



5th Annual Dia de Los Muertos PHX Festival
12 – 6pm | Sunday Oct, 23, 2016 | Steele Indian School Park
300 East Indian School Rd, Phoenix, AZ 85012

Vendor Application 2016

REQUIREMENTS:

All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number. If you do not have one, please contact:

AZ Department of Revenue – www.azdor.gov

Transaction Privilege Tax Application

- <https://www.azdor.gov/Business/TransactionPrivilegeTax.aspx>

And a City of Phoenix Tax License. Here is the Application -

<https://www.phoenix.gov/financesite/Pages/financeindex.aspx>

VENDING TYPES:

FOOD/BEVERAGE VENDORS – Food sales are limited to items listed on the vendor's application. A fire extinguisher is required at each booth with an open flame. Vendors must list all items they are requesting to sell, display or give away on the vendor application.

AZ 2016 Food Vendor Application -

<http://www.maricopa.gov/EnvSvc/EnvHealth/MobileFood/MobileFood.aspx>

AZ Food Safety Manual –

<http://www.azgfd.gov/pdfs/hahwg/2012summer/04b-Food%20Safety%20Manual.pdf>

AZ Food Service Worker Practice Test Questions

<http://www.maricopa.gov/envsvc/envhealth/specprog/foodworker/studyguides.aspx>

AZ Temporary Food Service Application –

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecialEvents/Default.aspx>

AZ Special Events Guide and Food Vendor Checklist –

<http://www.maricopa.gov/envsvc/envhealth/SpecialEvents/Default.aspx>



ARTS AND CRAFT VENDORS – Sales are limited to those items made by the artists and listed on the applications. Vendors must list all items they are requesting to sell on the vendor application.

- We have a limited number of vendor booths available; vendor applications are approved at the sole discretion of Cultural Coalition, Inc.
- Arts and Crafts vendors of all disciplines are welcome to apply, however, preference will be given to artists whose art is locally handmade and of high quality. The theme of the art should be predominantly Dia de Los Muertos iconography and symbolism.

INFORMATION

SPACES – Event spaces are 10'x10'. Electricity and water will not be supplied. All food tents must have sidewalls. Vendors are responsible for their own setup, clean up and for bringing their own equipment to operate their business (e.g., generators, cords, lights, tables, chairs; etc.). **No staking is permitted on the park grounds. Canopies must be secured with sand bags or weights.**

INSURANCE REQUIREMENTS – Vendors selling food must provide a certificate of insurance to Cultural Coalition name the **Cultural Coalition, Inc.** as additionally insured.

LIABILITY - Cultural Coalition, Inc. assumes no liability for refunds if the event is interrupted or cancelled due to inclement weather.

PERMITS AND LICENSES – Food vendors' names will be submitted to the Maricopa County Health and Environmental Services Department. Each vendor must contact the Maricopa County Health Department regarding appropriate licenses. Vendor booths will be inspected by an officer of the Maricopa County Health Department and the City of Phoenix Fire Department prior to the event. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. Food Vendors are required to have functioning fire extinguishers on the premises. **Vendors closed by an inspector will not receive a refund.**

POWER AND WATER – **Vendors need to provide their own electricity.** Vendors are required to supply their own water for hand washing and utensil cleansing as well as for any other purpose unless otherwise arranged.

SETUP – Vendors may begin set up at 9:00am and be completely operational by 11 am in order to comply with the inspectors requests. Vendors need to bring any transportation devices need to transport items form their vehicle to and from their designated vendor space location, especially after dark.. **Vehicles may drive on grass between 9 and 11 am to unload.** All booths must be staffed, operated



and ready for inspection by 11:00 am. Vendors will not be allowed to close down operations or depart from the event site before 5:30pm.

TAKEDOWN – All equipment and supplies must be taken down at the end of the event. **Vehicles may not drive onto the grass after dark.**

CLEANLINESS – Vendors must keep the area inside and outside of their event space clean. Unapproved dumping will result in a cleanup charge. If using grease, vendors must dispose of it in sealed containers. **Any damage to park facilities due to grease spills may result in the vendors being billed for repairs.**

Application Due: **September 15, 2016**

Applicant Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: () _____ Fax: () _____

Email: _____

List of items for sale:



Booth Types	Quantity	Fee	Amount
Food/Beverage Vendor		\$175.00	
Self-contained 10'x10' Booth Space 1 Parking Pass		\$125.00	
Self-contained 10'x10' Booth Space 1 parking pass (Non-profit)		\$100.00	

Checks, money orders or cashier checks must be made out to “Cultural Coalition, Inc.”, and must be received with this completed and signed application. The Cultural Coalition, Inc. reserves the right to select all vendors. A certificate of insurance for food vendors must also be submitted.

Mail payment and application to:
Cultural Coalition, Inc.
P.O. Box 378
Mesa, AZ 85211-0378

For more information contact:
Carmen Guerrero, Executive Director
(480) 834-5731

I, (print your name) _____ agree to hold the Cultural Coalition, Inc., harmless for theft of, damage to, loss of merchandise, materials, equipment or personal property which I may have on the grounds of the Dia de Los Muertos PHX event site. I also understand that the Cultural Coalition, Inc., will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival patrons. I also certify that the above named organization is in compliance with all state health regulations, and, if applicable, operations are appropriately permitted by Maricopa County. I understand that my signature holds me responsible for the information included on this application.

Vendor Signature

Date

Gracias! Thank you!