



City of Mesa Parks, Recreation and Community Facilities
Special Event Vendor Application & Permit
 INCOMPLETE FORMS WILL NOT BE APPROVED



Return completed form with liability insurance and photo. **If accepted, we will contact you with payment options.**

Name of Event Applying for: _____ Fall Celebrate Mesa _____ Date of event: ___ 10/19/19 ___

Organization/Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____ Email: _____

Website: _____ Facebook: _____

Organization Status: () Non-Profit/ Non-Profit ID # _____ () Commercial/ ATPT # _____

Business Type:

Informational Retail Sales Craft/Handmade Food and/or Beverage (Permit #: _____)

Waste:

- () Yes, I will have/use grease in my booth and will dispose of it in sealed containers and remove off site.
- () No, I will not have/use grease in my booth.

Power:

- () Free-standing generator (not applicable to craft or information booths). Must be approved by event staff.
- () Propane
- () Other (please list) _____

All sources of power will be inspected by the fire marshal prior to the event. Should your source not pass inspection, you will be shut down and asked to leave and will not receive a refund.

Booth Types	QTY	Fee (Single event only)	Late Fee (After 3/26/19)	Amount Due
Food Truck (Self-contained 10'x25' Space)		\$175	\$25	
Food Vendor (Self-contained 10'x10' Booth Space)		\$150	\$25	
Commercial – Informational/Sales (Self-contained 10'x10' Booth Space)		\$100	\$25	
Non-profit (Proof of 501c3 required) (Self-contained 10'x10' Booth Space)		\$50	\$25	
Total		NA	NA	

Additional Rules

- All vendors will be accepted on a first come first serve basis upon committee approval. The City of Mesa reserves the right to select all vendors.
- Vendors must complete set up by the time specified for each event and must remain open for the entire duration of the event.
- All vendors must provide their own tents, tables, chairs and all necessary set up equipment.
- Each vendor is responsible for picking up and disposing of their trash.

Please enclose a photo of your booth, vehicle or trailer.

Non-Sales Vendors (Includes Informational Booths and Non-profits) – Any person, business, or organization that only promotes and markets (no sales) stocks or samples of goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor, in the City for no sales.

Sales Vendors (Includes Craft Vendors) - Any person, business, or organization who offer to sell stocks or samples of goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor. Requires a Temporary Sales Tax License be completed through the City of Mesa Licensing Office. For information on obtaining the required permits visit <http://www.mesaaz.gov/business/licensing>

Food Vendors, Caterers and Food Trucks - Any person, business, or organization who offer for sell, occasionally or temporarily, food products or samples in the city. Requires a Food Service Handling Permit from the State and a food Services Permit from Maricopa County. For information on obtaining the required permits visit: <https://www.maricopa.gov/3965/Permitting-Approvals>

Mail application to:
 Parks, Recreation and Community Facilities
 Registration MS-7010 Attn: Oscar Venegas
 PO Box 1466
 Mesa, Arizona 85211

Bring application to:
 Parks, Recreation and Community Facilities
 Attn: Oscar Venegas
 200 S. Center St. Bldg. 1, Mesa, AZ 85210
 7 a.m. - 6 p.m., Monday through Thursday

Please email application to parkevents@mesaaz.gov
 For more information, contact Park Events at 480-644-3500 or parkevents@mesaaz.gov

Please list *all* items you plan to *sell, display or give away*. Final approval will be given by the City of Mesa or event committee

Item(s)	Sale Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$

AGREEMENT TO PARTICIPATE & RELEASE OF LIABILITY

In consideration of the issuance by the City of Mesa of this Event Permit, I hereby accept all risks of illness, injury or death that may result from the participation or the participation of my employees, agents or representatives and I hereby RELEASE the CITY, its governing body, officers, employees and representatives from any and all liability for any and all claims and cause of action for loss of or damage to property and for any and all illness or injury including death, that may result from or occur during the EVENT whether caused by negligence of the City, its governing body, officers, employees and representatives, or otherwise, and hereby agree to INDEMNIFY and hold harmless the City from and against any and all claims, liabilities, damages and costs and expenses that may arise as a result of my participation or the participation of my employees, agents or representatives in the Event for which this Permit is issued.

I understand that my signature holds me responsible for the information included in the Vendor Packet and Application.

I hereby state that I have read, understand and agree to comply with all event regulations. I understand that failure to abide by these rules could result in probation and/or exclusion from all future City of Mesa events.

Signature: _____

Date: _____

FOR OFFICE USE ONLY		Generator? Y <input type="checkbox"/> N <input type="checkbox"/>	Photo <input type="checkbox"/>	Insurance <input type="checkbox"/>
Date Received _____	Employee Initials _____	Fees Paid \$ _____	Notes: _____	