

VENDOR INFORMATION

- **Fees (Application & Event):** The application fee is due with application submission. The application fee is non-refundable for accepted or rejected vendors. No issued refunds due to weather. Application fee due upon approval.
- **Business License:** See page with Exhibit B.
- **Sales Tax:** Vendors are responsible for the sales tax on 100% of sales.
- **Certificate of Insurance:** A Certificate of Insurance with endorsement naming the Town of Payson as additionally Insured is required for application submittal. The Insurance must include the minimum amounts of \$1,000,000 each occurrence, \$2,000,000 general aggregate. Address to be listed on COI: Town of Payson / 303 N. Beeline Hwy / Payson, AZ 85541
- **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 at expressed time. Vendors must provide signage showing prices for items being sold, and acceptable payment methods.
- **Vending Area:** Vendors will be provided with a designated space to operate their business. 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 and secured for all weather and elements with weights on each corner; No staking of tents.
- **Power Requirements:** Electric is not guaranteed at any event. All vendors should be self-sufficient.
- **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.) and utilize the dumpsters on site.
- **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. Vendors 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

Signature

Date

EXHIBIT A: TENTS & 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:

- Vendor Selection Process Guidelines (Exhibit B)

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

EXHIBIT B: 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;
 3. Certificate of Insurance with endorsement naming the Town of Payson as additionally insured with address of 303 N Beeline Hwy, Payson, AZ 85541;
 4. Copy of Driver's License;
 5. Temporary Business License included in vendor fee when at a Town of Payson Event;
 6. Copy of Gila County Health Permit (food vendors only);
 7. Copy of Food Handler's Card (food vendors or products applied directly to skin - ie; chapsticks, sunscreen, lotions, etc.);
 8. Copy of items to be sold, and/or menu, with prices;
 9. Photo of vendor set up and specifications;
 - C. The specific event vendor fee must be paid upon approval.

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. If the vendor cannot supply required materials by the expressed deadlines, vendor 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 to email you provide.
2. Non-accepted vendors will not be refunded their application/review 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.

VENDOR REQUEST - INTENDED FOR TOWN OF PAYSON EVENTS ONLY

Limit 1 Event per Request - \$25.00 non-refundable admin processing fee due at the time of submission.

Name of Event: _____ Date(s) fo Event: _____

CONTACT INFORMATION:

Name of Business: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Tax ID Number: _____

PRODUCTS SOLD Products to be sold: (Needed to avoid duplication):

UTILITIES/PROPANE

Yes No

Use of Power/Generator?

If no, Specify the total number of amps: _____

Propane use?

SPACE AND SET UP REQUIREMENTS

Note that your space requirements should include storage, not just retail space.

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

*Food Trucks and Trailers:

What side do you serve from:

Driver Side

Passenger Side

Both

Rear

Other: _____

PAYMENT TERMS AND CONDITIONS OF THE AGREEMENT

Request Fee

\$25.00

Non-Refunable, if accepted fee will be applied to vendor fee.

Event Fee

TBD

Based Upon Vendor Fee Schedule

Total Due: _____

(Cash, Check or Card - make checks payable to Town of Payson).

The total due is upon approval and request fee is non-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.

Indemnification. Participating vendor shall indemnify and hold harmless the Town and its officers, agents, and volunteers from any and all claims, actions, suits, liability, loss, cost, expenses, and damages of any nature whatsoever, by any reason arising out of, any negligent act or omission of the Vendor, its officers, agents, employees, subcontractors or any of them relating to or arising out of the performance of this Agreement

By signing below, I am acknowledging I have read and understand all items within the Town of Payson Special Event Vendor Application, Indemnification, 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:

Signature

Date

DOCUMENT TIMELINE AND CHECKLIST

Additional deadline may be set for information to be provided. All documents need to be submitted with application to be considered. Please see checklist for required documents.

Checklist of Upcoming Documents

- Completed and Signed Application
- Request Fee (Non-Refundable) + Event Vendor Fee - Cash, Credit, Check
- Insurance Endorsement
- Copy of Driver's License (Attach to application)
- Copy of Gila County Health Permit
- Copy of Food Handler's Card
- Copy of Menu with pricing
- Photo of Vendor Set up and Specifications

OFFICIAL USE:

Date Recieved _____ Recieved by: _____

Date Reviewed _____ Approved Denied

Documents Needed: _____

Balance Due _____