



November 3, 2011

Dear Interested Vendor:

The Parks and Recreation Department's Folk & Heritage Festival Planning Committee is currently recruiting "food and retail vendors" for the 2012 Folk and Heritage Festival March 24-25. Vendors interested in being a part of this event should review ALL enclosed materials to be familiar with the City of Glendale Parks and Recreation Department's process.

- Submittal of vendor materials **DOES NOT** guarantee selection as an event vendor.

Enclosures include:

- 2011-12 Vendor Requirements
- Vendor Selection Process
- Vendor Application.

Please submit your vendor packet by **5 p.m., December 30, 2012**, to be considered for the City of Glendale Parks and Recreation Department's 2012 Folk and Heritage Festival event. You may submit it through email to myates@glendaleaz.com, by fax to 623-915-7587 or by mail to:

Attn: Michelle Yates, Recreation Coordinator
Glendale Parks and Recreation
5850 W. Glendale Ave. B-59
Glendale, AZ. 85301

Please contact me if you have any questions regarding this application or process. We look forward to receiving your application and supporting information.

Sincerely,

Michelle Yates
Glendale Parks and Recreation Department
Recreation Coordinator
Office (602) 930-2044



Parks and Recreation

2011-12 VENDOR REQUIREMENTS

Vendors will be required to complete a Vendor Application for each event of interest. The following items **MUST** be submitted as part of each event application within the designated deadline.

1. Submit Copy of 2011-12 City of Glendale License
2. Submit Copy of 2011-12 Maricopa County Permit
3. Submit Copy of Menu and Price List
4. Submit Photo of Set-up
5. Certificate of Insurance in the amount of \$1,000,000 listing City of Glendale as an additional insured.

You **DO NOT** have to re-submit items from the above list if they are “on file” and current with the Special Use facilities & Special Events Division, please indicate “on file” in your submittal information.

Cart/Booth Space Appearance

Professionalism is expected of all Vendors. Vendors must be ready to sell 30 minutes before actual event start time. Vendors are responsible for the disposal of their own refuse.

Certificate of Insurance

One Certificate of Insurance can be submitted to cover a vendor for one full year. The Certificate must read City of Glendale as an additional insured in the amount of \$1,000,000. (Do not specify an event/program).

Signage

Vendors must provide prices for items being sold. **Signs may not be hand written.**

Vehicles

In most circumstances, vendors may drive their vehicle to their designated vending location for unloading and loading. All vehicles not included in your application information must be parked in designated parking spaces 45 minutes prior to event start time.

Power - lighting Requirements

Vendors must be self-contained (provide their own power, lights, etc).

Grills

Vendors may use charcoal grills. **Protective shield required.** Each vendor must have a fire extinguisher. Vendors using propane are required to be inspected by the City of Glendale Fire Department.

Fees

- Vendors will be charged a fee of \$150

What Can Be Sold

Vendors may sell only what has been agreed upon in vendor contract. This may be all or a portion of your submitted menu items.



Vendor Application
Deadline: December 30, 2011

Contact Name: _____ Cell Number: _____
Contact Email: _____
Address: _____
City: _____ State: _____ Zip: _____

Space required at event

Please provide amount of space required for ALL of your vending needs (storage space, cart trailer room, etc). Your event set-up must be reflected on your photo submittal.

Front to Back Feet **X** Side to Side Feet

Please complete this application and submit it with the following attachments by December 30, 2011:

Certificate of Insurance, 2010 Glendale Tax License, 2010 Maricopa County Health Permit
(Only if selling food), items & Prices, Photograph of Set-Up

Please do not submit any money at this time. If approved, a contract will be sent to you with payment instructions.

Please email your application to myates@glendaleaz.com or mail your application to:

Attn: Michelle Yates
City of Glendale Parks and Recreation
5850 W. Glendale Avenue Glendale, Arizona 85301

By signing this application, I understand that all information I have provided will be used with the intent of participating in the **2012 Glendale Folk and Heritage Festival**. Once approved, this information will be used to create a vendor contract I will sign and return.

Signature _____ **Date:** _____

Click box for electronic signature

Staff Use Only:

Vendor Requirements Checklist

- Vendor Application
- Copy Certificate of Insurance
- Copy 2011-12 Glendale Tax License - One day permits: Lori Green 623-930-2233
- Copy 2011-12 Maricopa County Health Permit (**Only if selling food**)
- Copy Items & Prices
- Photograph of Set-Up