



## 2024 VENDOR APPLICATION

CycloMesa

April 6th, 2024 9am-2pm

Incomplete forms will not be approved.

NAME \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ORGANIZATION STATUS:  Non-Profit  Commercial  Food  Informational

### SPACE INFORMATION

**\*\*\*All Vendors/Concessionaires must bring their own tables, tents, and chairs. Tents must be white or branded.\*\*\***

#### **\*Food Vendors:**

- Include a menu with prices for all items that will be sold at the event (**alcoholic beverages prohibited**)

\_\_\_\_\_

*I understand that any items not on the above/attached list cannot be sold. \_\_\_\_\_ ← Initial here*

Our intention is to have a variety of food & beverage and to not have duplication of items offered. The

CycloMesa Committee has the final decision on approving food vendor applications.

- Food Space: Fee for a 10' x 10' food Space is **\$175.00**.
- To be approved to set up a Space at the event, please write your vendor permit number and sales tax ID.  
Vendor Permit #: \_\_\_\_\_ Sales Tax ID: \_\_\_\_\_
- Are you bringing a...  Tent  Truck  Trailer. Dimensions? \_\_\_\_\_

#### **\*Retail Vendors:**

- Enclose photos of items that will be sold and include price list \_\_\_\_\_
- Retail Space: Fee for a 10' x 10' retail Space is **\$75.00**
- Non-Profit Retail Space Fee: Fee for a 10' x 10' retail Space is **\$0**
- What size space will you require?  10x10  10x20  Other: \_\_\_\_\_
- Tax ID: \_\_\_\_\_

#### **\*Information Space:** Fee for a 10' x 10' Space is **\$40.00**

- Non-Profit Information Space Fee: Fee for a 10' x 10' Space is **\$0**
- What size space will you require?  10x10  10x20  Other: Please write here \_\_\_\_\_

**POWER INFORMATION**

Power to be provided by CycloMesa. **No generators allowed (Food Vendors are an exception).** Please list *all* items requiring electricity with their amperages:

Item: \_\_\_\_\_ Amps: \_\_\_\_\_ Item: \_\_\_\_\_ Amps: \_\_\_\_\_  
Item: \_\_\_\_\_ Amps: \_\_\_\_\_ Item: \_\_\_\_\_ Amps: \_\_\_\_\_

Power Requested (Check all that apply):

[ ] 110 and up to 30 amps \$100.00 [ ] 220 and up to 60 amps \$200.00

**TOTAL POWER FEES: \$ \_\_\_\_\_**

**\*Vendor is responsible for supplying their own 100' extension cord for power.**

I, (print your name) \_\_\_\_\_ as the authorized agent for the above- named organization, agree to hold the City of Mesa, Entertainment Solutions Inc., and Volunteers harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the CycloMesa site. I also understand that the City of Mesa, Entertainment Solutions Inc, and Volunteers will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival patrons. **I also certify that the above-named organization is in compliance with all State health regulations and, if applicable, operations are appropriately permitted by Maricopa County (602-506-6978).**

I understand that this application is subject to acceptance by the CycloMesa Committee and that the Committee’s decision is final.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: Vendor applications, Proof of Insurance, attachments, requested permits/licenses and payment must be received no later than March 22, 2024.** Please return completed form to Carter Koziol with Entertainment Solutions: [carter@solutionsaz.com](mailto:carter@solutionsaz.com) (email) 480-663-0700(office) /480-663-0718 (fax)

**PAYMENT: Applications will not be processed unless payment is received by March 22, 2024.**

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|--|---|
| <p><b>MAKE PAYABLE TO:</b><br/>City of Mesa</p> <p><b>MAIL PAYMENT TO:</b><br/>Entertainment Solutions, Inc.<br/>ATTN: Carter Koziol<br/>7542 E. Camelback Rd.<br/>Scottsdale, AZ 85251</p> <p>Please remit payment with your application.<br/><b>Only BANK ISSUED certified check or money orders will be accepted.</b></p> | <p style="text-align: center;"><b><u>FEE SUMMARY</u></b></p> <p style="text-align: right;">Booth Fees \$ _____<br/>Power (If applicable) \$ _____</p> <p style="text-align: right;"><b>TOTAL DUE \$ _____</b></p> |
|--|---|

**Questions?** Please contact Carter Koziol (ESI) at 480-663-0700 or by email: [carter@solutionsaz.com](mailto:carter@solutionsaz.com).

### Sales and Sales Tax

- ❖ All participating concessionaires are required to collect and pay appropriate City of Mesa (2.0%), Maricopa County (.7%) and Arizona state (5.6%) sales tax on all items sold. Exhibitors must obtain and display a valid City of Mesa and State of Arizona Retail Sales tax license throughout the duration of the festival or the concessionaire will not be permitted to operate the Space and all fees will be forfeited.
  - For more information and to obtain a City of Mesa Retail Sales tax application, please contact the City of Mesa Tax and Licensing Office at (480) 644-2316 or visit [www.mesaaz.gov/salestax](http://www.mesaaz.gov/salestax)
  - Arizona Department of Revenue licenses are available on-line at [www.aztaxes.gov](http://www.aztaxes.gov).
- ❖ Food concessionaires are responsible to obtain any other business licenses or permits, which may be required.

### Insurance

- ❖ All vendors must include proof of insurance once space has been confirmed. The following entities **MUST** be included as additionally insured; **City of Mesa, CycloMesa, and Entertainment Solutions, Inc.** You, the vendor must incur all insurance costs. You must have a minimum of \$1,000,000 for general liability and product liability. City of Mesa, CycloMesa and Entertainment Solutions, Inc. are held harmless from all claims arising out of your operation of product sales.

### Food Concession Permits

- ❖ In order to sell or give away any food or beverage product at an event, Maricopa County requires all concessionaires to apply for a "Temporary Food Service Establishment" permit and pay an associated permit fee of \$85.00 per Space. Permit fees must be submitted at least seven days prior to the event.
  - The Guide to Temporary Food Service at Special Events and "Application for Temporary Food Service Establishment Permit" may be completed on-line, downloaded, and printed at [www.Maricopa.gov/EnvSvc/](http://www.Maricopa.gov/EnvSvc/).
- ❖ Food concessionaires who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a completed application form with a copy of the permit is requested. Caterers should submit an Application for Use of Catering Permits at Special Events to ensure that they are on the list of vendors.
- ❖ Food service worker licenses are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to bussing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. The original license must be kept at the workplace.
- ❖ For more information on Maricopa County Food Concession Permits, please visit [www.Maricopa.gov/EnvSvc/](http://www.Maricopa.gov/EnvSvc/) or call the Environmental Health Department at 602-506-6970.
- ❖ All Arizona State Board of Health codes must be followed.

### **Set up and Break down**

- ❖ All space assignments are the final decision of the CycloMesa Committee. Space assignments are made based upon exhibit flow and requirements. The CycloMesa Committee reserves the right to change space assignments as necessary.
- ❖ Food concessionaires must only use the allotted space. The use of a location is restricted to the concessionaire to whom it is assigned.
- ❖ Concessionaires and vendors are required to be set up by 8 a.m. on Saturday, April 1st, 2023. Load-in may begin at 6:30 am.
- ❖ You will receive an email the week prior to the event with specific loading and unloading instructions. Concessionaires must only use designated drop-off zones for loading and unloading. Parking is not allowed in the drop-off zones.
- ❖ All concessionaires will be required to tear down their own spaces following the event. Tear down may not begin until 2:00pm on Saturday, April 1<sup>st</sup>, 2023. Each assigned space must be left in the same condition in which it was found. All waste must be disposed of properly. If not, the food service operator will be responsible for compensation to CycloMesa Committee in the amount required to return the area to its original condition.
- ❖ Storage will not be available before, during, or after the event.

### **Fire & Safety**

- ❖ Concessionaires must obey all fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety and must not nail, staple, or otherwise affix anything to walls, the ground, or any part of the exhibit area.
- ❖ Employees, volunteers, and exhibitors are not allowed to bring or consume alcohol during the event.