

For Festival use only

2009 Arizona Irish Festival Vendor Booth Registration

Saturday October 31, 2009

Margaret T. Hance Park and Irish Cultural Center

Phone: 602-308-4601 ext. 203 – Website: www.azirishfestival.org

Vendor/Exhibitor Application - Application Deadline: Oct. 1, 2009

Name of Company _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Email _____ Web Site _____

Phone (Day) _____ Evening _____ Cell _____

Commercial Vendors 10' wide.....\$250
You purchase or manufacture durable goods 20' wide.....\$350
for resale. This applies whether the goods you 30' wide.....\$450
purchase are handcrafted or manufactured.

Arts & Crafts 10' wide....\$100
You **personally** handcraft durable arts and 20' wide....\$200
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.

Non-Profit 10' wide....\$50
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.

Food 10' wide....\$250
Food and beverage sales. 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: _____

Make checks payable to: **Arizona Irish Festival
P.O. Box 2379
Phoenix, AZ 85002-2379**

Type of
product _____

List all products to be sold (Food vendors-please
attach menu and price list. Arizona Irish Festival
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.

ARIZONA IRISH FESTIVAL 2009
VENDOR INFORMATION

REQUIRED DOCUMENTS

The Festival takes place from 10am to 8pm 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.**

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.

General Liability Insurance

Vendors are required to have general liability insurance. Please communicate these instructions to the insurance company: list the Arizona Irish Festival 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:
Arizona Irish Festival
1106 N. Central Ave
Phoenix, AZ 85004

We require a paper copy of the above documents 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 Festival. There is a \$25.00 NSF fee for returned checks. The Arizona Irish Festival is a rain or shine event. Vendor deposits will not be returned. **DEADLINE FOR APPLICATION PACKAGE SUBMISSION IS OCTOBER 1, 2009.**

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.

WE EXCLUSIVELY USE PEPSI PRODUCTS. ALL VENDORS WHO SELL BEVERAGES MUST SELL PEPSI PRODUCTS, OBTAINED THROUGH THE FESTIVAL ONLY. PRODUCT IS SOLD AT \$24 A CASE WITH 24-20 OZ. BOTTLES. NO REFUNDS ONCE PRODUCT IS PURCHASED.

EQUIPMENT

The fee is for space only. The Festival 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 Arizona Irish Festival 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: 1:00pm-5:00 pm Friday, October 30th and 6:00 am-9:00 am Saturday, October 31st.
Tear down no earlier than 9:00 pm.

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 Arizona Irish Festival Committee, agents, employees, volunteers, and the City of Phoenix are not responsible for any loss or theft during the run of the Festival 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 Arizona Irish Festival Committee and assignees to take photographs, make audio recordings and/or video graphs of myself and/or my organization at the Arizona Irish Festival, and to use such photographs, audio recordings and/or video graphs for such promotion, publicity or other lawful purpose as the Arizona Irish Festival 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 2009 Arizona Irish Festival Committee, the City of Phoenix, and other government entities as may have jurisdiction. I hereby release and hold harmless the 2009 Arizona Irish Festival 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 2009 Arizona Irish Festival. Vendor fees are non-refundable. I understand that all vendors are subject to approval by the Arizona Irish Festival Committee.

Signature _____

Date _____