

Gilbert Global **Village Festival**

Vendor Application

Saturday, April 12, 2014 Noon-6:00pm

DEADLINE: All Vendor Applications must be received by March 20, 2014-6pm

About You and Your Organization

All paperwork, maps, instructions, etc., will be sent to the person and address listed here, so please help us out by being accurate and clear!

The Town of Gilbert Special Events staff will review all applicants based on booth presentation, prior participation, and product offering. Businesses/Organizations will be notified via email or phone of their status. If accepted all fees due by deadline.

Name of Business/Organization:			
Mailing Address:			
City:	_ State:	Zip:	
Contact Person(s):			
Primary Phone #:	Secondary Phone #:		
Cultural of Ethnicity Representing:			
E-Mail Address:	Website Address:		
Best way to contact you? No Preference	ence Email	O Phone	Regular Mail
I, (print your name)			
Print Name:			

RETURN APPLICATION TO:

Mail: Town of Gilbert- Parks and Recreation Department/Special Events

90 E. Civic Center Drive, Gilbert AZ 85296

Fax: (480) 503-6204 Email: Dina.Lopez@gilbertaz.gov



Gilbert Global Village Festival

Vendor Fees

(Please check all that apply to your needs)

VENDOR FEES OVERSIZED BOOTH FEE (Any booth larger than 10'x 10')

Religions of the World \$25 N/A

 Informational Vendor
 \$50
 +\$25.00

 Retail or Sales Vendor
 \$100
 +\$50.00

 Food Vendor
 \$225
 +\$100.00

Electric fee add \$50

*Electric is not included in vendor fees and is available for an additional \$50 per booth space. (Electric must not exceed 110volts/15amps).

If you are accepted, Booth Fees must be paid by deadline. (NOTE: vendor booth locations will be based on receiving completed paperwork and fee payments, according to received time/date stamp. Details will be included in vendor acceptance notification.)

- Vendor selection will be based upon the Town of Gilbert event needs, types businesses and space available.
- · All fees, insurance and licenses are due prior to vendor participation in event.

APPLICATION REQUIREMENTS

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered):

Completed Application

Space requirements/ footprint diagram with measurements

Description of product and price list or if accepting donations

Booth Photo

If you are accepted, the following information is required for **ALL FOOD**, **RETAIL OR SALES APPLICATIONS** and must be SUBMITTED by deadline:

Insurance Requirements

• ALL Vendors must provide a Certificate of Insurance naming the Town of Gilbert as an additional insured. The insurance must meet the requirements of \$2,000,000 general aggregate and \$1,000,000 each occurrence. The following address should appear on the certificate: Town of Gilbert, 90 E Civic Center Drive, Gilbert, AZ, 85296. Certificates should be mailed or faxed to (480)503-6204 with the initial vendor application.

Gilbert Business License

• If you're a business selling product based out of Gilbert please supply us with your Gilbert Business License #. If you're a business selling product and your business is located any place other than Gilbert, you will need a One-Day Transient Business License. To obtain a One-Day Transient Business License Application please contact the Development Services Department at (480) 503-6700 or visit the website at http://www.gilbertaz.gov/eservices/business/.

Water and Soda Sales: Pepsi is the exclusive water/soda sponsor for the event. Vendors who sell water and/or soda will be required to purchase bottled Pepsi products by the case from the Town of Gilbert. A case of soda costs \$25.00, a case of water costs \$20.00, and a case of Gatorade \$25.00. Bottles are 20 oz. and must be sold for \$2.00 each. Vendors must place an order for water and/or soda and make payment for the order prior to the event. Orders will be delivered to the event site and Vendors will pick-up their products on event day. Ice will also be available for purchase and payment prior to the event and will be onsite for pick-up on event day.