

### VENDOR QUALIFICATIONS

- Decisions on vendors are based on quality and a desire to have as broad a variety as possible. Please include SPECIFICALLY what you will be selling as to avoid any overlap and potential loss in sales between vendors.
- 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.** For more info, please visit <http://www.flagstaff.az.gov/index.aspx?nid=9>
- **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>.** Hullabaloo Festivals LLC will not be responsible for vendors who fail to comply and apply for necessary permits
- **Vendor Fees - vendor fees are due by May 15, 2017. 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; **Hullabaloo Festivals 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 Hullabaloo Festivals. 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. When considering the amount of weight needed, please keep in mind that Flagstaff is known to have sudden and significant winds. Please ensure that the weight is adequate to anchor your tent for any and all weather conditions. It is recommended to remove your canopy top if there is ever a question as to the stability of your tent. Indicate if you wish to rent sand bags from Hullabaloo Festivals.
- **Ice** - ice will be available for sale from Hullabaloo Festivals, 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. There is a \$50 fee for use of electricity.
- **Table & Chairs** - you will need to provide your own table and chairs or they can be rented from Hullabaloo Festivals.
- **Staff** – Hullabaloo Festivals will provide vendor staff access for up to **four** people per day. Wristbands will be provided at check in.
- **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 Hullabaloo Festivals LLC and committee members from any and all claims arising from participation in the festival.*
- **No Refunds** – Less than 30 days prior to event. We will operate rain or shine.
- **Sustainability** – Use of recyclable/compostable products (plates, napkins, etc.) is strongly encouraged.
- **Set Up Times:** Friday, 6/2 3pm – 7pm and Saturday 6/3 7am-9am
- **Festival Times:** Saturday 6/3 10am – 9pm and Sunday 6/4 11am-6pm
- **Parking:** No overnight parking or camping at the site. Please plan to park on streets close to the festival.

# **VENDOR APPLICATION**

## **General Information**

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 will need electricity (\$50) \_\_\_\_\_

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 4/01/2017)
Vendor \$395.00	\$350.00 (Includes both days, retail and small food)
Non-profit \$175.00	\$150.00 (Includes both days, must have 501c3 #)
Restaurant Vendor	\$1,250.00 (Includes both days, limit of four)

Sponsors: Please specify sponsorship level: \_\_\_\_\_

- Tent Rental \$75.00
- Table (6 ft) \$10.00/table
- Chair (folding) \$5.00/chair
- 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 No longer available
- Cleaning Deposit \$50.00 (**separate check** made out to Hullabaloo Festivals L.L.C.)

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

Make all checks payable to Hullabaloo Festivals LLC  
Send completed Application, Fees and Insurance to:  
Hullabaloo Festivals, Attn: Vendor Coordinator. 1623 E. Mt. View Ave., 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 Hullabaloo Festivals LLC and committee members from any and all claims arising from participation in the festival.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **TERMS AND CONDITIONS:**

### **All Vendors:**

1. **Festival Hours:** 10:00 am until 9:00 pm on June 3<sup>rd</sup> and 11:00am until 6:00 pm on June 4<sup>th</sup>. Set up should be complete by 9:00 am on Saturday. Tear down should be complete no later than 10:00pm on Sunday. No tear down during the event. We're strongly recommending vendors to set up tents Friday, June 2<sup>nd</sup> 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 Hullabaloo Festivals).

4. **Merchandise:** Hullabaloo Festivals 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 and power strips.

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, Hullabaloo Festivals 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 Hullabaloo Festivals staff.

10. **Insurance:** All vendors must provide proof of general liability insurance naming Hullabaloo Festivals 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:** Your registration fees are nonrefundable unless cancellation, in writing, is received by Hullabaloo Festivals 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 Hullabaloo Festivals. Contact via e-mail for discounted case costs [vendor@hullabalooofests.com](mailto:vendor@hullabalooofests.com). Applicant understands that Hullabaloo Festivals 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 Hullabaloo Festivals LLC is a license to occupy only, and is not coupled with an interest in the property. Hullabaloo Festivals 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 Hullabaloo Festivals 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:***

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Signature

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Date

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Business / Organization Name:

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

## **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 Hullabaloo Festivals L.L.C. 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*)