



# Vendor Application for Special Events Rules and Regulations



## **6th Annual Rio de Cerveza Brew Fest**

**Saturday October 27, 2018**

**4:00 p.m. to 9:00 p.m.**

**1280 Desert Sun Drive Yuma, Arizona 85364**

Thank you for your interest in participating in our event. Applications may be sent to: Rio de Cerveza, Attn: Gillian Wilkins, 180 W. 1<sup>st</sup> Street Suite D, Yuma, AZ 85364 or by email: [Gillian@VisitYuma.com](mailto:Gillian@VisitYuma.com). For more information or questions please email or call 928-376-0100.

**Application Deadline is October 12, 2018**

### **Vendor Rules and Regulations**

1. Tables, chairs, booth frames and extension cords are not provided by Visit Yuma, unless otherwise specified.
2. Electricity is limited and will be assigned on a first come, first serve basis according to when application for the festival/event is received and accepted. **Cost for electricity is \$15.00.**
3. Electrical outlets are numbered and vendors will be assigned a number for their booth. Vendors are not allowed to share electrical outlets; this is a safety compliance issue. Electrical appliances such as heaters, will not be allowed in the booth
4. All vendors and staff must be at least 21 years of age and able to show valid I.D.
5. Consumption and/or possession of alcoholic beverages by vendors and/or workers is prohibited. Vendors will be held responsible for any violations.
6. All booths must be professional in appearance. Minimum requirements include a 10'x10' canopy or 'pop-up' shade structure. All tables must have a tablecloth and skirting draped to the floor on three sides. All booths must display professional signage which identifies the business/organization and any product(s) and pricing.
7. All vendors **MUST** possess a current Business License and/or Food Handlers Permit (if applicable) and provide a copy to the Visit Yuma along with the event application.
8. Vendors selling any retail merchandise **MUST** provide their AZ TPT license number.
9. Vendors **MUST** provide Visit Yuma with a general liability certificate of insurance in the amount of **\$1,000,000**, naming Visit Yuma and The City of Yuma as additionally insured.
10. All food vendors **MUST** submit a **"Temporary and Special Event Food Service Application"** with the Yuma County Health District. For more information, please contact the Yuma County Health District at 928.317.4584. A copy of this application and permit should be provided to Visit Yuma.
11. All food vendors **MUST** have a 2-A:10-B:C fire extinguisher on site. Food trucks or trailers are required to have a class K fire extinguisher.
12. No cooking oils or grease pans can be dumped into trashcans - dumpsters will be available at a designated location.
13. Only items indicated on the approved application may be sold at the event. Visit Yuma must be notified of any changes to merchandise no less than 48 hours prior to festival/event. "Sale" and "Mark Down," etc. signage is not allowed. **There are no exceptions!** Should vendors make changes to items to be sold without obtaining approval in advance, suspension of the right to set-up a booth at future YVB events may occur.
14. **Vendors must unload and remove vehicle from the venue prior to setting up booth.** All booths **MUST** be completely set up and all vehicles off the field at least one hour before gates open.
15. Vendors are required to stay within assigned and marked spaces. Speakers are permitted but must not be so loud as to distract from the scheduled entertainment.
16. Vendors may not obstruct walkways with chairs, tables, signs, etc.

17. Vendors are responsible for cleaning their booth area during and at the close of the event.
18. The sponsors and organizers of this event may not be held liable for the failure to fulfill conditions under which the event is being produced; due to natural causes, act of God, or any other causes beyond the control of Visit Yuma. Vendor agrees that the submission of application and Certificate of Insurance holds Visit Yuma and sponsors harmless.
19. Visit Yuma reserves the right for placement of all booths and product. **Only completed and approved applications, with all required documents and photos** will be considered for booth placement. **All booth placements are final.**
20. **CANCELLATIONS/REFUNDS:** Visit Yuma will credit vendor accounts to be used in future shows (upon approval), only if notice is given two weeks prior to said event. Refunds within two weeks of the event will be given only under special circumstances.
21. **NO REFUNDS** will be given to vendors who do not show up for festival/event.
22. No spaces will be held without pre-payment and **completed and approved application, with all required documents and photos.**
23. No applications will be accepted after one week prior to the festival/event, without Visa, Master Card or certified funds. There will be a fee of \$45 for returned checks.
24. Visit Yuma limits duplicate merchandise to ensure vendor success.

If you have questions regarding this event please call 928.376.0100. Please email your Vendor Application to Gillian Wilkins at [Gillian@VisitYuma.com](mailto:Gillian@VisitYuma.com) or mail it to:

*Rio de Cerveza  
Attn: Gillian Wilkins  
180 W. 1<sup>st</sup> Street Suite D  
Yuma, AZ 85364*

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Or mailed to: Visit Yuma, 180 W. 1<sup>st</sup> Street Suite D, Yuma, Arizona 85364.

Event Registering For: 6<sup>th</sup> Annual Rio de Cerveza Brew Fest

Company/DBA \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ AZ TPT# \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

All vendors must provide the YVB with a \$1,000,000 certificate of liability insurance naming the following as additionally insured:  
*Visit Yuma and the City of Yuma.*

**Make all checks payable to: Visit Yuma. We also accept Visa, Master Card, American Express and Discover.**

Card Type: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Check the appropriate box for your requirements:**

\$300.00 for merchandise vendors  \$200 for food vendors

There is a \$15.00 charge for electricity. Available power is 110 volts/15 amps. Will you require electricity? \_\_\_\_\_

Food Handlers License Number: \_\_\_\_\_ (Please provide a copy)

Main Item Sold: \_\_\_\_\_

Additional items to be sold (please include 3 photos): \_\_\_\_\_

I \_\_\_\_\_ representing \_\_\_\_\_ have read the rules and regulations pertaining to this application. I also understand that any violation of the rules and regulations could result in a suspension of my right to set up a booth at this and any future festivals.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>To be filled out by event coordinator:</b>		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Application received on: _____	Tax ID Number Received: _____	Insurance Certificate Received: _____	
Approved: _____	Notified: _____	Food Handlers Card: _____	Vendor Type: _____
Booth Fee: _____	Electricity Fee: _____		
Total: _____	Payment Type: _____	Approval: _____	