

Thank you for your interest in participating in the city of Glendale’s festivals. We are glad that you have decided to apply to participate in our festivals. We are proud to produce some of the top festivals in the state of Arizona. Within this application you will need to fill out and submit several things. Below are the requirements to submit a completed application along with a description of what each item is. We look forward to reviewing your application to participate in Arizona’s Best Festivals®!

✓	Item
	Completed Application Each event’s application must be completed in full to be accepted.
	Application Fee \$25.00 Vendors must include the \$25.00 non-refundable application fee, but NO other fees are due at this time.
	Photographs* Vendors are required to submit 3 photographs of your products as well as 1 photo of your booth set up.
	Electrical Requests Each vendor is required to turn in the Electrical Requests sheet indicating if no additional power is needed or the specific requirements needed.

You will be notified of either your acceptance or non-acceptance within three weeks following the application deadline. If you are accepted, you will be sent a packet which you will return along with the following items: contract, certificate of insurance (if necessary), beverage order (if necessary), background check form, and payment for the participation fee, prime location fee, background check fee, and additional power fee. **THESE ARE NOT REQUIRED UNLESS YOU HAVE BEEN NOTIFIED ABOUT YOUR ACCEPTANCE INTO THE FESTIVAL.**

If you have any additional questions please call 623-930-2017, visit: www.glendaleaz.com/events or email: events@glendaleaz.com

*Photographs will not be returned

Frequently Asked Questions

1. Background checks will only be conducted once a vendor has been conditionally accepted into the festival and has paid all application fees due.
 - Background checks are required of every vendor who has been selected to participate in city of Glendale festivals. Only one background check is required annually from the one person taking responsibility of the booth. (This means that every employee does not need a background check, only the owner.)
 - The City of Glendale Office of Special Events, through an outside agency, conducts background checks on selected vendors participating in any of Glendale's Festivals or Events, 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 and Glendale Summer Band. Only one background check is required annually per business (November 2011 – October 2012). **No vendor except Non-Profits will be allowed to participate in any festivals or events until the background check is completed, cleared, approved, and paid.**
 - If the necessary Background Check Fees exceed \$ 100, the vendor will be responsible for paying any balance due over that amount to the City of Glendale Office of Special Events no later than ten days prior to event move-in. Failure to pay the balance due for the background check will result in exclusion of that vendor from that particular Glendale festival or event and forfeiture of the \$60 background check fee.
 - The City is NOT RESPONSIBLE for any consequential or other damages resulting from delay or inconvenience associated with the background-check process or the vendor's failure to receive timely clearance or approval from the background-check agency.
2. Prime Locations include areas of historical high traffic as determined by the City of Glendale Office of Special Events as well as corner preferences or other requested spots from the vendor. This does not guarantee higher sales volume. Prime locations are not guaranteed and the check will be returned if the spot is not available.
3. All vendors must conduct their vendor business activity under a white pop up canopy.
 - Traditional trailers are not allowed at any city of Glendale festivals
4. Certificate of Insurance is not due until the vendor has been accepted to participate in the festival. It is required from all vendors who serve or sample food, perform face painting, airbrushing or henna, or have interactive games which involve public participation. The city of Glendale has the right to determine if the vendor is required to have a certificate of insurance naming the city as additional insured.
5. Beverage sales – All beverages sold in bottles or cans including water products, must be purchased through the city of Glendale and its sponsor.
6. After acceptance, all vendors must obtain their business license with the City of Glendale
 - All vendors must obtain a business license with the City and State to participate in the City of Glendale's festivals. Your license must be obtained before the event during regular business hours at the Tax and License office. You may obtain a Glendale license or permit (depending on your gross sales) by contacting the Tax & License Department at 623-930-3190 or in person at 5850 W Glendale Ave on the 1st floor.
7. Once accepted, food vendors must go through the Maricopa County Health Department.
 - All vendors with any type of food items must submit a temporary permit application and be **pre-approved** by the Maricopa County Health Department Special Events Program. Health permits must be displayed in your booth throughout the festival. For more information, call the Maricopa County Health Department at 602-506-6978, contact by e-mail at specialevents@mail.maricopa.gov, or visit the Special Events website at: <http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>. All pertinent laws, ordinances and regulations pertaining to health and public safety shall be strictly observed.

8. Fire Information

- The City of Glendale Fire Prevention Office requires all vendors that use a flammable compressed gas, example propane, to perform a leak check of all connections which need to be witnessed by the onsite inspector. Each vendor is required to provide a spray bottle of commercial leak test solution or a spray bottle of soapy water to perform the test. If a leak is found, the leak must be repaired prior to use of the propane container.

9. Electricity

- All vendors are required to fill out the Electrical Request sheet regardless if additional power is needed or not.



2012 Glendale Chocolate Affaire

Non Profit (501c-3)

DEADLINE: Friday, November 4, 2011

All Information below must be completed to process the application

Friday, February 3, 2012 5 p.m. – 10 p.m.*
 Saturday, February 4, 2012 10 a.m. – 10 p.m.*
 Sunday, February 5, 2012 Noon - 5 p.m.*

Name: _____

Business Name: _____

Day Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Required Fees	Fee	Amount Due
Application Fee (Non-refundable) (Required for each event)	\$ 25	
Background Check Fee	\$ 60	N/A
Participation Fee		
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 If space is available	
Options		
20 amp outlet (110v)	\$ 25 per outlet	
50 amp outlet (220v)	\$ 50 per outlet	
Total Amount Due		\$

Please provide your most current festival participation history along with the promoter and contact information.

Festival, Location	Promoter, Email or Phone Number

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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

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.

Application, application fee, electrical needs and photos are due back by November 4, 2011. Please mail your application to:

City of Glendale
Office of Special Events
5800 W. Glenn Drive, Suite 150
Glendale, Arizona 85301
Attn: Vending

By signing this application, I understand that all information I have provided will be used with intent in participating in the 2012 Glendale Chocolate Affaire. Once approved, this information will be used for booth location and power requirements.

Signature: _____ **Date:** _____

Vendor Name: _____ Event: _____

Electrical Requests

The city of Glendale festivals only have temporary power available therefore it is very limited. All vendors will be provided with (1)-20 amp outlet. If you require additional power you will be responsible to report it on this page and pay the additional fee. Please be very thorough on the electricity information below so we can provide you with adequate service. If you under-report your electrical needs you will be asked to unplug the equipment that is exceeding the power you requested. If there are issues with your power onsite electricians will be available for a short duration during the beginning of the event. If it is determined that your booth is pulling more electricity than requested, you may be charged for the expenses to correct the problem. Our onsite electricians and staff will be performing amperage checks throughout the event. You are responsible for supplying your own adaptors, connectors and outdoor-rated extension cord. The cord must be able to carry the load requested and meet safety standards. **No personal heaters of any kind are allowed.** Overnight power will not be provided unless it has been arranged and paid for prior to the event.

You must list the amperage of all appliances (including lights and cash registers) below or select no additional power requests.

_____ **I do not require any additional power and (1)-20 amp outlet will be sufficient.**

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 _____	

Qty	Power Need	Cost
	Additional electricity 110v - 20 amp outlet	\$ 25
	Additional electricity 220v - 50 amp outlet	\$ 50
	Overnight Power (per event)	\$125
	Individual Spider Box (5 outlets)	\$ 100
	Onsite electrician (hourly rate + issue)	\$ varies