

For Faire use only

# 2012 St. Patrick's Day Faire Vendor Booth Registration

Saturday March 17, 2012

Margaret T. Hance Park and Irish Cultural Center

Phone: 602-280-9221 – Website: www.phxirish.org

Vendor/Exhibitor Application - Application Deadline: March 3, 2012

Name of Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ AZ Tax License # \_\_\_\_\_

Phoenix Tax License # \_\_\_\_\_

### Commercial Vendors

You purchase or manufacture durable goods for resale. This applies whether the goods you purchase are handcrafted or manufactured. This also includes businesses who wish to hand out information only.

10' wide.....\$250

20' wide.....\$350

30' wide.....\$450

### Arts & Crafts

You **personally** handcraft durable arts and craft items for sale. If you have a retail outlet **OR** employ more than one other person in your business, you **do not** qualify as a Craft.

10' wide....\$100

20' wide....\$200

### Non-Profit

Yours is a qualified tax-exempt organization as defined by public law and the IRS. You must furnish evidence of your non-profit status with this application to reserve a non-profit booth.

10' wide....\$50

### Food

Food and beverage sales.

10' wide....\$250

20' wide....\$350

30' wide....\$450

**All spaces are 10 feet deep.**

**There will be a \$50.00 fee for each electrical connection.**

**Vendors will be given up to 4 complimentary wristbands for their staff. Additional workers must purchase wristbands for \$10.00 each.**

Number of wristbands needed: \_\_\_\_\_

Number of additional wristbands needed: \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

# of electrical connections \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Amount due for space: \_\_\_\_\_

**Total amount due:** \_\_\_\_\_

Type of product \_\_\_\_\_

List all products to be sold (Food vendors-please attach menu and price list. St. Patrick's Day Faire Committee reserves the right to approve all menu items).

Special requirements: \_\_\_\_\_

**PLEASE READ THE FOLLOWING PAGE. IT IS PART OF THE APPLICATION PACKAGE. SIGNATURE IS REQUIRED ON PAGE TWO.**

Make checks payable to: **St. Patrick's Day Parade Committee**  
P.O. Box 3616  
Phoenix, AZ 85030

## **ST. PATRICK'S DAY FAIRE 2012** **VENDOR INFORMATION**

### **REQUIRED DOCUMENTS**

The Faire takes place from 10am to 5pm at Margaret Hance Park, 64 W. Culver Street, Phoenix, AZ 85004.

The park is adjacent to the Irish Cultural Center, 1106 N. Central, Phoenix, AZ 85004.

Anyone who sells a product in the state of Arizona is required to have a business license. Likewise, vendors are required by the City of Phoenix to have a sales tax permit. **THIS APPLIES TO ALL VENDORS**, unless you are distributing information only, and **NO GOODS** are exchanged.

**Arizona Transaction Privilege Tax License information:** Arizona Department of Revenue, License and Registration section.

**City of Phoenix Privilege (Sales) Tax License information:** City of Phoenix Tax Division, Finance Department.

**Please write your tax license numbers in the spaces provided on the first page. Numbers will be verified with the City of Phoenix and State of Arizona.**

### **General Liability Insurance**

Vendors are required to have general liability insurance. This includes vendors distributing information only. Please communicate these instructions to the insurance company: list the St. Patrick's Day Parade Committee, Inc. and the City of Phoenix as additional insured.

**INSURANCE IS REQUIRED, REGARDLESS OF PROCEDURES THAT MAY HAVE BEEN FOLLOWED AT PAST EVENTS.**

The Certificate Holder is:

St. Patrick's Day Parade Committee  
1106 N. Central Ave  
Phoenix, AZ 85004

We require a paper copy of the insurance document to be sent as part of your application package. We will not consider your application until it is complete. Space is reserved on a first come, first served basis as determined by submission of all paperwork and fees. The process for each event at the Irish Cultural Center is unique. We do not keep paperwork on file, and will not be able to look up previous information. Completion of application does not guarantee acceptance into the Faire. There is a \$25.00 NSF fee for returned checks. The St. Patrick's Day Faire is a rain or shine event. Vendor deposits will not be returned. **DEADLINE FOR APPLICATION PACKAGE SUBMISSION IS MARCH 3, 2012.**

### **FOOD VENDORS**

A Maricopa County Temporary Food Service Permit is required. All workers need to have a Food Handler's Permit in their possession. Please submit a menu with item prices for our approval. To insure a diverse selection of food and beverages, we will inform you of the accepted items from your menu. Please be advised that you will only be able to sell these accepted items.

### **EQUIPMENT**

The fee is for space only. The Faire does not provide tables, chairs or canopies.

There is a \$50.00 charge for each electrical connection.

All pertinent fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety shall be strictly observed. The St. Patrick's Day Parade Committee and the City of Phoenix will not be liable if any government representative closes a booth that does not comply with regulations. Vendors closed by an inspector will not receive a refund.

**NO STAKING** will be allowed in the park unless express, written permission has been granted in advance by the City of Phoenix Department of Parks and Recreation.

### **SET UP/TEAR DOWN**

Set up: 1:00 pm-5:00 pm Friday, March 16th and 6:00 am-9:00 am Saturday, March 17th.

Tear down no earlier than 6:00 pm., or when park staff gives permission.

Vendors arriving late and unprepared to open on time will not be permitted to sell and will receive no refund.

There will be security Friday night. You may leave your booth, but please remove all items of value. **The St. Patrick's Day Parade Committee, agents, employees, volunteers, and the City of Phoenix are not responsible for any loss or theft during the run of the Faire or set up and tear down.**

We do the best we can to accommodate special requests. However, as we seek to improve the event, there may be changes in the layout and procedures.

### **PARKING**

Each vendor will receive one parking pass for a designated vendor parking area. Any additional vehicles must park in general public parking areas. There will be shuttle service from these general areas.

### **WRISTBANDS**

All workers must have a wristband on the day of the event. Wristbands are not necessary if you are setting up the day before the event. Up to 4 complimentary wristbands are available. Additional wristbands are available to order on the application. If workers arrive without a wristband they will have to pay the entrance fee. You are responsible for disbursing your wristbands before the event.

### **PHOTO RELEASE**

The undersigned does hereby give consent to the St. Patrick's Day Parade Committee and assignees to take photographs, make audio recordings and/or video graphs of myself and/or my organization at the St. Patrick's Day Parade and Faire, and to use such photographs, audio recordings and/or video graphs for such promotion, publicity or other lawful purpose as the St. Patrick's Day Parade Committee deems appropriate. I/we further waive any rights of claims as to content approval or damages that I/we may have for use of these reproductions.

**I have read and agree to abide by the rules and regulations of the 2012 St. Patrick's Day Parade Committee, the City of Phoenix, and other government entities as may have jurisdiction. I hereby release and hold harmless the 2012 St. Patrick's Day Parade Committee, the City of Phoenix, and their officers, employees and agents from all liability, including, but not limited to, statutes, ordinances, and any legal authority or cause, theft, personal injury, strike, public enemy, or act of God, and do indemnify these named organizations from any damages that may arise from doing business at the 2012 St. Patrick's Day Parade and Irish Faire. Vendor fees are non-refundable. I understand that all vendors are subject to approval by the St. Patrick's Day Parade Committee.**

Signature \_\_\_\_\_

Date \_\_\_\_\_