



Food Vendor Rules and Regulations 2019-2020 Application

IMPORTANT DATES

May 1, 2019: Food Vendor Application Open

May 31, 2019: Food Vendor Application Closes

July 1, 2019: Food Vendors Notified

July 15, 2019: Acceptances and Deposits Received

October 1, 2019: Final Payment Due for 2019 events

November 1, 2019: Certificate of Insurance and copy of food permit due for events in 2019. Cancellations prior to Nov. 1 will receive their payment, minus a \$25 fee. Cancellations after Nov. 1 will not receive a refund.

January 31, 2020: Final Payment Due for 2020 events

February 14, 2020: Certificate of Insurance and copy of food permit due for events in 2020. Cancellations prior to Feb. 14 will receive their payment, minus a \$25 fee. Cancellations after Feb. 14 will not receive a refund.

PAYMENTS & FEES (after acceptance)

Flat Fee – fees vary per event.

\$25 will be assessed for any checks with insufficient funds or returned for any reason.

\$100 fee may be assessed for late payments.

Failure to submit payments on time may forfeit your space in the event and future events.

Payment by credit card online is preferred. A secure link for payment will be sent to you upon acceptance. Money orders and checks should be payable to Downtown Tempe Foundation.

Cancellation: If you cancel your participation before Nov. 1, 2019 for 2019 events and before Feb. 14, 2020 for 2020 events you will receive your flat fee minus a \$25 processing fee. Cancellations after Nov. 1, 2019 for 2019 events and after Feb. 14, 2020 for 2020 events will not receive a refund.

Downtown Tempe Foundation does not accept vendors whose menu directly competes with Mill Avenue restaurants around the specific booth space.

EVENT SPECIFIC INFORMATION

6th Street Market: Fall 2019 – Spring 2020

The 6th Street Market is a weekly Sunday event highlighting the uniquely fantastic selection of Arizona-made goods. This weekly event is the perfect blend of local artisans & makers, live music, and community in the heart of Downtown Tempe at [6th Street Park](#) surrounding City Hall.

FEE: \$35 per market

Fantasy of Lights Opening Night Parade: Saturday, November 30, 2019

Kick off the holiday season with the Opening Night Parade on Mill Ave with festively decorated parade units of all shapes and sizes with more than 30,000 people from across the Valley. Following the parade, the tree lighting ceremony takes place at Centerpoint.

FEE: \$200

BEVERAGE RULES: Food and Snack Vendors may only sell soda and water. All soda and water must be sold between \$2.00 - \$4.00. Food and Snack Vendors MUST have water in stock for sale at all times during the event.

ICE: Ice will not be provided or available.

LOAD-IN & SET-UP: Food Vendor load-in information will be provided via email no later than the Monday prior to the event. Food Vendors must be present and open for business during ALL event hours.

SPECIAL NOTE: Only Snack, Drink and Dessert Vendors may apply, no food trucks or meal type food will be accepted.

TEMPE FESTIVAL OF THE ARTS: December 6 – 8, 2019 AND March 27 – 29, 2020

This event showcases over 350 artists from around the country. In addition, there are two stages with live music, a kid's interactive area, wine tasting, and more making it a festival for the entire family. The festival attracts nearly 250,000 visitors to Downtown Tempe over the course of a 3-day weekend.

FEES: Flat fee based on the type of vendor and location in the festival. Food Court, Snack, Lemonade, and Beverage flat vendor fees and locations are indicated on the maps at the end of the packet. Food Trucks pay a flat fee of \$800 for the 3 day festival. *There may be a slight increase in fees based on adding gray water and grease disposal. Fees will be finalized when food vendor acceptance notifications are sent.

BEVERAGE RULES: Food and Snack Vendors may only sell soda and water. All soda and water must be sold between \$2.00 - \$4.00. Food and Snack Vendors MUST have water in stock for sale at all times during the event.

ICE: Ice must be purchased from an onsite vendor who will deliver directly to your booth during the event. Ice is non-refundable.

Load-In & Set-Up: Food Vendor load-in information will be provided via email no later than the Monday prior to the event. Food vendors are required to check-in prior to loading-in and setting-up. Without proper credentials vendors will not be allowed to access festival grounds to set-up.

On event days, Food Vendors must be set-up by 9:00AM, open by 10:00AM, and remain open until 5:30PM all three days.

Food Vendors must claim their assigned booth space no later than 8:00AM on Friday morning or it will be forfeited.

Fantasy of Lights Boat Parade: Saturday, December 14, 2019

More than 35,000 spectators attend the Boat Parade at Tempe Beach Park featuring 50 decorated watercraft lighting up the night with thousands of holiday lights. In addition, musical entertainment fills the air and the evening concludes with fireworks.

FEES: \$385

BEVERAGE RULES: **Food and Snack Vendors may only sell soda and water.** All soda and water must be sold between \$2.00 - \$4.00. Food Vendors MUST have water in stock for sale at all times during the event.

ICE: Ice will not be provided or available.

LOAD-IN & SET-UP: Food Vendors load-in information will be provided via email no later than the Monday prior to the parade. Food Vendors must be present and open for business during ALL event hours.

Popcorn Note: City of Tempe Special Event Permit regulations forbids POPCORN VENDORS at Tempe Beach Park because of FAA regulations affecting Sky Harbor flight path venues where birds may be encouraged to congregate.

CERTIFICATE OF INSURANCE

Please provide a certificate of liability insurance for \$1,000,000.

Description of Operations (please use this exact wording)

The Downtown Tempe Authority, Inc. dba The Downtown Tempe Foundation it's agents, employees, volunteers and sponsors and The City of Tempe in association with the **EVENT NAME** event. (**EVENT DATE**)

Certificate Holder (please use this exact wording)

Downtown Tempe Foundation
310 S Mill Ave Suite A-201
Tempe, AZ 85281

HEALTH PERMIT

All Food Vendors must apply and be approved for a health permit through the Maricopa County Health Department. You will not be allowed to vend without this permit.

For more information and questions on the permit, please visit

<http://www.maricopa.gov/3977/Mobile-Food-Establishments>, call (602) 506-6872 or email SpecialEvents@mail.maricopa.gov for the Maricopa County Environmental Services Department.

CREDIT CARDS

All Food Vendors must accept at least 1 of the following credit cards in addition to cash from customers in addition to cash from customers at the event: Master Card, Visa, AMEX.

ELECTRICITY

YOU MUST REQUEST ELECTRICAL ACCESS AT THE TIME OF APPLICATION to receive it.

Electrical needs must not exceed 110volts/15amps. If generator rental is necessary; the cost of the generator will be passed on to the food vendor. Electricity will not be available until the day of the event. If you need it sooner, you must let the event manager know ONE WEEK prior to the event.

All electrical cords must be taped down and maintain their secure taping during the event.

FIRE EXTINGUISHERS

Food Concessions: all vendors deep frying must have CURRENT K-Type fire extinguishers with current service tags.

Snack and Beverage Vendors: must have current 2A10BC minimum-rating fire extinguishers.

Food Trucks: must have a minimum of 1 2A20BC and 1 K rated fire extinguisher.

Food trucks with cooking appliances that produce grease laden vapors are required to have a Type 1 hood protected with an approved automatic fire-extinguishing system.

A maximum of 2 LP gas containers with a total aggregate water capacity of 25 gallons is permitted on a single food truck.

PROPANE TANKS

All vendors with propane tanks are required to bring all necessary equipment to properly secure them. Parking meters, street signs, and trees are not usually available to secure propane tanks.

Tempe Fire Department will be on special look out for propane tanks.

SAFETY & SECURITY

Applicants shall sell and serve food at their own risk.

Applicants must obey all pertinent safety codes and laws, including, but not limited to fire, safety and parking regulations.

Downtown Tempe Foundation reserves the right to shut down any vendors not meeting cleanliness and food storage safety codes and materials.

Canopy tents must be fire retardant; open flames must be located a minimum of 10' away from all canopy materials.

All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 40 pounds per pole minimum. Booths may not open until properly weighted. Downtown Tempe Foundation may shut you down for not having proper weights.

WASTE

No grease or gray water disposal is available.

No water is provided by the event.

Food Vendors are responsible for removing debris and ensuring the general cleanliness of the area.

Cardboard recycling is required and dumpsters will be provided.

No Glass and No Styrofoam food containers including cups, plates, etc. will be allowed.

Applicants must obey all pertinent safety codes and laws, including, but not limited to fire, safety and parking regulations.

Downtown Tempe Foundation reserves the right to shut down any vendors not meeting cleanliness and food storage.

MENU

Food Vendors are only allowed to sell menu items that were submitted during the event application process and approved during the selection process. Additional menu items not approved during the selection process need prior written approval from the Downtown Tempe Foundation before they are eligible for sale.

Prices of menu items are approved during the selection process. Changes to menu pricing are not allowed without prior written approval by the Selection Committee.

SPACE

Food Vendors will abide by event staff requirements regarding location(s). The Event Managers reserve the right to change a vendor location at any time.

Food Vendors will provide all required equipment for operations and sales.

Signs placed on the sidewalk or streets are not allowed to extend further than 3 feet from façade of booth. Food Vendors are liable for any injury or damage caused by signs.

Any Food Vendors that fry must be a food truck or food concession. No snack vendors are permitted to fry.

WEATHER

All events will take place rain or shine. Applicants agree to be present despite weather conditions. Though rain is not common in the Desert Southwest, each participant is responsible to prepare their displays to withstand weather fluctuations including rain and wind.

PHOTOGRAPHY & PROMOTION

Event participants agrees to allow use of video and photography taken by event organizers at the event for promotional purposes.

Any photos taken by the event are the property of Downtown Tempe Foundation.

LEGAL

FOOD AND SNACK VENDORS ARE INDEPENDENT CONTRACTORS

Vendors execute this Agreement as independent contractors and shall at all times have complete supervision, direction and control over the services to fulfill requirements. Vendors execute this agreement as independent contractors, not as an employee of Downtown Tempe Authority or the event. Vendors will assume responsibility for appropriate payment of payroll

taxes and charges under applicable federal and local law. Vendors agree to take complete responsibility for paying the appropriate federal and state taxes as independent contractors.

MUNICIPAL CODES, LICENSING & TAXES

Applications will obey all pertinent codes, laws, ordinances and regulations.

State of Arizona and Tempe Transaction Privilege Taxes (Sales Tax) are reported and paid directly to the Arizona Department of Revenue (AZDOR). You must register and apply with AZDOR directly at www.AZTaxes.gov or <http://www.tempe.gov/city-hall/internal-services/finance/sales-tax-business-licenses>.

Installation and operation of any exhibits not meeting event approval are prohibited.

LIABILITY DISCLAIMER

Applicants must comply with all Festival, municipal and state rules, regulations and policies listed in this application, or policies included in the applicant acceptance notification. Any noncompliance will cause elimination and applicant may be immediately removed from the event with no refund of fees or compensation for expenditures. Applicants also may be barred from acceptance to future Downtown Tempe Foundation, Inc. events.

Downtown Tempe Foundation, Inc., in their sole discretion, may reserve the right to refuse participation by any applicant, entertainer, food vendor or any other such participant for any reason.

Downtown Tempe Foundation, Inc., is not liable for refunds of any other liabilities whatsoever for applicant's failure to obey the rules and regulations or due to the unstable condition of the area in which the event is produced, caused by, but not limited to, weather, fire or other calamity, any act of nature, public enemy, strikes, statues, ordinances of any legal authority or any other cause beyond DTF's control.

By fulfilling application and engaging in participation, all applicants release and hold harmless Downtown Tempe Foundation, Inc., the City of Tempe, Maricopa County, the State of Arizona, and all event sponsors from any and all liability, as outlined in the rules and regulations.

Applicant will initiate any legal proceedings arising from violations of these terms and conditions in Maricopa County, Arizona.

Applications and/or acceptance notifications are not contracts.

By submitting an application to Downtown Tempe Foundation, the vendor agrees to the rules, regulations and legal information below. The Rules and Regulations are subject to change based on City, Fire and Health Codes.

TEMPE FESTIVAL *of the* ARTS

Food Court Flat Fee Zones Fall 2019 and Spring 2020

Zone A- Red Zone:

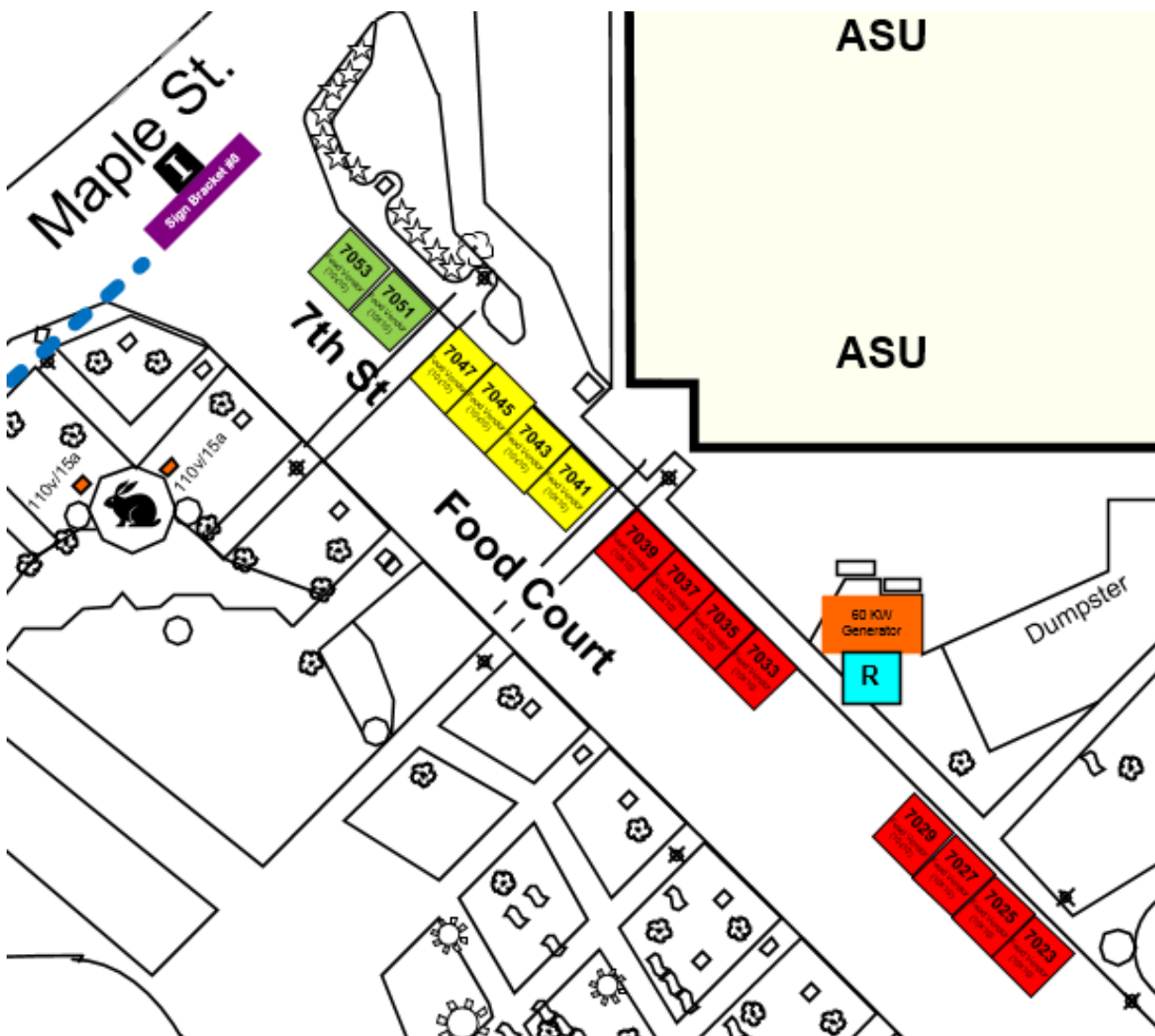
- 10x10 space \$1,000.00 / 10x20 space \$1650.00

Zone B- Yellow Zone:

- 10x10 space \$750.00 / 10x20 space \$1425.00

Zone C- Green Zone:

- 10x10 space \$650.00 / 10x20 space \$1,250.00



TEMPE FESTIVAL of the ARTS

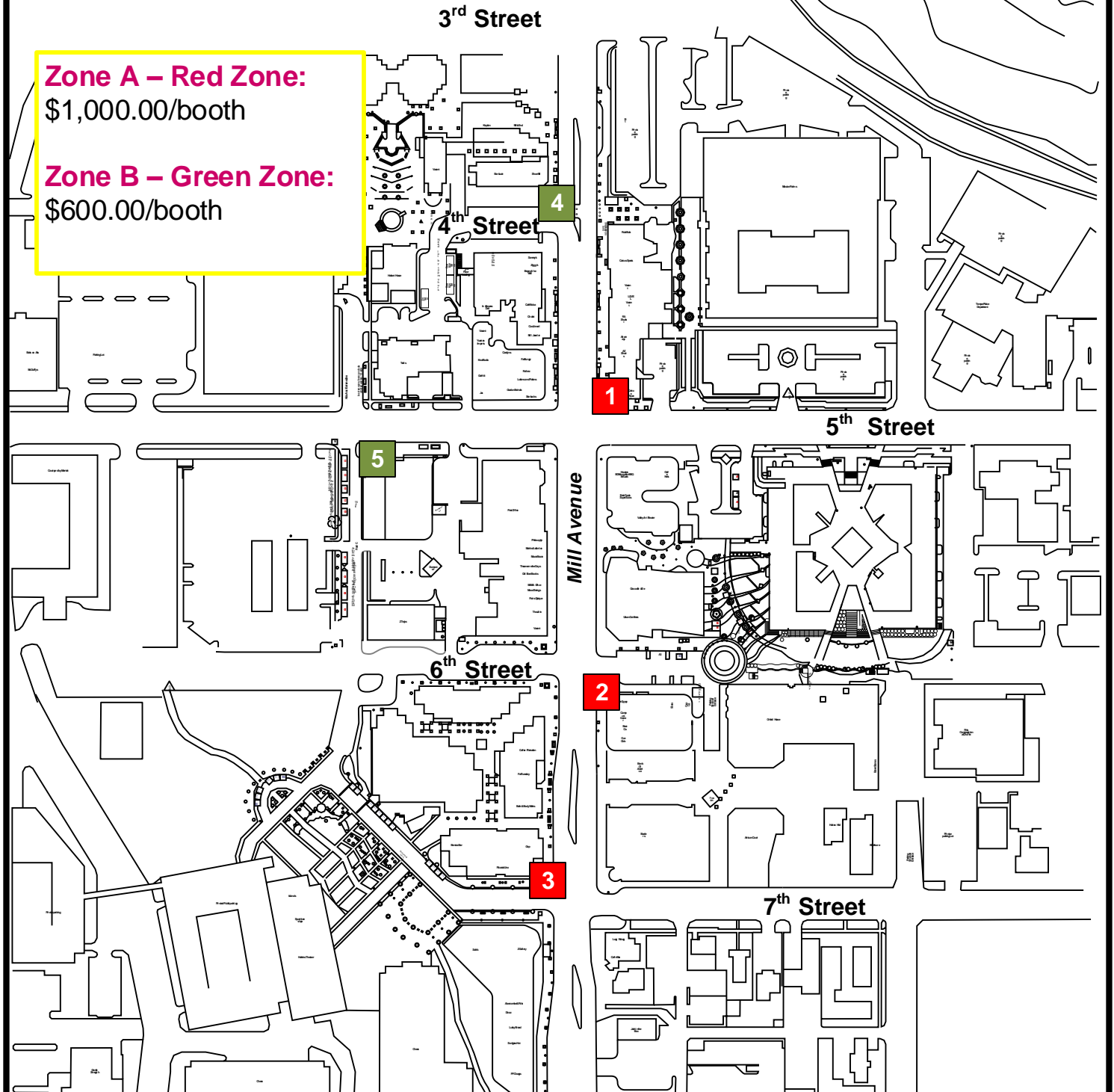
Lemonade Flat Fee Zones

Zone A – Red Zone:

\$1,000.00/booth

Zone B – Green Zone:

\$600.00/booth



Lemonade Flat Fee Zone Map

2019 Fall & 2020 Spring

Beverage & Snack Flat Fee Zones

Zone A – Red Zone:

- Category 1: \$1,500.00
- Category 2: \$1,100.00
- Category 3: \$750.00

Zone B – Blue Zone:

- Category 1: \$1,250.00
- Category 2: \$850.00
- Category 3: \$650.00

Zone C – Green Zone:

- Category 1: \$1,000.00
- Category 2: \$700.00
- Category 3: \$500.00



Snack & Beverage Map

2019 Fall TFA & 2020 Spring TFA

Flat fees are based on the menu items sold by each individual vendor. Select the category your menu falls under and then find the price per zone for your category.

All prices are based on a 10x10 space. B5, B8, and C1 can accommodate a 10x20 booth with a 20' front opening. A2 can accommodate a 10x20 booth, but it must be front to back with a 10' front. 10x20 booths will incur an additional space fee of \$250.

Category 1: Popcorn, Chocolate Dipped items, etc.

Category 2: Cheese Curds, Nuts, mini Donuts, Roasted Corn, Old Fashioned Soda, etc.

Category 3: Cotton Candy, Frozen Novelties, Snow Cones, Sorbet, etc.