

**Camp Verde Parks & Recreation**  
**Special Event Vendor Application**  
**Ft. Verde Days Oct. 9-10**

**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 \_\_\_\_\_

Please enter the number of spaces you would like to reserve: \_\_\_\_\_ (Each space is \$65.00 and is defined as a 10x10 space. Non-profit first 10 x10 space is free and the price for each additional 10 x 10 space is \$50.00 as long as proper documentation is provided. If you go outside of your allotted space, there may be an additional fee.)

Where do you want your space?  INSIDE  OUTSIDE

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

**PLEASE BE HONEST ABOUT THE SIZE OF YOUR TRAILER/FOOD TRUCK/VEHICLE. It helps is plan properly for event layout.**

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 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.**

**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

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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. 9-10**

## **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 will be shared as the event gets closer.

### ***Space Information***

- Inside space consists of two (2) eight foot (8') tables arranged in a "L" shape
- Electricity is limited – you must provide your own extension cord and the fee is \$20. We have 3 prong 30 amp and 4 prong 50 amp RV outlets, plus regular 20 amp receptacles. If you need specialty connectors, you will need to provide them.
- Tables may not be moved at all. Metal folding chairs are available for your use inside
- Outdoor spaces are 10x10 and do not include tables or chairs.

### ***Product Information***

- Products displayed and sold are to be handcrafted items suitable for a family environment.
- 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 – Subject to change***

- All booths are expected to be open & staffed during event hours from 11:00 am to 8:00 pm
- Pick up must be complete and all material out of the building or off the street by 9:30 pm

### ***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 928-554-0820 Opt.3 or via email at [parks@campverde.az.gov](mailto:parks@campverde.az.gov)