



SPECIAL EVENT INFORMATION AND APPLICATION PACKET
Arizona High School Rodeo Association Finals
June 9-12, 2010
Vendor Fee \$50.00

The Payson Parks, Recreation and Tourism Department's Special Event Planning Committee has revised our vendor requirements and selection process. Vendors interested in being a part of 2010 Special Events, please review ALL enclosed materials to familiarize you with our department's process.

- Submittal of Vendor materials DOES NOT guarantee selection as an event vendor.
- Accepted Vendors will receive a signed, approved copy of the application serving as a Vendor Contract, along with a cover letter and an Event Permit, signifying their acceptance as a Vendor.

Enclosures include: Vendor Requirements; Vendor Selection Process; Exhibit A on Tent and Canopy Stipulations; Special Events Requirements and a vendor application.

Please submit vendor packet no later than **six weeks** prior to the event you are requesting to be a vendor in order to be considered.

Regards,

Kaprice Bachtell

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2010 Vendor Requirements

Vendors will be required to fill out a Vendor Application and submit the following information:

- 1) Copy of 2010 Gila County Health Department Mobile Permit or Temporary Permit
- 2) Copy of Food Handler's Card
- 3) Copy of menu and price list
- 4) A photo of set-up
- 5) Certificate of Insurance in the amount of \$1,000,000 listing Town of Payson as an additionally insured.
- 6) Tax ID Number
- 7) Copy of Driver's License

Fees

The fee is to be submitted with application. The fee is non-refundable for accepted vendors. If your application is not accepted your fee will be returned. No refunds because of weather, unless event cannot be rescheduled. The Payson Parks, Recreation and Tourism Department will make every effort to reschedule events cancelled due to weather.

Sales Tax

Vendors are responsible for the sales tax on 100% of sales.

Certificate of Insurance

A Certificate of Insurance shall be submitted to cover a vendor for each event. The Certificate must read Town of Payson as an additionally insured in the amount of \$1,000,000.

Food Handler's Card and Permits

All vendors selling food and products applied directly to the skin or ingested will need a valid Food Handler's Card and a Gila County Health Department temporary or mobile cart permit.

Cart/Booth Space Appearance

Professionalism is expected of all Vendors. Vendors must be ready to sell 90 minutes before actual event start time. Vendors must provide signage showing prices for items being sold. **Signs may not be hand written.**

Vending Area

Vendors will be provided with a 10X10 space to operate their business. The fee for additional space is \$3 per linear foot. Note that your space requirements should include storage, not just retail space.

What Can Be Sold

Vendors may sell only what has been agreed upon in vendor contract.

Parking

Vendors may drive their vehicle into event to setup per instructions by specific Event Coordinator. Vehicles may **not** stay parked in vending area.

Power Requirements

Vendors may request power prior to the event if needed. The Town of Payson will make reasonable accommodations to meet power requests.

Grills

Vendors may only use propane grills. **Protective shield required.** Each vendor must have a fire extinguisher. Vendors using propane are required to be inspected by the Town of Payson Fire Department. All vendors must comply with Town of Payson Tent and Canopy Restrictions, as specified in Exhibit A (included in packet).

Hydrants

No hydrant may be obstructed, hidden, or covered in any way.

Combustibles

Combustibles are simply defined as anything that can burn. Examples include, but are not limited to, cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths, higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal).

Trash

You are responsible for your trash. At all times your area must be clean and neat, not only for health reasons but to represent an overall clean and wholesome image. Trash receptacles will be provided for your convenience. Please remember to use plastic trash bags (max. weight 40 lbs.). DPW workers will be collecting trash, so do not overload the receptacles.

Emergencies

In the event of an emergency, please notify the Parks, Recreation & Tourism Department coordinator of the event.

2010 Vendor Selection Process

The Special Events Planning Committee will review all applications received within the specified time period.

Applications will be evaluated based on the following:

- Local business *
- Priority given to local non-profit charitable organizations
- Past event history
- Previous event vendor attendance at Town of Payson events
- Staff and public feedback
- Professionalism
- Menu appropriateness

Approximately one month prior to an event, the event coordinator will send selected vendors an acceptance letter. Vendors not selected will also be notified.

* "Local" refers to businesses from Payson, Pine, Strawberry, Star Valley, Christopher Creek, Kohl's Ranch, Rye or Gisela.

Tent and Canopy Stipulations Special Events Town of Payson 2010

1. Tents over 200 sq ft and canopies over 400 sq ft are required to be permitted. F2403.2
2. Details on the hours of operation are required in order to assess all of the code requirements for this temporary structure.
3. The use period or dates that the tent will be utilized must be identified. F2403.5
4. Detailed site and floor plans must be submitted. F2403.6
5. Fire access roads shall be provided and indicated on the construction documents. F2403.8.1
6. Tents shall be 20 feet from lot lines and all vehicles. For purposes of determining required distances, support ropes shall be considered as part of the tent. F2403.8.2.
7. Details on means of egress, exits, exit signs, and means of exit and egress illumination must be provided. F2403.12
8. Portable fire extinguishers shall be supplied per section 906. F2404.12
9. Details must be provided on how the tent will be adequately secured. F2403.9
10. A satisfactory certificate shall be submitted attesting to the flame resistance of all tent and canopy structures. F2404.2
11. Tents and canopies must have a permanently affixed label bearing the size and fabric type of the structure. F2404.4
12. No combustible material such as hay, straw, or similar combustible materials shall be located within any tent or canopy. The areas within 20 feet of the structure shall be cleared of all combustible materials and vegetation which could create a fire hazard. F2404.5
13. No smoking signs shall be posted in accordance with section 310. F2404.6
14. Open flames shall not be permitted inside or within 20 feet of a tent while open to the public. F2404.7
15. There shall be a minimum clearance of at least 3 feet from the fabric envelope and all contents located inside the tent. F2404.11
16. All electrical equipment and installations shall be in compliance with the adopted electrical code.
17. The utilization of all compressed gases shall comply with the appropriate adopted codes.
18. Generators shall be separated from tents by a minimum of 20 feet and shall be isolated from the public by an approved means. F2404.19
19. The floor surface inside tents and the area within a 30 feet perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises. F2404.22
20. An inspection by both the fire department and the building department must be scheduled prior to opening.

Public Assemblages and Events

IFC Section 403

IFC 403.2 states: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus roads or where such gatherings adversely affect public services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.

The preceding is only a partial list and should not be considered all-inclusive for every situation.



TOWN OF PAYSON Vendor Application

Event: _____ Event Date: _____ Event Times: _____

Section 1: Contact Information

Name of Business: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Cell: _____ Email: _____

Tax ID No.: _____

Section 2: Products Sold

Products to be Sold (our goal is to avoid duplicate products)

Section 3: Utilities/Propane

Limited electricity is available. Specify needs _____

Will you be using propane? Yes No

Section 4: Space and Setup Requirements

A 10 X 10 space will be provided. The fee for additional space is \$3 per linear foot (1'x10'). Note that your space requirements should include storage, not just retail space. Indicate type of setup (EZ up, wagon, etc.). Include pamphlet or picture of your setup.

Example: 15 foot x 10 foot space = 5 extra linear feet x \$3 per linear foot = \$15 extra charge

Additional space fee calculation: \$3 per linear foot x # linear feet = FEE

Space for your calculations: \$3/linear foot x _____ linear feet extra = \$ _____

Section 5: Payment Terms and Condition of the Agreement

\$ _____ fee for event

\$ _____ extra space fee (if applicable)

TOTAL DUE \$ _____

The fee is required at time of registration. If your application is not accepted your application fee will be returned. All vendor fees for accepted vendors are non-refundable. If Vendor is a no-show the day of the event the Vendor will not be asked back for future events.

Vendors may only sell products or items identified in section two of this document. Any items not approved on this list, you will be asked to stop selling. If you continue to sell non-approved items you will be asked to leave the event. All fees are non-refundable.

I have read and agreed to all the terms and fees listed above and the terms and fees listed in the Town of Payson, Vendor Criteria. Please check appropriate box. Checks are payable to Town of Payson and should be mailed to the address below.

Vendor Signature: _____

Date: _____

Department Approval _____

Date: _____

