

Camp Verde Parks & Recreation
Special Event Vendor Application
Ft. Verde Days Oct 10-11, 2020

Vendor Application Form

Vendor's Name _____ Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ E-mail _____

REQUIRED: State Tax Identification # (TPT or SS #) _____

This information is required for tax reporting purposes. A Camp Verde Business License is not required for vendors. If you do have a current Camp Verde Business License – attach a copy of the business license or business license number.

Describe the product(s) to be sold _____

OUTSIDE All vendors will be outside as it is Quilt Show year. Each space is a 10x10 space, tables and chairs not included.

Please enter the number of spaces you would like to reserve: _____ (Each space is \$65.00. Non-profit price is free for the first 10x10 space, and \$50.00 per each additional space as long as proper documentation is provided. Please make sure you get enough spaces for all of your needs. If you go outside of your allotted space, there will be an additional fee.)

Do you need an electrical hook-up? YES NO (Electricity is an additional \$20 & hook-ups are limited)

Do you require 110v or 220 v? _____ Will you be using a generator outside? YES NO (must be small & quiet)

If you have a trailer/vehicle that will be used in your outside vendor space, please list the entire length including hitch: _____

If you have a trailer/vehicle, please indicate if you serve from the drivers' side or passenger side? _____

Will you be putting up a shade tent? YES NO Stakes may NOT be driven into the ground, weights are required to secure tent.

Some vendors will be required to provide additional insurance naming the Town of Camp Verde as an additional insured, along with an Endorsement from their insurance company. This will need to be provided to Parks and Recreation at least 10 days prior to the event. If you are a new vendor, please provide a photo of your vendor booth/truck with your application.

If you are a food vendor you must contact the Yavapai County Health Department for required permits. 928-634-6893
If we do not receive the approval from Yavapai County prior to the event you will not be allowed to sell food. Food vendors must also provide additional Liability Insurance naming the Town as additional insured.

Our events are open to a wide variety of vendors. Our goal is to prioritize vendors that fit the theme of each event. Final paid registration is on a first come, first served basis after selection. We reserve the right to decline an application based on our criteria and capacity for each event, taking into consideration the quality and content of the vendor. Please note that priority will be given to local vendors.

ALL APPLICATIONS AND PAYMENT MUST BE RECEIVED AND COMPLETED AT LEAST 10 DAYS PRIOR TO THE EVENT. Cancellations must be made in writing by mail or email. 100% refunds will be issued if the cancellation is received 20 days prior to the event, 50% refunds will be issued if received 10 days prior to the event. No refund will be issued after that. If we are forced to cancel the event for any reason, you will be refunded 100% of your fee.

This year's Ft. Verde Days is going to look a bit different than it has in year's past thanks to COVID 19. Parks and Recreation staff are working on the details of Ft. Verde Days, focusing on the safety of our staff, volunteers,

vendors, and the community. The specific event times have not yet been determined. Once you are a registered vendor, we will be sure to update you with any changes all the way up through the first day of the event. Please realize that we are following guidelines and recommendations from the CDC, as well as State and local Health officials and that guidance changes regularly. At minimum, we will be requesting masks be worn, offering additional hand-washing stations throughout the event, encouraging social distancing, and have an increased cleaning/disinfecting schedule for this event.

It is our expectation that all vendors will remain at the event for the duration of the event and comply with the scheduled set-up and take-down procedures provided, which includes taking care of your trash and staying within your assigned space. Failure to comply with these procedures can result in a \$100 fee and could result in suspension from participation in future events.

Vendor by and through the signature on the registration form covenants and agrees that vendor releases, holds harmless and indemnifies the Town of Camp Verde, their Council, commissions, employees, volunteers, agents or other related parties from any and all losses, claims, judgements, damages or any amount owed by reason of any further claim, demand or action at law or in equity that may at any time be brought or made with regard to any occurrences, injuries, property damage or in any way related to the rental of booth or vendor space by Vendor. This indemnification clause specifically includes the payment of attorney's fees and legal expenses necessarily incurred to defend any and all claims made. Vendor acknowledges that no Booth/Vendor space worker is an agent, representative, employee or contractor of the Town of Camp Verde, its agents or representatives. Vendor will comply with all Federal, State, County and municipal laws, statutes, ordinances and regulations relating to the payment of taxes or charges in connection with the vendor's use of the vendor space.

I have read and understand the rules and regulations of the show.

Signature: _____ Date: _____

----- For Office Use Only -----

DATE RECEIVED _____ AMOUNT _____ RECORDED BY _____

CHECK CASH MONEY ORDER VENDOR SPACE NUMBER(S) _____ ELECTRIC

Insurance documents received

REGISTER IN PERSON OR SEND CHECK OR MONEY ORDER PAYABLE TO "TOWN OF CAMP VERDE" TO:

Camp Verde Parks & Recreation
395 S. Main Street
Camp Verde, Arizona 86322
For questions (928)554-0829 or parks@campverde.az.gov

KEEP THIS PAGE FOR YOUR RECORDS

Camp Verde Parks & Recreation

Ft. Verde Days - Oct. 10-11, 2020

Show Rules & Regulations

Location

- Inside the Community Gym at 51 E. Hollamon St. and outside on Community Center Field

Registration/Check-in

- All Vendors must check in with Parks & Recreation staff prior to beginning set up.
- Vendor Application Form and any other paperwork must be complete, approved and fees paid prior to set up.
- Check in/set up times are TBD and will be relayed to you closer to the event.

Space Information

- Outdoor spaces are 10x10 and do not include tables or chairs.
- There are no inside spaces as the Quilt Show will be inside the gym.
- Electricity is available, but limited. There is a small fee for electric.

Product Information

- Products displayed and sold are to be handcrafted items suitable for a family environment. Inside vendors will be more focussed on craft related products.
- Items judged to be offensive or inappropriate will be required to be removed from the booth
- Selected resale items may be accepted if approved by Parks & Recreation in advance
- Parks & Recreation reserves the right to refuse an application based on our judgment concerning the quality and/or appropriateness of the product(s)

Hours of operation

- ***The specific hours of operation are not yet determined. Parks and Rec staff are looking at a few different options as it relates to overall community safety. Times will be announced closer to the event.***

Parking Information

- **ABSOLUTELY NO OVERNIGHT PARKING OR CAMPING IN TOWN LOTS**
- Immediately after unloading, all vehicles must be moved from the area in order to allow other vendors to unload and to provide customer access.
- The Town of Camp Verde has several parking lots & there are no parking fees
- All Town parking regulations will be enforced

All vendors can be assessed a \$100 fee and suspended from participation in future events if they fail to stay for the duration of the event, comply with set-up or tear down timing and procedures, or failing to pick up trash in the area after the event. This is in lieu of collecting a security deposit up front.

Any questions, please contact Parks and Recreation at 928-554-0828 or parks@campverde.az.gov