



VENDOR GUIDELINES

TAX AND LICENSE

All vendors must obtain a sales tax 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 by contacting the Tax & License Department at 623-930-3190 or in person at 5850 W Glendale Ave on the 1st floor.

TENTS & EQUIPMENT

In order to produce a more clean look and to create an easier load in and out for vendors, the city will be providing all vendor tents for Spectacular Weekend, Glitter & Glow and the Chocolate Affaire. You will still have your request for a 10x10 or a 10x20. You must bring your own outdoor tent lighting, clamp lights are suggested but halogen lights are permitted. You will need to bring your own tables, chairs, linens, etc.

*For those participating in our Glitters Holiday Weekends, you will need to provide your own tent with a White Canopy. It is required that you provide weights to hold down your tent, at a minimum of 20 pounds per leg.

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.

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.
- If you are using any propane or open flame, please read fire code information. A fire extinguisher, minimum classification 2A10BC, shall be placed in all cooking tents. Where deep fat frying occurs, an additional Class K fire extinguisher is required. Any fire extinguisher used during events must have an inspection performed by a third party company and a tag attached and dated within the last year.
- Any food truck that performs food preparation and cooking shall maintain all required fire extinguishers and if cooking involves the use of deep fryers, grills and/or griddles shall have a commercial kitchen hood with appropriate fire suppression system that meets UL 300 listing. The commercial hood system shall be maintain and cleaned as needed with the fire suppression system being inspected and tagged by a competent commercial third party on a 6 month schedule. There will be no exceptions to this requirement.

CANCELLATION POLICY

In the event that the Glendale Glitters Spectacular Weekend is prevented by an Act of God, acts or regulation of public authorities, interruptions or any cause beyond Glendale's control, the city of Glendale shall not be

responsible for refunds or damage to persons or property. If the vendor decides not to participate in the festival, for any circumstance, after paying the fees due, a refund will not be issued.