



2010 Glendale Chocolate Affaire

Non Profit Vendor Application

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 Non Profit Booth with sales (Includes: space) | 10% Gross Sales | |
| 10 x 10 Non Profit Booth with no sales (Includes: space) | Complimentary | |
| Options: | | |
| Additional electricity – Please list below (Please provide all necessary adaptors and connectors) | Additional Charge | |
| 20 amp outlet (110v) | \$ 25 per outlet | |
| 50 amp outlet (220v) | \$ 50 per outlet | |
| 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.

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. 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.

Non profit spaces will be limited in the amount of booth locations available. If more applications are received than space available, we will have a lottery to select the participating non-profits.

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:** _____