



2010 Glendale Chocolate Affaire

Commercial Vendor Application (CVI)

Total Employees: 15 and over

Friday, February 5, 2010 5 p.m. – 10 p.m.*

Saturday, February 6, 2010 10 a.m. – 10 p.m.*

Sunday, February 7, 2010 noon - 5 p.m.*

DEADLINE: Friday, November 6, 2009

All Information below must be completed to process the application

Please include the following:

- One (1) photo of your booth set-up
- 1-3 photos of your items

*Items will not be returned

Name: _____

Business Name: _____

Day Phone: _____ **Cell Phone:** _____

Fax: _____ **Email:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Type	Fee	Amount Due
Background Check Fee** (Required annually of <i>all</i> vendors)	\$ 60	
10 x 10 Commercial Vendor Booth (Includes: space and (2) single phase 20 amp outlets)	\$ 800	
10 x 20 Commercial Vendor Booth (Includes: space and (2) single phase 20 amp outlets)	\$ 1,200	
Options:		
Additional electricity – Please list below (Please provide all necessary adaptors and connectors)	\$ 25 per 110v - 20 amp outlet \$ 50 per 220v - 50 amp outlet	
10 x 10 Prime Location*** Please include a separate check payable to: City of Glendale	\$ 100 additional	
10 x 20 Prime Location*** Please include a separate check payable to: City of Glendale	\$ 150 additional	
Total Amount Due		\$

Electrical: Accurate electrical needs must be noted on this application. Electrical supply is limited, therefore if required please indicate below.

Total Amperage Required: _____ (You will find amperage ratings listed on the back of your appliances)

- | | | |
|---------------------|-------------------|-------------------|
| ___ Freezers | ___ Refrigerator | ___ Microwave |
| ___ Hot Dog Cookers | ___ Cash Register | ___ Fans |
| ___ Hot Plates | ___ Sink Pumps | ___ Coffee Makers |
| ___ Warming Lamps | ___ Food Warmers | ___ Fryers |
| ___ Other _____ | | |
| ___ Other _____ | | |
| ___ Other _____ | | |
| ___ Other _____ | | |

Please list ALL items you plan to sell, display, or giveaway. Final approval will be determined by the City of Glendale.

Item(s)	Sale Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

What is your preferred method of contact from customers? **Email** **Phone** **Mail**

*All times and dates are subject to change

The City of Glendale Office of Special Events, through an outside agency, shall conduct a background check on approved vendors participating in any of Glendale’s Festivals, including, but not limited to: Glendale Glitters Spectacular Weekend, December Holiday Lighting Season Events, Glendale Glitter and Glow, Glendale Chocolate Affaire, Glendale Jazz and Blues Festival, Hometown 4th of July and Fiesta Glendale. Only one background check is required annually per booth (November 2009 – October 2010). **No vendor will be allowed to participate in any festival, until background check is completed, cleared, and approved.

*** Prime location indicates historical high traffic areas as determined by the City of Glendale Office of Special Events. This does not guarantee higher sales volume. Prime locations are not guaranteed and the check will be returned if the spot is not available.

As an approved vendor you will need to provide the city with a valid Certificate of Insurance (COI), listing the City of Glendale as an additional insured in the amount of one million dollars. If you are selling or sampling any type of food product you will need to comply with all health codes. For all health regulations please contact the Maricopa County Health Department at 602.506.6978.

Please do not submit any money at this time. Applications are due back by November 6, 2009. Please mail your application to:

City of Glendale
Office of Special Events
5850 W. Glendale Avenue
Glendale, Arizona 85301
Attn: Nicole Sandberg

By signing this application, I understand that all information I have provided will be used with intent in participating in the 2010 Glendale Chocolate Affaire. Once approved, this information will be used for booth location, tent rentals, and power requirements.

Signature: _____ **Date:** _____