



VENDOR APPLICATION

BUCKEYE MARATHON/ HALF MARATHON/10K/ 5K
DECEMBER 10TH, 2016 - BUCKEYE MUNICIPAL AIRPORT
3000 S PALO VERDE RD, BUCKEYE, AZ 85326

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State/Zip: _____

Phone: _____ Email (required): _____

TPT License #: _____ Price Range: _____

Type of Product or Service: _____

Health & Wellness Business Vendors

Paid By November 3, 2016

- 10x10 Packet Pickup Space Only- \$50
- 10X10 Finish line Space Only - \$50
- 10X10 Both Space locations - \$75

After November 3, 2016

- 10x10 Packet Pickup Space Only -\$60
- 10X10 Finish line Space Only - \$60
- 10X10 Both Space locations - \$100

Food Vendors - Paid by November 2, 2016

- \$100 Fee per 10x20 Finish Line Space

Menu Items: _____

Dimensions of Truck (including hitch): Height: Width: Length:

Serving Window is: Driver Side Passenger Side Other

I do hereby release and hold harmless the event sponsors, The City of Buckeye and any other party involved in this show, from any and all liability, including but not limited to: any claims, liabilities, losses or damages, costs and expenses whatsoever, ordinances or legal authority or cause, theft, personal injury, bodily injury, or act of God, arising out of any loss, injury, death, or damage that may arise during this event. I agree to comply with all event regulations.

***Please initial you have read and accept the attached event vendor regulations including cancelation policy _____**

Please attach the following documents with your completed application:

- Fire Suppression Certificate
(Food Trucks Only)
- Proof of Insurance
• Menu
- Picture of booth display
• Products or Services

Signature Date

For additional information, contact Philip Yabes at pyabes@buckeyeaz.gov or 623.349.6604

Please submit application by November 23, 2016:

Mail: City of Buckeye ATTN: Philip Yabes 201 E. Centre Ave. Buckeye, AZ 85326	Fax: 623-349-6611	Email: pyabes@buckeyeaz.gov
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Office Use Only

Amount Received:	Cash:	CC/MO:	Credit:	Confirmation Sent On:
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REGULATIONS & CANCELLATION POLICY:

1. **CHECK-IN:** Vendor check-in for the event will begin at **6:30 a.m. Saturday, December 10, 2016 for the day of the race at Buckeye Municipal Airport**. We ask that your booth set up be completed and ready by 8:00 a.m. All vendors must stay within their assigned space limits; variances must be pre-approved by the City of Buckeye, hereinafter known as ("COB"). **SUPPORT VEHICLES SHOULD BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 8:00 a.m. NO EXCEPTIONS.**

On Friday, December 9th, a packet pick-up and Expo will be hosted at the Holiday Inn and Express located at 445 S. Watson Rd. in Buckeye, AZ from 2 p.m. – 8 p.m. in the first floor of the hotel. Vendor check-in will be at 1 p.m. As we approach the dates of both these events emailed information will be sent to all vendors.

2. **UNLOADING/LOADING ZONES:** At check-in you will be given your outdoor booth assignment. Please refer to the general map layout (**will be emailed the week of November 28th**) which shows where unloading zones are located. Please plan accordingly in having your own staff for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. It is important you move promptly when you are within the unloading zones to avoid unnecessary traffic congestion. We ask you to first unload your vehicles at the curbside instead of walking back and forth from your booth space to your vehicle at the unloading zone. Once your vehicle is unloaded please move it promptly to the designated vendor parking areas (shown on map). **Vehicles will not be permitted to drive within any of the event/booth vendor areas.** All vendors need to be completely set up by 8:00 a.m. All vendors must stay within your assigned space limit (10x10 spaces).
3. **VENDOR PARKING:** Please be sure to allow the parking nearest to and surrounding the event available to the general public & runners for this event. There will be vendor designated parking on the event map which will be emailed to you the week of November 28, 2016
4. **Tear Down Rules:** We ask all vendors not to take down booth(s) until the event is over. Buckeye Marathon official hours are 8:00 a.m. – 2:00 p.m. Vendors will be responsible for any damage caused to City property during the event, set-up and/or tear down.
5. **Electrical Power:** Food vendors needing power must bring their own generator and abide by all requirements set forth by the COB. If you have any questions regarding these requirements, please fill free to contact us.
6. **Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
7. **Arizona State Transaction Privilege Tax License (TPT):** The Arizona Department of Revenue requires vendors to acquire (TPT) licenses. Please visit their website at www.aztaxes.gov or call **(602) 542-4576 or 1-(800) 634-6494**.
8. **Hold Harmless Agreement:** Organizations agree to indemnify and hold harmless **City of Buckeye, AZ** and their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release COB from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. COB is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with COB management and not openly discussed with other organizations or patrons.

9. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
10. **Equipment and Rentals:** Equipment or fixtures needed for your booth such as pop-up tents/canopies, fencing, tables, chairs, etc. is your responsibility and will not be provided by COB.
11. **Waste and Clean-Up:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
12. **Cancellation Policy:** Vendors canceling **prior** to November 1, 2016 will be entitled to 100% refund of their booth fee; vendors canceling **after** November 1, 2016 will forfeit their entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of the event.

Food Vendors Only:

1. **Menu and Diagram:** COB strives to provide quality food, services and presentation to all participants and spectators at this event. Your booth must look professional in appearance and be kept clean at all times. We wish to have a variety of food items available to the public with little duplication. **You must submit a menu with this contract listing all food items you intend to serve including portion and price.** Once your menu is approved, you cannot add or substitute any items without prior approval from COB. Diagram: Please submit a picture or detailed drawing of the set-up of your vendor space.
2. **Insurance:** You **must** provide a certificate of general liability and product liability insurance to COB as evidence of insurance in force. **The certificate must name the following as additionally insured: City of Buckeye, AZ.** Your limits of liability must be at least \$2,000,000.00 aggregate and \$1,000,000.00 per occurrence. *You will not be allowed to set up if you have not first provided this certificate to COB.* The insurance is at your own cost. If this certificate is not provided, COB reserves the right to withdraw you from the event at the cost of all prepaid fees.
3. **Health Department:** It is the responsibility of all food vendors to contact and notify Maricopa County of food service during this event. Vendors must abide by the Maricopa County division of Environmental Health guidelines. For more information call: (602) 506-6272 or www.maricopa.gov/envsvc search special events
4. **Fire Suppression:** Food Trucks must provide a copy of Fire suppression certificate
5. **Water:** Potable water is not provided. You will need to bring your own potable water.
6. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.

Directions to Packet Pickup & Expo Holiday Inn Express:

1. Take I-10 West
2. Take Exit 117 for Watson Rd
3. Turn left onto Watson Rd
4. Turn left onto Sundance Ave.
5. Turn left onto Sundance Parkway

Directions to Marathon Finish line at Buckeye Municipal Airport:

From I-10 East

1. Take I-10 West
2. Exit Sun Valley Parkway (exit 109)
3. Left onto Sun Valley Parkway (Sun Valley Pkwy turns into S. Palo Verde Rd.)
4. Airport will be on right about 1 mile from I-10

From I-10 West

1. Take I-10 East
2. Exit Sun Valley Parkway (exit 109)
3. Right onto Sun Valley Parkway (Sun Valley Pkwy turns into S. Palo Verde Rd.)
4. Airport will be on right about 1 mile from I-10

Thank you to our Sponsors:

