

Food Vendor Application

AZFOOTHILLS.COM

**BEST of
TUCSON**

2011 Winner: BEST ANNUAL EVENT

Festival of the Arts

This two day festival will feature up to 150 local and national artisans, food vendors, and children's activities. Featured work will include jewelry, ceramics, painting, glass, photography, baked goods, crafts, fiber and more.

All proceeds from this festival go directly back to our local schools to support Arts Education Programming throughout Southern Arizona.

MARCH 17 & 18, 2012
Saturday 9am-4pm
Sunday 10am-4pm

*Oro Valley Marketplace -
SW corner of Oracle and Tangerine Roads*

FREE ADMISSION



The Oro Valley Marketplace is built on a 115-acre site at Oracle and Tangerine Road in Oro Valley. It is the first Arizona retail destination integrated with a restored riparian habitat and boasts a trail system feeding into the revered Catalina Mountains. Newly opened in 2008, the Oro Valley Marketplace features 800,000 square feet of retail, entertainment and dining destinations.



For more information, visit www.ovalleyfestival.org or call the Southern Arizona Arts & Cultural Alliance at (520) 797-3959.



SOUTHERN ARIZONA ARTS & CULTURAL ALLIANCE

The Southern Arizona Arts and Cultural Alliance (SAACA) is a non profit organization that exists to ensure that, through engagement in arts and culture, our communities produce strong, inspired citizens. SAACA enlists artists, businesses, governments, and individuals to expand artistic and cultural opportunities in their respective communities. To enhance access to the arts and to promote cultural awareness in the communities it serves, SAACA presents large-scale festivals, events and other programs. The Alliance also promotes educational opportunities in the arts and culture for both the young and the old.

To learn more about any of the 15+ annual Festivals SAACA produces each year, please visit www.SAACA.org



www.OROVALLEYFESTIVAL.org

| | |
|-----------------------------|---|
| Event Dates | March 17 & 18, 2012 Saturday, March 17, <i>9am-4pm</i> Sunday, March 18, <i>10am-4pm</i> |
| Public Admission | Free Admission to the Public |
| Event Location | Oro Valley Marketplace, SW Corner of Tangerine / Oracle - Parking Lot Show As one of Oro Valley's newest shopping and dining destinations, Oro Valley Marketplace delivers the ultimate shopping experience in a distinctive outdoor setting. Spread on 114 acres, the center's 800,000 square feet of retail space also features local artwork and riparian nature trails, creating a unique lifestyle destination. For more information, visit the website at www.orovalleymarketplace.com |
| Festival Details | Arts & Craft Artisans in all mediums - Maximum of 150 artists, Kid's Activities and Food Vendors |
| Festival Type | Non-Juried Art Festival - All artwork must be handmade by the artist presenting and selling the materials or must directly supervise the production of the art by assistants or employees. Holiday themed items highly encouraged! The term "non-juried" refers to artists bringing items such as reproductions of only their own two dimensional work, production work, unlimited editions of photography, country crafts, ceramics made from commercial molds, jewelry made from purchased beads, stained glass or other items that employ the use of commercial patterns, and any item that is purchased and then embellished, including clothing. Production work, for the purposes of these shows, is defined as art or craft generated as a result of an original design by the applicant, which is then executed at an onsite facility/ studio by a maximum of three employees of the applicant. SAACA has the final authority to determine the classification of the applicant. |
| Sales Tax & Permits | The Festival is located within Town of Oro Valley Boundaries. The Sales Tax is 9.1% as of 2/10/2011 Vendors must obtain an Oro Valley Business License by calling the Town of Oro Valley at (520) 229-4700 or visit the website www.orovalleyfestival.org to download the application. Food Vendors must obtain a health permit from the Pima County Health Department. |
| AZ State Revenue Department | The Arizona State Department of Revenue requires SAACA to report all Business License Numbers, both in state and out of state for all Festivals produced within the State of Arizona. The Artist is required to report their earnings at this festival to the Revenue Dept. |
| Space Details | Single Booth or Canopy Space - 12 ft. wide x 12 ft. deep \$175 Double Booth or Trailer Space - 24 ft. wide x 12 ft. deep \$300 |
| Parking | Overnight parking available onsite at the Oro Valley Marketplace |
| Electric | There is NO Electric Available on Site |
| Water | There is Water Access on Site, although the water is not continuous. |
| Space Limitations | There is no staking permitted at this festival as the site is asphalt throughout. All canopies and umbrellas must be weighted appropriately (recommended weighting of 20-50 pounds per leg). All tables must be skirted to the ground. |
| Event Set Up | <i>Artists may check in and set up between the below hours:</i> Friday, March 16 from 11am-5pm, and Saturday, March 17 from 7am-8:45am. Vendors will be permitted to drive up to their designated space for a maximum of 30-45 minutes for load in and load out. |
| Security | Security will be provided on Friday, March 16 from 5pm to 7am on Saturday, March 17 and Saturday, March 17 from 5pm to 9am on Sunday, March 18 |
| Application Deadline | Friday, March 11, 2012 at 4:30pm ***After March 11, add \$25 late registration fee |
| Maps / Layout | A general event map and location layout will be available for download from the event website at www.orovalleyfestival.org |
| Welcome Packet | A welcome packet with all event details will be emailed or mailed to each Vendor prior to the festival. |
| Marketing | SAACA schedules the below standard Marketing practices for each festival: Billboards, Bus Stop Advertising, Full Page Print Ads in AZ Daily Star Zones, Press Releases Ongoing, Email Blast to 15,000+ subscribers, 3,000 Postcards Mailed, 5,000 Flyers Distributed throughout Southern AZ, Website Marketing, Craftmaster News, Sunshine Artist Magazine, Radio PSA's, Television Commercials, On Site Banners and Signage, Electronic Message Boards. |



Food Vendor Application

March 17 & 18

FILL IN THIS PAGE LEGIBLY AND COMPLETELY

Food Vendor's Name _____

Business Name _____

Resale # or Tax ID _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

IMPORTANT: Most of our communication to you will be sent via email, please print legibly your email address or provide us with 2 email addresses if available to be used as a communication back up.

Email(s) _____

Website (used for promotional purposes) _____

On the site to unload I will be driving an oversized vehicle: N/A RV Vehicle with a trailer

Will you be parking overnight onsite with a RV or camper? YES NO

Please indicate your desired check in and set up time:

Friday, Marc 16, 11am-2pm 2pm-5pm Saturday, March 17, 7am-8:45am

| Festival | Space Details | SINGLE SPACE |
|----------------------------|---|---|
| CANOPY SPACE | Canopy, Umbrella, and Tables PROVIDED BY EXHIBITOR | <input type="checkbox"/> \$175 12ft wide x 12ft deep |
| TRAILER SPACE | Trailer, Canopy, Umbrella, and Tables PROVIDED BY EXHIBITOR | <input type="checkbox"/> \$300 24ft wide x 12ft deep |
| LARGE TRAILER SPACE | Trailer, Canopy, Umbrella, and Tables PROVIDED BY EXHIBITOR | <input type="checkbox"/> \$400 40ft wide x 20ft deep |
| TOTAL FROM ABOVE | | \$ |

Have you applied to the Town of Oro Valley for an annual Oro Valley Artist Business License?

\$20 / calendar year YES, my permit # is _____ NO

If not, please contact the Town of Oro Valley at (520) 229-4700 to obtain the form or download at www.orovalleyfestival.org

PAYMENT INFORMATION

Please note, your credit card will be run as soon as your application is received and juried. Without payment, SAACA cannot guarantee or hold your booth space in the festival. **No cash refunds will be given for cancellations.** If you cancel a minimum of 7 days prior to the festival, you may use your booth fee as a credit towards a future SAACA Festival up to 12 months following the cancel date. SAACA does not keep any credit card numbers on file, so all information must be completed on each payment submission.

I will be paying by: **CHECK #** _____ (Made out to SAACA) **CASH** **CREDIT CARD**

If paying by VISA, MasterCard, Discover, or American Express (additional 3% processing fee added for Amex)



Credit card number _____ Expiration date _____ Security Code _____

Billing Address _____ Cardholders Name & Signature _____

HOW DID YOU HEAR ABOUT US?

www.SOUTHERNAZFESTIVALS.org Radio TV Print Word of Mouth Email

OTHER _____

VENDOR NAME

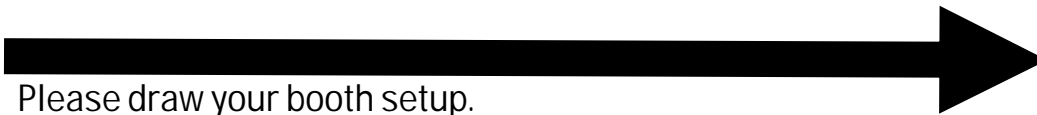
MENU

- Please attach *complete* menu of items (including prices) to be sold.
 - Please choose unique items that have less potential for duplication. List items in order of preference.
 - In an effort to encourage a diverse selection of menu items, the SAACA reserves the right to request menu changes.
 - While we encourage diverse offerings, we reserve the right to duplicate items as needed to meet crowd demands.
- Please include a copy of your food vendor license & insurance policy.
 NOTE: You must adhere to the approved menu. Any variations will not be permitted

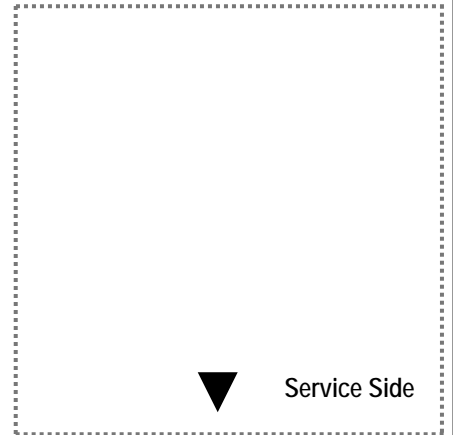
BOOTH SPACE

- All attachments, awnings, trailer tongues, tables, and chairs must fit in the provided space. Vendors exceeding the provided space length will be charged an additional \$50 per linear foot.
- *Pictures of booth set-up must accompany application for it to be accepted.*

Do you have a TRAILER or TENT set up? Trailer Tent Both
 Do you have a colored tent? If so, what color?



Please draw your booth setup.
 Include all attachments, trailer tongues, and other items that may extend outside the space.



ELECTRIC & WATER ACCESS

THERE WILL BE NO ELECTRICITY AT THE FESTIVAL—VENDORS MUST PROVIDE THEIR OWN WHISPER GENERATORS

Do you need water access? YES NO

There is no CONTINUOUS water available on site at this festival. Water access is available but is not located near the booth spaces. Artists must come prepared to transport water from access site to booth space.

Do you have a generator? YES NO

IMAGES

Have you included six digital images on CD or Printed Photographs in this application? YES NO

NOTE: Your application will NOT be accepted without these photographs. At least two of these photographs should include a layout or display of your booth. SLIDES WILL NOT BE ACCEPTED. Images may also be submitted on CD in TIF or JPG format OR through email to festivals@saaca.org. If you submit photos through email please include your name, phone number, address and the shows you have applied for in the email.

SPECIAL REQUESTS

Do you have any special needs or requests? (circle all that apply)

Handicapped Proximity or Distance to another Artist

Other _____

SAACA cannot guarantee any special requests



Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Southern Arizona Arts & Cultural Alliance events.

VENDOR NAME: _____

FOOD VENDOR STANDARDS: All Festivals are presented by the Southern Arizona Arts & Cultural Alliance. Food Vendors will be selected based on the types of foods offered, the quality of the presentation, the vendor's experience with selling food at these types of events and by the date when we receive the application. Our goal is to have a balanced variety of high quality foods offered to the public at each Festival. We require that all participating food vendors have a professional presentation. Vendors are required to provide everything in your set up. Your signage and banners need to be clean and professional looking. When submitting this application, we ask that you send in two photographs of your booth set-up. The look of your booth and your unique menu is very important to the overall look and success of the Festival and is a major factor in the selection process. Food vendors may sell non-alcoholic beverages from their booth at the Festivals, unless otherwise noted. No alcoholic beverages can be sold out of your booth at anytime. SAACA will not issue refund for non-compliance with town, health and/or safety regulations and policies.

CANCELLATION POLICY: SAACA does not issue refunds unless the cancellation is made within 14 days of the festival. If cancellation is made outside of the 7 day window, SAACA will issue the vendor a credit towards another SAACA festival within 12 months following the cancellation.

INSURANCE & RE-SALE NUMBER REQUIREMENTS: All food and restaurant vendors participating in this event must have \$1,000,000 of liability insurance per event. You will be required to name the Southern Arizona Arts & Cultural Alliance as additional insured. We must receive your certificate of insurance 15 days prior to each event. In addition all applicants must provide us with your current re-sale number. **BUSINESS LICENSES/SALES TAX:** Vendor is responsible for any and all required business licenses, special event permits and sales taxes associated with each event. Contact the Arizona Department of Revenue (800-634-6494) for information and/or the appropriate municipalities for specific requirements. **FOOD SAFETY:** SAACA requires that all food vendors be in compliance with all local and regional health and safety policies and procedures and secure all required Food Vendor Permits. Please contact the appropriate county and/or city/town offices for specific requirements. SAACA will attempt to inform vendors of all required licenses and permits, but it is the responsibility of each vendor to obtain the required documentation and ensure that no other documents are required.

APPLICATION DEADLINE, NOTIFICATION OF ACCEPTANCE AND HOW TO APPLY: We accept food vendors until three weeks prior to the event. **THIS IS ONLY AN APPLICATION. FILLING OUT THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE.** You will be notified of acceptance no later than 20 days prior to the event. We will not process your fees until you have been accepted. A \$35 charge will be assessed for bounced checks (no exceptions). Once accepted, you will receive an acceptance letter, followed by your participant packet with all your set up information no less than 10 days prior to each event. **Please note that all participants are required to provide their own tarpaulin which must cover the full footprint of the ground in their booth and cooking area. A separate \$250 fee will be assessed to each vendor not fully complying with these requirements.**

PERMITTING & LICENSING: For questions about required licenses, permits, etc. please contact each municipality directly.

- Arizona Department of Revenue, 800-634-6494; Pima County Health Department, 520-243-7770; Town of Oro Valley, 520-229-4700;

RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between the Southern Arizona Arts & Cultural Alliance (Producer), the sponsor of the event (Client) and the vendor filling out, signing, and returning the application (Vendor). No cash refunds will be given for cancellations. If you cancel a minimum of 14 days prior to the festival, you may use your booth fee as a credit towards a future SAACA Festival up to 12 months following the cancel date.

The Vendor hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said vendor's participation in any and all events which have been organized by or through Producer or Client. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and food or products to their designated location, the set up and display of any such structure and food or products, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Vendor hereby expressly assumes any risk of harm to the Vendor, food or product, guests or guests' property arising out of their participation and the participation of other Vendors or agents in any given festival organized by Producer or Client, including any risk resulting from the particular location of the space designated for them by the Producer. The Vendor agrees to hold harmless the Client and Producer from any and all liability for damages to persons or property from any source. If weather, other acts of nature, or other reasons beyond the control of the Client or the Producer causes the event's cancellation, Vendor entry fees will not be returned and neither the Client nor the Producer will be held liable to Vendors for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect for the duration of the festival.

____ I AGREE TO ABIDE BY THE POLICIES SET FORTH BY SAACA AND THE RULES GOVERNING THIS EVENT.

____ I AGREE TO ALLOW THE IMAGES ENCLOSED WITH MY APPLICATION TO BE USED FOR SAACA'S PUBLICITY AND ADVERTISING.

Signed: _____ Date: _____

Please EMAIL, MAIL or FAX pages 1, 2 & 3 back to SAACA, As well as a signed copy of the Golder Ranch Cooking Requirements

festivals@saaca.org O - (520) 797-3959 x 3 F - (520) 531-9225

Southern Arizona Arts & Cultural Alliance 7225 N Oracle Rd, Suite 112, Tucson, AZ 85704



Golder Ranch Fire District

Exterior Cooking Booth Information

It is the commitment of the Golder Ranch Fire District to help provide a safe environment for both booth operators and the general public. In order to achieve this, the following requirements shall be met when cooking devices are used at outdoor special events. Fire department personnel will inspect venues either before or during the event to assure compliance. If you have any questions or require further assistance, please call (520) 818-1017.

Definitions

Canopy: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. Canopies having an area in excess of 900 square feet require a permit.

Cooking Booths: A tent, canopy or booth which utilizes **exposed** open flame cooking devices, open flames, or flammable and combustible liquids within 20' of the structure. These cooking/warming devices shall not be inside or under any covered structure.

Exceptions: 1) Devices utilizing gel or wick type fuels which do not create grease laden vapors, provided the surface beneath the warming device is covered with foil and there is a 36" clearance to any combustible materials. 2) Non-exposed open flame cooking devices (e.g. Kettle Corn or griddles), if approved by the fire code official.

Exposed Open Flame Cooking Device: A cooking or warming device utilizing a flame where the flame is not shielded and/or is readily visible. This definition would include most types of BBQ devices.

Vendor Booth (See non-cooking booth): All booths, tents, and canopies not defined as cooking booths

Non-Cooking Booth (Vendor Booth): A tent, canopy or booth which does not have any **exposed** open flame cooking devices, open flames or flammable and combustible liquids within 20' of the structure.

Electrically powered food devices may be approved for use in tents or canopies (non-cooking) as long as the devices do not produce flames, smoke or grease-laden vapors.

All devices and appliances shall be utilized on fire-resistant surfaces with adequate clearance from any combustible materials.

Non-Exposed Open Flame Cooking Device: A cooking or warming device utilizing a flame where the flame producing fixture is an integrated component of the device and contained within the device by non-combustible barriers or shielding so that the flame is not readily visible or exposed to combustible materials. This definition would include some types of steam tables and griddles with an integrated non-exposed open flame.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Tents having an area in excess of 400 square feet require a permit.

Booth Construction and Location

All materials covering cooking booths shall be composed of flame-resistant material or are to be treated with an approved flame retardant (Documentation required).

All cooking booths shall be provided with at least one exit. The exit shall have a minimum clear width of at least 3 feet and be a minimum of at least 6 foot 8 inches in height. This exit shall remain clear and free from obstructions at all times.

Cooking booths shall be separated from vendor booths by a minimum of 20 feet. Tents or canopies used for cooking shall be separated from tents or canopies used for any other purpose by a minimum of 20 feet.

Exception: Booths that serve refreshments are not required to have a 20-foot separation from cooking booths.

Booths shall be constructed in a manner to provide necessary structural integrity. Booth construction shall be subject to approval by the fire code official.

If cooking/warming appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.

Cooking devices shall be isolated from the public by a physical barrier. Cooking areas shall not be accessible by the public.

Cooking equipment shall not be located near the cooking booth exit to protect the booth's exit path in the case of an emergency.

Cooking Equipment

General Requirements:

Electrically powered food cooking devices may be approved for use in tents or canopies (non-cooking) as long as the devices do not produce flames, smoke or grease-laden vapors.

Exposed open flame cooking devices shall not be used within booths, tents, or canopies that have combustible overhangs without an approved exhaust hood as required by the International Mechanical Code.

All devices and appliances shall be utilized on fire-resistant surfaces with adequate clearance from any combustible materials.

Exposed open flame cooking devices may be used within cooking booths that are non-combustible.

LP-gas used for cooking/warming shall be located outside of tents or canopies with safety release valves pointed away from the structure.

Exception: Compressed gas cylinders with a maximum water capacity of not more than 2.7 lbs.

All LP-gas cylinders not in use with cooking or heating equipment shall be stored outside the cooking booth in a secure location and be protected against tampering.

Tanks shall be secured and protected from damage and secured in the upright position. Open flame or other devices emitting flame, fire or heat shall not be located within 20 feet of a tent or canopy which is not considered a cooking booth.

LP-Gas (Liquefied Petroleum Gas)

LP-gas used for cooking/warming shall be located outside of tents or canopies with safety release valves pointed away from the structure. Tanks shall be secured and protected from damage and secured in the upright position.

Exception: Compressed gas cylinders with a maximum water capacity of not more than 2.7 lbs.

All LP-gas cylinders not in use with cooking or heating equipment shall be stored outside the cooking booth in a secure location and be protected against tampering.

Deep Fat Frying

Deep fat frying is regulated as an exposed open flame device with additional conditions.

Deep fat frying includes cooking equipment made specifically for deep fat frying as well as any appliance containing oil being heated.

Deep fat fryers shall not be used within booths, tents or canopies that have combustible overhangs without an approved exhaust hood as required by the International Mechanical Code.

It is recommended that when using a deep fat fryer outside, a non-combustible (metal) overhang is used or metal covering for the fryer be available for use in case of rain.

Where deep fat fryers are installed adjacent to exposed open flame cooking devices they shall be separated by 16 inches or a non-combustible baffle at least 8 inches in height.

Solid Fuel (Wood or Charcoal)

Cooking devices that use wood or charcoal for fuel are open flame devices and shall not be used within booths, tents or canopies that have combustible overhangs without an approved exhaust hood as required by the International Fire Code.

Solid fueled cooking devices shall be kept away from combustible materials. The distance shall be dependent upon the size of the cooking equipment and shall be approved by the fire code official.

Electric Cooking/Warming Equipment

Electric cooking equipment would include microwaves and electric ovens, electric steam tables and electric cooktop griddles.

Electrically powered food cooking devices may be approved for use in tents or canopies (non-cooking) as long as the devices do not produce flames, smoke or grease-laden vapors.

All devices and appliances shall be utilized on fire-resistant surfaces with adequate clearance from any combustible materials.

If electrically powered cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.

Warming Devices

Devices utilizing gel or wick-type fuels which do not create grease-laden vapors may be used within cooking booths, provided that the surface beneath the warming device is covered with foil and there is 36 inches clearance to any combustible materials.

Electric warming may be used within structures that are **not** considered cooking booths, provided that they do not produce smoke, flames or grease-laden vapors.

Fire Extinguishers

For all cooking operations (excluding large deep fat fryers) require a minimum 2A:10BC rated fire extinguisher that is easily accessible.

Deep fat fryers require a Class K extinguisher that is easily accessible.

Extinguishers shall be visible, not obscured from view.

Portable fire extinguishers shall be inspected annually and shall have a current inspection tag.

A receipt showing the purchase date may be securely affixed to the extinguisher. This will comply with the first year requirement.

Electrical Setups

All electrical service shall be per the International Electric Code.

All electrical service must be GFCI protected.

Only listed power strips with circuit breaker protection are allowed as multi-plug adapters.

Flexible electrical cords (extension) cords shall be grounded (3-prong), adequately protected, secured from mechanical and environmental damage and free from splices.

All extension cords shall be of the 3-prong grounded type.

Extension cords shall be protected from foot traffic and other damage.

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from the contact with the public by fencing, enclosure or other approved means. Generators shall be grounded either by grounding rod or metal frame.

Housekeeping

Trash containers shall be emptied regularly.

Combustible materials shall not be allowed to accumulate so as to cause a fire hazard.

All cooking surfaces shall be cleaned to prevent the accumulation of grease.

**This information sheet provides the minimum requirements for exterior booths. Additional fire and life safety requirements may be necessary depending on the particular situation. These requirements will be at the discretion of the fire code official. During fire department inspection, vendors should be prepared to make any necessary changes in order to comply with these requirements.*

Name (Printed):

_____ Signature: _____ Date: _____

By signing above, you agree to the terms and conditions required by the International Fire Code and Golder Ranch Fire District.

