



Town of Payson Parks, Recreation & Tourism SPECIAL EVENT VENDOR APPLICATION

Thank you for your interest as a vendor in the Town of Payson Parks, Recreation & Tourism’s special events. Please complete the following application and return to:

Town of Payson Parks, Recreation & Tourism Department
1000 W. Country Club Dr.
Payson, Arizona 85541
Phone: 928-472-5110
Fax: 928-472-8412
tourism@paysonaz.gov

Submittal of Vendor materials DOES NOT guarantee selection as an event vendor.

Vendor application approval or rejection will come via email.

Submit vendor application prior to the special event vendor deadline for each event.

Submit applications prior to the deadline, with all required items, for acceptance. Submission of incomplete applications will be denied.

For a Town of Payson Business License, visit or contact Town Hall | 303 N. Beeline HWY., Payson, AZ 85541 | 928-474-5242

CHECK LIST: Required information for submittal of vendor application. Applications will not be accepted without all the below requirements.

- | <u>YES</u> | <u>NO</u> | *OFFICE ONLY, staff will verify upon submittal if all items are sufficient for acceptance of the application. |
|------------|-----------|---|
| ___ | ___ | Completed and signed application, and signature acknowledging the Vendor Information section |
| ___ | ___ | Application fee (non-refundable) – cash, credit, check |
| ___ | ___ | Event fee – cash, credit, check |
| ___ | ___ | Certificate of Insurance naming the Town of Payson as additionally insured with required amounts |
| ___ | ___ | Copy of Driver’s License |
| ___ | ___ | Copy of current Town of Payson Business License |
| ___ | ___ | Copy of Gila County Health Permit & Food Handler’s Card |
| ___ | ___ | Copy of menu with pricing |
| ___ | ___ | Photo of vendor set up |
| ___ | ___ | Tax ID Number |

Vendor Information

Fees (Application & Event): The application fee & specific event vendor fee are required with application submission. The application fee is non-refundable for accepted or rejected vendors. The event fee is refundable to rejected vendors. No issued refunds due to of weather. The Payson Parks, Recreation and Tourism Department may reschedule event(s) if cancelled due to weather.

Business License: The Town of Payson requires all vendors to have a **Town Business license** or a **Temporary Business License**. Contact Town of Payson Town Hall for pricing and the process of obtaining a Town of Payson Business License.

Sales Tax: Vendors are responsible for the sales tax on 100% of sales.

Certificate of Insurance: A Certificate of Insurance is required for application submittal. The C.O.I must name the Town of Payson as additionally insured, and include the minimum amounts of \$1,000,000 each occurrence, \$2,000,000 general aggregate.

Food Handler's Card and Health Permit: All vendors selling food and products applied directly to the skin, or ingested, will need a valid Food Handler's Card and a Gila County Health Department Permit.

Cart/Booth Space Appearance: All approved vendors are expected to conduct their businesses professionally. Vendors must be ready to sell 90 minutes before actual event start time. Vendors must provide signage showing prices for items being sold. Signs may not be hand written.

Vending Area: Vendors will be provided with a 10X10 space to operate their business. The fee for additional space is \$3 per linear foot. Note: that your space requirements should include storage, not just retail space.

Items Sold: Vendors may sell only items that the Town of Payson Parks, Recreation & Tourism Department has approved.

Parking: Vehicles may not stay parked in the vending area. Vendors must follow onsite direction from staff pertaining to entrance, parking, unloading, loading, and exit post-event.

EZ Up/Canopies: Any EZ ups that are used must be tied down with a minimum of 20 lb. weights on each corner; if not, they will not pass inspection. There is no staking in the ground at Green Valley Park.

Power Requirements: Vendors may request power prior to the event, if needed. The Town of Payson will make reasonable accommodations to meet power requests. It is recommended you bring your own generator to prevent electrical issues.

Grills: Vendors may only use propane grills. Protective shield required. Each vendor must have a fire extinguisher. Vendors using propane are required to be inspected by the Town of Payson Fire Department. All vendors must comply with Town of Payson Tent and Canopy Restrictions, as specified in Exhibit A (included in packet).

Extinguisher: All food vendors must have a fire extinguisher. Extinguishers must be current with tags on.

Combustibles: Combustibles are simply defined as anything that can burn. Examples include, but are not limited to cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal).

Trash: You are responsible for your trash. At all times your area must be clean and neat, not only for health reasons, but to represent an overall clean and wholesome image. Please remember to use plastic trash bags (max. weight 40 lbs.).

Emergencies: In the event of an emergency, please notify the Parks, Recreation & Tourism Department onsite staff immediately.

Professionalism: Vendors are expected to conduct their business in a professional manner at Town of Payson events. This goes for interactions with own staff, the public and/or event participants, Town of Payson staff. If found to be conducting business in any fashion unprofessionally can result in being asked to shut down operations during and event, or eliminate future participation in Town of Payson special events.

Times: Vendors will be provided vendor move-in/set-up times for events. If a vendor arrives late to move-in/set-up, they run the risk of forfeiting their place within the event. All vendors must wait until they are released, post-event.

Placement: Vendors are placed in particular areas coordinated by the Town of Payson Parks, Recreation & Tourism staff. Placements are determined by the event logistics. No vendor will have rights to a particular spot within an event, and must set up and run operations where directed. Once the placements for vendors are determined, no changes will be made; unless, determined by Town of Payson Parks, Recreation & Tourism staff. Vendor are not able to be moved the day of the event or during the event; this also pertains to vendors wishing to leave the event early or ones who did not pass inspection.

By signing below, I acknowledge that I am fully aware of vendor information, and that I will abide by the direction within the event provided by the Town of Payson Parks, Recreation & Tourism Department.

Print Name: _____ Date: _____

Signature: _____

Exhibit A: Tent & Canopy Stipulations

1. Tents over 200 sq ft and canopies over 400 sq ft are required to be permitted. F2403.2
2. Details on the hours of operation are required in order to assess all of the code requirements for this temporary structure.
3. The use period or dates that the tent will be utilized must be identified. F2403.5
4. Detailed site and floor plans must be submitted. F2403.6
5. Fire access roads shall be provided and indicated on the construction documents. F2403.8.1
6. Tents shall be 20 feet from lot lines and all vehicles. For purposes of determining required distances, support ropes shall be considered as part of the tent. F2403.8.2.
7. Details on means of egress, exits, exit signs, and means of exit and egress illumination must be provided. F2403.12
8. Portable fire extinguishers shall be supplied per section 906. F2404.12
9. Details must be provided on how the tent will be adequately secured. F2403.9
10. A satisfactory certificate shall be submitted attesting to the flame resistance of all tent and canopy structures. F2404.2
11. Tents and canopies must have a permanently affixed label bearing the size and fabric type of the structure. F2404.4
12. No combustible material such as hay, straw, or similar combustible materials shall be located within any tent or canopy. The areas within 20 feet of the structure shall be cleared of all combustible materials and vegetation which could create a fire hazard. F2404.5
13. No smoking signs shall be posted in accordance with section 310. F2404.6
14. Open flames shall not be permitted inside or within 20 feet of a tent while open to the public. F2404.7
15. There shall be a minimum clearance of at least 3 feet from the fabric envelope and all contents located inside the tent. F2404.11
16. All electrical equipment and installations shall be in compliance with the adopted electrical code.
17. The utilization of all compressed gases shall comply with the appropriate adopted codes.
18. Generators shall be separated from tents by a minimum of 20 feet and shall be isolated from the public by an approved means. F2404.19
19. The floor surface inside tents and the area within a 30 feet perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises. F2404.22
20. An inspection by both the fire department and the building department must be scheduled prior to opening.

Public Assemblages and Events

IFC Section 403

IFC 403.2 states: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus roads or where such gatherings adversely affect public services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. The preceding is only a partial list and should not be considered all-inclusive for every situation.

Vendor Selection Process

The Town of Payson Parks, Recreation & Tourism Department will review all complete applications submitted prior to the event specific deadline. The Town of Payson Parks, Recreation & Tourism will accept and deny vendors to participate in the event; all decisions made will be final.

Acceptance or rejection will be determined by:

- Event need(s)
- Local vendors
- Professionalism

“Local” refers to businesses from Payson, Pine, Strawberry, Star Valley, Christopher Creek, Kohl’s Ranch, Rye or Gisela.



Vendor Application

Name of Event: _____

Date(s) of Event: _____

Section 1: Contact Information

Name of Business: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Tax ID Number: _____

Section 2: Products Sold

Products to be sold: (needed to avoid duplication):

Section 3: Utilities/Propane

Are you capable of providing your own power/generator? Yes No

If not, specify the total number of amps: _____

Will you be using propane? Yes No

Section 4: Space and Setup Requirements

A 10 X 10 space will be provided. The fee for additional space is \$3 per foot (1'x10'). Note that your space requirements should include storage, not just retail space.

Example: 15 foot x 10 foot space = 5 extra linear feet x \$3 per linear foot = \$15 extra charge

Additional space fee calculation: \$3 per linear foot x # linear feet = FEE

Space for your calculations: \$3/linear foot x _____ linear feet extra = \$ _____

Describe setup type (EZ up, trailer, serving side for food trucks, etc.). Attached a picture of your setup.

***For Food Trucks Only:**

What side do you serve from:

_____ Driver Side _____ Passenger Side _____ Either Side _____ Rear

Other: _____

Section 5: Payment Terms and Condition of the Agreement

\$_____ Application Fee

\$_____ Event Fee

\$_____ Additional Space Fee (if applicable)

Total Due: \$_____ (cash, check or credit – checks payable to the Town of Payson)

The total due is required at the time of registration. If your application is not accepted, your application fee is refundable.

Vendors may only sell approved products or items identified in section two of this document. Any items not approved on this list cannot be sold.

By signing below, I am acknowledging I have read and understand all items within the Town of Payson Special Event Vendor Application and will abide by all rules and regulations set forth by the Town of Payson Parks, Recreation Tourism in conjunction to participation within their events.

Print Name: _____ Date: _____

Signature: _____