



Gilbert Special Events 2019 Vendor Interest Application

Fri., November 1st 4pm-9pm
Sat., November 2nd 9am-3pm

Gilbert Heritage District-Western Powerline Trail

The Gilbert Special Events staff will review all applicants based on booth presentation, appropriateness to theme of the event, prior participation at Gilbert events, and product offering/pricing.

All accepted applicants will be notified via email or phone, and will be required to return a signed copy of the vendor procedures along with all required fees, business licenses and insurance forms (if applicable).

About You and Your Organization

All event documents will be sent to the person and address listed on the application, so please help us out by being accurate and clear!

Name of Business/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____

Primary Phone #: _____ Secondary Phone #: _____

General description of product and price range:

E-Mail Address: _____ Website Address: _____

Best way to contact you? No Preference Email Phone Regular Mail

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: _____ Date _____ Print Name: _____

FOR OFFICE USE ONLY: DATE REC'VD.	PAYMENT DUE:	DATE PAYMENT MADE: INITIALS:
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Vendor Fees

(Please check all that apply to your needs)

This is an interest form only. Submission does not guarantee acceptance.

All accepted applications are contingent until payment, business license, certificate of insurance are received by designated deadline.

- Vendors will be notified within 72 hours of receipt of application if accepted.
- This is a two day event. Vendors are expected to attend both days. NO EXCEPTIONS.
- Power will be supplied for lights only Fri. 6-9pm.
- Accepted applicants: Payment is due by Aug. 29th. After Aug. 29th fee increases by \$25.00.
- Payments not made by Sept. 9th will result in loss of your space.

VENDOR FEES (Non-refundable) **Informational/Retail** **Artist/Crafter**

10x10 Booth Space \$100.00

10x15 Booth Space \$125.00

10x10 Corner Booth Space \$150.00

APPLICATION CHECKLIST

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.
- Booth Photo

***Please Note: Town of Gilbert Offices are closed on Fridays.**

RETURN APPLICATION TO:

Mail: Gilbert Parks and Recreation Department/Special Events
90 E. Civic Center Drive, Gilbert AZ 85296
Fax: (480) 503-6204 **Email:** Dina.Lopez@gilbertaz.gov