

Roosevelt Row Community
Development Corporation
922 N. 5th St.
Phoenix, AZ 85004



**Vendor Application 2008 Harvest Festival
Saturday October 18th, Noon to 7PM**

Name of Applicant's Business _____

Name of Contact Person _____

Street Address or PO Box _____

E-mail _____

Telephone _____

1. Describe all items and services you expect to sell/exhibit:

2. Describe any items you intend to give away (if item is a flier, please enclose a copy):

3. _____ I am a returning vendor from 2007 \$75, until September 15, 2008
_____ I am a new vendor, I want a 10x10 space \$100
_____ I am a new food vendor, I want a 10x10 space \$200
_____ I want a canopy from the Roosevelt Row Committee \$150
_____ total

4. Do you require electrical power at your booth? _____ Yes _____ No

5. PLEASE BE SURE TO CHECK IN UPON ARRIVAL AT THE ROOSEVELT ROW BOOTH TO RECEIVE YOUR EVENT I.D.

Please retain the enclosed copy of the Roosevelt Row Harvest Festival Policies and Procedures for your reference. Your signature below certifies that you agree to abide by the rules described therein.

Signature

Date

Make check payable to the Roosevelt Row Community Development Corporation. Return signed application and check by October 3, 2008 to Roosevelt Row, Attn: Harvest Festival Vendor Coordinator, 922. N. 5th St., Phoenix, AZ 85004.

Office Use Only		
<input type="checkbox"/> check	\$ _____	# _____
<input type="checkbox"/> cash	\$ _____	_____/_____/_____
<input type="checkbox"/> credit card	\$ _____	Credit Card # _____
	Expiration _____	Billing Zip Code _____ CCV _____

**Roosevelt Row Harvest Festival
Vendor Policies and Procedures for the
2008 Harvest Festival**

1. The fee for booth space for new vendors is \$100.00
The fee for booth space for food vendors is \$200.00
The fee for booth space for all returning vendors that participated in the 2007 Harvest Festival is \$75.00, if application is received by September 15, 2008.

Return your application and check by October 3, 2008 to the following address:

Roosevelt Row CDC
Attn: Vendor Coordinator
922 N. 5th St.
Phoenix, AZ 85004

2. If you cancel your booth space 14 days prior to event day, we will refund any fees you have paid. If you don't cancel but do not appear on event day, you won't be entitled to a refund.
3. We will provide each vendor with a 10 foot by 10 foot space, one 6 foot folding banquet table and two folding chairs. It is recommended that you bring a cover for your table and appropriate signage for your booth.
4. You may bring your own tent with no stakes. Tents must be no larger than 10' x 10' and open on four sides. You may request a tent from us for an additional \$150 fee.
5. You will be responsible for your own loading, unloading and booth set-up. Volunteers will assist you in setting up and taking down the canopies and tables. You can bring vehicles onto the street closure to unload your merchandise, but you must have this task completed and the vehicles removed by 11:00 am. Plan to arrive early to secure on-street parking near the event. If you arrive late, please plan to bring a dolly or handcart to transport items to your booth set-up area.
6. All vendors making on-site sales at the event must have a City of Phoenix Special Events Temporary Transaction Privilege (Sales) Tax License. The fee for this license is \$25.00. The application may be completed at the City of Phoenix Finance Department, 251 West Washington St., 3rd Floor. You must obtain this license prior to the day of the event. Contact the Finance Department at (602) 262-6785 with any questions.
7. Food vendors must meet all special event requirements of the Maricopa County Health Department. Food vendors using vegetable oil must have a Class K fire extinguisher or they will not be allowed to operate by the City of Phoenix Fire Department. Please contact Maricopa County at (602) 506-6978 with any questions.
8. All vendors are to be open for business by 12 p.m. and stay open until 7:00 p.m. We ask that you not close or dismantle your booth prior to 7:00 p.m.
9. Please do not drive or park vehicles on the sidewalks.

10. You are responsible for removing your own trash. Trash receptacles will be provided.
11. You are responsible for the prompt removal of all items brought to the event. No storage for items left behind is available.
12. You are requested to provide only those services or products described on your application form.
13. You may request on the application to share your booth space with other vendors. However, all vendors must be listed on the application.
14. Please be aware that Harvest Festival occurs outdoors RAIN OR SHINE. Please be aware that high or low temperatures or high winds may occur. No refunds will be given due to inclement weather.
15. Please understand that if any of the terms described herein aren't followed, we may refuse your participation in this and future events. As the organizer and promoter of the Roosevelt Row 2008 Harvest Festival, Roosevelt Row reserves the right to refuse participation to any individual or organization in its sole discretion.
16. You hereby agree to hold harmless and indemnify Roosevelt Row Community Development Corporation, its organizers, volunteers, underwriters, sponsors, employees, as well as any owners of the areas where the event is held and the owners of any Harvest Festival related property for any action relating to the Harvest Festival including theft, damage or injury. Vendors agree to pay any reasonable attorney fees and costs incurred by Roosevelt Row CDC as a result of actions by the vendor, which are covered by this agreement.

Your signature on the application form signifies that you understand all rules outlined herein and agree that these rules represent a contract and that no other agreement shall be binding between the parties unless in writing and signed by the Vendor Coordinator of the Roosevelt Row Harvest Festival and another authorized Roosevelt Row CDC representative.

Questions? Here's how to reach us:

Jennifer Delgado
Vendor Coordinator
Phone: 602-821-7461
E-mail: jrd@delgadolawgroup.com