



Parks, Recreation & Tourism
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EXHIBIT B

Parks, Recreation, & Tourism Vendor Selection

SELECTION PROCESS: Vendors interested in participating in a Town of Payson Parks, Recreation & Tourism event must complete the following steps below.

1. Complete Application
 - a. One application, per event and per vendor must be completed through the Town of Payson Parks, Recreation & Tourism Department.
 - b. The application must be completed and returned prior to the specific event's deadline.
 - i. A completed application must include:
 1. All sections completed in full;
 2. Accompanying application fee and event fee paid in full;
 3. Certificate of Insurance naming the Town of Payson as additionally insured;
 4. Endorsement supporting the Certificate of Insurance (required);
 5. Copy of Driver's License;
 6. Copy of current Town of Payson Business License;
(TOP to provide for TOP sponsored events in not current)
 7. Copy of Copy of Gila County Health Permit (food vendors only);
 8. Copy of Food Handler's Card (food vendors only);
 9. Copy of items to be sold, and/or menu, with prices;
 10. Photo of vendor set up and specifications;
 - c. The specific event vendor fee must be paid with the submission of the application.

NOTE: If an application is unable to be reviewed due to lack of information provided, the application may not be considered. If the applicant is required to provide additional information, deadlines will be set for the information to be received.

SELECTION: Interested vendors who have submitted a completed application within the specific event application period will be considered for the event by the following criteria.

1. Completed applications will be reviewed on a first come, first serve basis;
 - a. Review will consist of:
 - i. Past participation with the Town of Payson Parks, Recreation & Tourism events;
 1. Past participants in specific event;
 2. Participation experience in other Town related events.

- ii. Professionalism;
 - iii. Type of event/criteria;
 - iv. References/Reviews;
 - v. Timeliness of application submission/materials;
 - vi. Responses Time/Availability;
 - vii. Customer Request;
 - viii. Expected Audience (determination of the amount of vendors needed);
 - ix. Duration of event & times;
 - x. Competitive Market Rate;
 - xi. Electrical Provisions;
 - xii. Meets event requirements.
2. Once a completed application is submitted and reviewed, vendors will be contacted regarding their acceptance status;
 - a. Approved vendors are not final until all elements below are completed:
 - i. Acceptance letter received;
 - ii. Required material submitted by deadlines;
 - iii. Vendor fee is paid in full.
 - b. Once the acceptance letter is issued, no refunds will be given.
 - i. If the vendor cannot supply required materials by the expressed deadlines, vendors run the risk of being pulled/removed from participating in the event.
 1. No refunds will be given.

ACCEPTANCE:

1. A vendor accepted to participate in a Town of Payson Parks, Recreation & Tourism Department event will be notified via acceptance letter.
2. Once a vendor is accepted, vendor fee will not be refunded unless circumstances out of control of the Town of Payson, to be determined on a case by case basis.
 - a. If a vendor submits an application, it is the vendors responsibility to express declined interest to participate prior to acceptance.
 - b. Once an accepted vendor rejects participation in an event, the Town of Payson Parks, Recreation & Tourism will fill the vacant vendor slot.

NON-ACCEPTED VENDORS:

1. Vendors that submit an application and are not selected to participate in the event will be contacted via letter notification.
2. Non-accepted vendors will not be refunded their application/review fee.
3. Non-accepted vendors will be refunded their event participation fee.

All vendors will be evaluated to determine standing after a participating in a Town of Payson Parks, Recreation, & Tourism event. The Town of Payson Parks, Recreation, & Tourism reserved the right to invite those vendors that meet the requirement for events to participate yearly in specific events or upcoming other events. The Town of Payson Parks, Recreation, & Tourism reserved the right select the vendors that will best contribute to the event. All decisions by the Town of Payson Parks, Recreation, & Tourism Department are final.

EVALUATION/STANDING:

- High Standing
 - Submitted all required application material;
 - Timely and responsive to inquiries and request;
 - Shared information of the event on social platforms;
 - Complied with all rules and regulations for the event;
 - Arrived early to designated move-in;
 - Set up was complete and items ready for sale at the requested time;
 - Disposed of trash properly after the event;
 - Provided a quality product;
 - Provided a high level of customer service;
 - Professional interactions with staff and public;
 - Provided a presentable set up and vendor space was clean;
 - Provided accurate information within the application;
 - All electric was self-sufficient;
 - Complied with post event move out times;
 - Prepared and provided services throughout the event;
- Met Expectations
 - Submitted required application material within the expressed deadlines;
 - Timely and responsive to inquiries and requests;
 - Complied with main rules and regulations for the event;
 - Arrived on time for designated move-in time;
 - Set up was complete and items were ready for sale at the requested time;
 - Disposed of trash properly after the event;
 - Provided a product appropriate for the event;
 - Provided a high level of customer service;
 - Professional interactions with staff and the public;
 - Provided a presentable set up and kept vendor space clean;
 - Provided accurate information within the application;
 - All electric was self-sufficient and/or communication of needs were completed in advance;
 - Complied with post event move out times;
 - Provided services throughout the event;

- Below Standard
 - Application material was submitted by requested deadline;
 - Inconsistent communication;
 - Additional follow-ups were needed for information or paperwork;
 - Did not comply with event rules and regulations;
 - Arrived late for designated move-in time;
 - Set up was not complete and items were not ready for sale at the requested time;
 - Trash was not disposed of properly after the event;
 - Product was not appropriate for the event;
 - Low level of customer service;
 - Interactions with staff were not professional;
 - Space was not clean and set up was not as specified;
 - Initial information provided was inaccurate;
 - Spaces was not electrically self-sufficient, nor were requests for electrical assistance specified;
 - Did not comply with post event move out times;
 - Did not have enough inventory to satisfy the timeframe of the event.

ADDITIONAL INFORMATION:

Any combination of the above requirements could result in the categorization of service provided.

The Town of Payson Parks, Recreation, & Tourism Department reserves the right to seek specific vendors for an event that will meet and add to the value of the event.

The Town of Payson Parks, Recreation, & Tourism Department will review, accept, and deny vendors within the application period.

The Town of Payson Parks, Recreation, & Tourism Department may reserve the right, per event, to have non-competing vendors. If competing vendors submit an application for the same event, this policy will guide the selection process.