

To returning food vendors,

I would like to inform you of our new **returning food vendor** fee structure. We have based the new structure on the gross sales and booth size that each vendor reported to us during the last year they were involved in our events. The new pricing is for returning food vendors and replaces the previous twenty percent of gross sales fee. Food vendors will still be required to pay for their background check and deposit (both due once accepted into the festival). If the vendor would like to increase their booth size, add additional power, or be placed in a prime location, additional fees will be incurred. Increasing booth space from prior year's participation will be subject to availability, as there is limited space within the festival grounds, and will be determined by the City of Glendale. The balance of the new fee structure as well as soda, water, and ice purchased will be due on the last night of the festival. There will no longer be a ten day grace period; all fees are due at the conclusion of each Festival with no exceptions made.

Please see the returning food vendor fee structure below. These totals are based on event averages from prior year's gross sales. Please contact me if you have any questions as to what tier you are in.

2008 Gross Sales Total	Flat Rate*
\$20,000+	\$ 5,000.00
\$15,000-\$19,999	\$ 4,000.00
\$10,000-\$14,999	\$ 3,000.00
\$7,500-\$9,999	\$ 2,000.00
\$5,000-\$7,499	\$ 1,500.00
\$3,500-\$4,999	\$ 1,000.00
\$2,000-\$3,499	\$ 600.00
\$0-\$1,999	\$ 400.00

*The flat rate will be less the deposit.

To food vendors applying for the first time,

The city of Glendale has chosen to implement a tiered fee structure to determine the rate in which the vendor will pay their fees. These fees are based on gross income. Since new food vendors do not have established gross sales for this festival; we will require them to turn in register tape and/or have random cash counts throughout the festival. For the first year in this festival, new food vendors will pay twenty (20) percent of gross sales in addition to a deposit, a background check fee and any soda, water or ice purchased. If the vendor would like to add additional power, or be placed in a prime location, additional fees will be incurred. Once a vendor establishes their gross sales, booth size for the festival, a tiered scale will be in effect for future years of participation.

If you have additional questions please email me at nsandberg@glendaleaz.com or call me at 623-930-2017.
Sincerely,

Nicole Sandberg



2010

Glendale Chocolate Affaire

Food Vendor Application

Please include the following:

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

*Items will not be returned

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.
 (All dates and times are subject to change)

DEADLINE: Friday, November 6, 2009

Name: _____ Business Name: _____

Day Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Background Check*	Fee	Amount Due
Background Check Fee (Required annually of <u>all</u> vendors)	\$ 60	
Deposit (booth size according to past participation)	Fee	Amount Due
10' x 10' Food Vendor Booth (Includes: space and (2) single phase 20 amp outlets)	\$ 175	
10' x 20' Food Vendor Booth (Includes: space and (2) single phase 20 amp outlets)	\$ 250	
Flat Rate Category** (Due at the conclusion of the event)	Fee	Amount Due
2008 Gross Sales Average: \$20,000+	\$5,000 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$15,000 to \$19,999	\$4,000 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$10,000 to \$14,999	\$3,000 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$7,500 to \$9,999	\$2,000 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$5,000 to \$7,499	\$1,500 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$3,500 to \$4,999	\$1,000 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$2,000 to \$3,499	\$600 less Deposit	Due 2/7/10
2008 Gross Sales Average: \$0 to \$1,999	\$400 less Deposit	Due 2/7/10
Options (Additional Fees)	Fee	Amount Due
Additional electricity – Please list below (Please provide all necessary adaptors and connectors)	\$ 25 per 110v - 20 amp outlet \$ 50 per 220v - 50 amp outlet	
Increased Booth Size from 10' x 10' to 10' x 20' (determined by past participation)	\$ 100 additional	
10' x 10' Prime Location*** Please include a separate check payable to: <u>City of Glendale</u>	\$ 100 additional	
10' x 20' Prime Location*** Please include a separate check payable to: <u>City of Glendale</u>	\$ 150 additional	
Total Amount Due		\$

Continued →

Electrical: Accurate electrical needs must be noted on this application. Electrical supply is limited, therefore if required please indicate below, as power will not be available if it is not listed. If changes do occur you will be billed as necessary.

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. Use an additional sheet of paper if necessary. Final approval will be determined by the City of Glendale.

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

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 the intent of participating in the 2010 Glendale Chocolate Affaire. Once approved, this information will be used for booth location and power requirements.

Signature: _____ **Date:** _____

* Only one background check is required annually per booth (November 2009 – October 2010). **No vendor will be allowed to participate in any festivals until background check is completed, cleared, and approved.**
 **Flat rate categories are based on the previous year’s participation. Vendors who have not participated in the event that they are applying for will pay 20% of gross sales until they have established themselves (which is one completed event with random cash count or register receipt) for each event that they are participating in. Any balance due, whether percentage or flat rate will be due the night of the event's conclusion. Historical reference includes: reported gross sales, food category, booth size, and menu.
 *** 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.