

ARTS & CRAFTS FAIR

VENDOR APPLICATION

S A T U R D A Y
NOV. 15 10am - 4pm

www.scottsdaleaz.gov/seniors/artsandcraftsfair

480.312.1700

NAME:

BUSINESS NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

COMPANY WEBSITE:

LIST ITEMS FOR SALE:

SIGNATURE & DATE:

TABLE FEES

\$50 - INDIVIDUAL | \$75 - BUSINESS

CONDITIONS OF PARTICIPATION

1. You must provide your own wrapping materials and change. All items for sale must be priced.
2. You are responsible for the preparation and clean up of your area
3. No baked goods or perishables permitted
4. The city of Scottsdale and the Granite Reef Senior Center assume no liability for loss or damage of property or merchandise
5. Setup times will begin at 7 a.m. and all vendors must occupy your assigned area by 9:30 a.m. or forfeit your space. No refunds will be given for forfeited space.
6. Clean up begins at 4 p.m. For the benefit of attendees, everyone **MUST** remain open until 4 p.m. This will be strictly enforced.
7. While we make every attempt to accomodate space requests, no guarantee of room or space assignments are given. The setup and functionality of the event is a priority.
8. Individuals are responsible for reporting their earnings both to State and Federal Agencies on their own for tax purposes.
9. Payment must be submitted with registration form. Checks and cash are gladly accepted. Please make checks payable to the city of Scottsdale. Cash payments must be made in person.
10. Please complete the attached Medical Assistance, Photo Permission and Non-Liability form for each person participating in the show.
11. Table space includes one eight-foot table, optional table cloth and two chairs. Participants are not permitted to add tables to their space, infringe on neighboring vendors or the traffic flow of the event.
12. Vendors must park in identified vendor parking areas on the day of event.
13. The Granite Reef Senior Center's Arts & Crafts Fair is a rain or shine event. Refunds will not be given for inclement weather.

The Granite Reef Senior Center's Arts & Crafts Fair is an event dedicated to the arts. We do not allow vendors to sell merchandise that is not art related. Final determination of appropriate merchandise will be made by event coordinators. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER SEPTEMBER 12, 2014.**



**IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS,
YOU BE WILL CONSIDERED A COMMERCIAL VENDOR**

* Event planning staff do conduct Internet searches on vendors to ensure appropriate business permits are in place. Inaccurately answering any of the following questions could compromise your participation in City of Scottsdale special events and activities.

1. Do you have a limited liability corporation? _____
2. Do you have employees? _____
3. Are your products mass produced? _____
4. Are your products resold? _____
5. Do you have a company name? _____
6. Do your have a business card? _____
7. Do you have a website? (if so, please provide web address) _____
8. Have you sold in three events this year? _____

* If you answered "yes" to any of the questions above, you will be considered a commercial vendor and will need to provide the following:

1. SPECIAL EVENT LICENSING REQUIREMENTS TRANSACTION PRIVILEGE & USE TAX LICENSE

- All commercial participants selling merchandise are required to have a City of Scottsdale Transaction Privilege Sales and Use Tax License. Temporary licenses are available, if you will be conducting business for less than 30 consecutive days; the fee is \$25.00. If you will be doing several shows in Scottsdale, we do have permanent licenses available. Permanent licenses require a \$12.00 application fee plus an annual fee of \$50. The annual fee is prorated by the quarter. Please complete the application provided. Once completed, print and return the application with a check for the appropriate fees. Please make your check(s) payable to: City of Scottsdale.
- Arizona State law now requires that any individual/sole proprietor applying (in person) for a license must present one of the following documents indicating that the individual is authorized by federal law to work in the United States:
 - An Arizona driver license issued after 1996 or an Arizona non-operating identification license, driver license issued by a state that verifies lawful presence in the U.S. (Licenses from HI, IL, NM, UT & WA do not meet the requirement), birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S., U.S. certificate of birth abroad, U.S. passport, foreign passport with a U.S. work visa.
- If you are an individual/sole proprietor applying (by mail), you must submit a certified copy of your birth certificate and a legible copy of your driver's license with the application.
- If you have any questions regarding this matter, please contact Tax and License at (480) 312-2400.

**COMMERCIAL VENDOR
SCOTTSDALE SALES TAX NUMBER**



CITY OF SCOTTSDALE VENDOR AGREEMENT Arts & Crafts Fair

THIS Agreement, made and entered into this _____ day of _____, 2014, by and between the CITY OF SCOTTSDALE, a municipal corporation, hereinafter referred to as "CITY", and,

_____,
Name **Address**

_____ hereinafter referred to as "Vendor".

City, State, Zip **Phone No.**

WITNESSETH:

WHEREAS, the CITY desires to enter into an Vendor Agreement with the Vendor for the **31ST Annual Arts & Craft Fair**

WHEREAS, the Vendor is qualified to perform the services required,

NOW THEREFORE, for and in consideration of the following terms and conditions, the parties hereto agree as follows:

1. CITY has an agreement with the Vendor to perform the services required to attend the following event,

Name of Event/Activity

Arts & Crafts Fair

Date/Time to be onsite (includes set up/clean up)

Saturday, November 15, 2014 - 7 a.m. to 6 p.m.

Location (including address)

Granite Reef Senior Center - 1700 North Granite Reef Road, Scottsdale, AZ 85257

4. To the fullest extent permitted by law, Vendor, their successors, assigns and guarantors shall defend, indemnify and hold harmless the City of Scottsdale, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of, or resulting from any negligent or willful actions, acts, errors, mistakes or omissions caused in whole or part by Vendor performing services under this Agreement. The above defense, indemnity and hold harmless obligations do not apply to claims resulting from the sole negligence of the City.
5. The Vendor agrees to perform those functions described above in a reasonable manner. The CITY shall not be responsible for injury, damages, or loss due to the Vendor's performance of these Services. The Vendor is responsible for removing all materials from the premises at the conclusion of the event.
6. The CITY may terminate this agreement by giving the Vendor three (3) days prior notice.

Nick Molinari

Vendor Signature

Event Coordinator Signature

Risk Management Director

Nick Molinari

Vendor Print Name

Print Name

Print Name



**Granite Reef Senior Center Arts & Craft Fair
Medical Assistance, Photo Permissions
And Non-Liability Notice**

Authorization Regarding Medical Assistance

I hereby authorize the City of Scottsdale staff to obtain any needed medical assistance in case of an emergency, illness, or accident. I understand that any resulting expenses or charges are my responsibility and I will pay them immediately, either directly or through personal insurance.

Notice of Non-Liability

I understand that physical injury may occur during participation in this program. By signing below I hereby release and agree to hold harmless the City of Scottsdale and its representatives to the fullest extent allowed by law from any and all claims for personal or bodily injury and property damage occurring or resulting from my participation.

Photo Release

I hereby grant permission to the City of Scottsdale to use the named-below likeness, while participating in a City of Scottsdale Parks and/or other City program, on information and promotional materials and reports, in either printed and/or electronic (web) form, without any obligation or liability.

Print Name	Signature	Date	Phone Number
1.			

Print Name	Signature	Date	Phone Number
2.			

Print Name	Signature	Date	Phone Number
3.			

I agree to all the conditions listed in this application and certify that all the information provided is true and complete to the best of my knowledge. Failure to provide accurate information on your application will jeopardize any future involvement as a vendor.

Signature:_____ **Date:**_____

Official Staff Use Only
Date Received _____
Table# _____
Staff Intials _____
Tax & License (Y or N) _____