



**2014 FERIA DE SUR TUCSON
VENDOR APPLICATION PACKET
APRIL 06, 2014
12:00-7:00 P.M.**

Thank you for your interest in the 2014 Feria De Sur Tucson. ****Please note the extended hours of the event.** Fill out the application completely and return as soon as possible. Vendor spaces are on a first come, first serve basis and fill up fast, so please do not wait until the last minute.

Selection Process and how to apply:

Vendor spaces will become available to the public on February 15, 2014. All spaces are on a first come first serve basis. There will be a total of 100 vendor spaces available. The *Feria De Sur Tucson* staff will evaluate applications received to ensure **no duplications and** completeness.

Application Checklist:

1. Vendor complete application
2. Attached documentation:
 - a. Pima County Health Department
 - b. State License Certificate and/or Number (aka TPT)
 - c. Both number and/or site plan to specify location of booth
 - d. Initialed and signed Rules and Regulations page

Return or mail Packet to:

Your Feria De Sur Tucson vendor representative

or

City of South Tucson
City Clerk's Office
1601 South 6th Avenue
South Tucson, AZ 85713

****IMPORTANT NOTICE TO VENDORS AND PARTICIPANTS****

*During Fiesta De Sur Tucson, should an emergency occur requiring a mass response by public safety officials, please remain where you are or go to your assigned vendor space and wait calmly until you are given further instructions. **DO NOT** attempt to leave on your own or retrieve your vehicle unless instructed to do so. There are safety and security plans in place to protect the public should it become necessary. Your cooperation and adherence to these instructions will greatly assist in an organized execution of the safety and security plan.*



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VENDOR RULES & REGULATIONS

- 1. LOCATION & DIMENSIONS OF SPACE:** Please bring your vendor space form/permit to the event with you. Your assigned location is subject to change due to circumstances beyond the control of Feria De Sur Tucson. Upon arrival at the vendor entrance, please check in with the event staff that will direct you to your assigned location and confirm your vendor number. Once you reach your space, you will have 60 minutes to unload and remove your vehicle to help eliminate congestion in the event area.
- 2. VENDOR PARKING LOT:** The vendor parking lot is located at the Tucson Greyhound Park. The day of the event your group will receive **one (1) vendor pass**. ***You will not be able to retain the pass, you must turn it over to the parking lot attendant at the time of arrival.*** The vendor pass will allow your vehicle to be parked in the vendor parking lot. Under no circumstance will vehicles be allowed to park in the vendor parking lot without providing a pass. Vehicles parked across several parking spaces **WILL BE** subject to towing. **ALL VEHICLES** must be parked inside the parking spaces correctly, including trailers. *(Parking issues should be addressed by talking to staff prior to application submittal)*
- 3. LEAVING VENDOR PARKING LOT:** If you need to leave the vendor parking lot for any reason (replenish supplies) you will receive another vendor pass for your vehicle upon exiting. You will not be allowed to return to the vendor parking lot unless you have a vendor pass with you. All other vehicles in your group must find alternative parking at one of the other event parking lot locations.
- 4. FOOD SUPPLIES & REPLENISHMENT:** No vehicles will be allowed to re-enter the event area between 12:00 a.m. and 7:00 p.m. Replenishment of food or related items may only be done via the vendor parking lot.
- 5. EQUIPMENT:** All vendors are required to provide their own equipment for their assigned space set up including canopies, tables & chairs. Feria De Sur Tucson **WILL NOT** provide any equipment including canopies, tables, chairs, tools or extension cords. All equipment and supplies brought into the event must remain there until the event concludes at 7:00 p.m. Any deviation will require prior written approval by Feria De Sur Tucson, including any special requests of Feria De Sur Tucson.
- 6. RECYCLING & TRASH:** Recycling and trash bins will be available for your use and will be located near intersections. Please do not put boxes in the regular trash bins and be sure to break boxes down before disposing in the recycling bins.
- 7. LOST & FOUND:** The lost and found will be located at the Tucson Greyhound Park Information booth. If you encounter a lost child situation, please notify the Police or Event staff (wearing yellow Event Staff shirts) immediately. In case of an emergency Police and Emergency Services will be available on site at all times.
- 8. WEATHER POLICY:** Feria De Sur Tucson 2014 will occur regardless of weather. All vendors



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should come prepared to manage their space in the event of rain or wind. The only exception is Feria De Sur Tucson determines the weather is a safety threat. If weather, major disaster or other circumstances beyond Feria De Sur Tucson control causes the cancellation of Fiesta, fees will not be refunded. Feria De Sur Tucson cannot be held liable by exhibitors for the failure of the event to take place because of a disaster or critical event requiring evacuation. Please check the Feria De Sur Tucson website at www.feriadesurtucson.com, link for updates on the event.

INSURANCE, SALES TAX & FOOD SAFETY REQUIREMENTS

9. **INSURANCE:** Under the Tenant Users Liability Insurance Program (TULIP), all vendors who are interested in a low cost insurance policy protecting both vendor and local government are eligible to receive one. For more information please visit www.ebi-inscom/tulip.
10. **BUSINESS LICENSE REQUIREMENTS:** If you currently possess a City of South Tucson business license or have non-profit status, proof of official non-profit status and/or a copy of your City of South Tucson business license (if applicable) **MUST** be included with your application. Vendors are required to possess a current City of South Tucson business license if selling goods. You may download the vendor packet (with application included) from the City's website: www.cityofsouthtucson.org. The packet is also available at City of South Tucson City Hall, located at 1601 South 6th Avenue.

Please Note: If your City of South Tucson business license or 501c3 status is not included with your submittal, your application will be considered incomplete for the 2014 Feria De Sur Tucson. Only completed vendor application packets will be accepted. When your application is received, it will be checked for completeness and you will be notified if your application has been accepted for the event.

11. **SALES TAX:** Vendors are responsible for their compliance with the Arizona Sales Tax laws. Contact the AZ Department of Revenue at 1-800-634-6494 (Licensing & Registration) for more information.
12. **FOOD SALES / COUNTY PERMITS:** All food vendors must comply with the Pima County Consumer Health and Safety policies and procedures. Please call 520-243-7908 or visit the Pima County Health Dept., 3950 S. Country Club Suite 100, 85714. **A copy of your temporary food vendor certificate and food handlers' card must be provided to the City Clerk by March 31st, 2014.** The permit must also be posted and available during the event for the Health Department inspections. Feria De Sur Tucson is not responsible if your operation is closed down due to non-compliance of the appropriate food service permit by Pima County.



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Vendor information (please print legibly)

(Deadline Mar 31st, 2014)

Name of Organization (as you would like shown in advertisements): _____

Name of Applicant/Contact person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____ / _____ / Fax: _____

Email: _____ Non-profit AZ Tax ID or IRS Exempt #: _____

City of South Tucson Business Licenses Number (if applicable): _____ Expiration Date: _____

Health Department Permit Number (if applicable and/or available): _____ Expiration Date: _____

Check Booth Option(s)

- \$50 - Booth 10X10 (no power)
- \$75 - Booth 10X20 (no power)
- \$0 – Booth 10X10 Non Profit (Limited spaces available)
- \$75 - Mobile Food Truck (no power)
- \$50 - Food Cart (no power)
- \$50 - Street performer (charges customer for performance)
- \$0 - Street performer (perform for tips only)
- \$0 – Booth 10X10 Non Profit (Limited spaces available) (no power)



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Supplies & other important information

Please list the products you would like to sell. Feria De Sur Tucson will determine if duplication among vendor products is excessive and reserves the right to restrict your products/menu accordingly.

Item Description & Price of all items you are selling (if prices vary please provide a price range):

If NOT selling merchandise, please list your intended use for a vendor space (please be specific):

Feria De Sur Tucson does not supply any equipment including but not limited to canopies, tables, chairs, tools, or extension cords.

Please list all specific equipment you will be bringing to the event:



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If you have any special requests regarding vendor location, please indicate that here and we will do our best to accommodate:

Set up time:

Set up time is will start at 9:00 a.m. April 6th, 2014 to your assigned vendor space. Please remember that after 12:00 p.m. you will be unable to drive your vehicle in or out of the event area. You must have all supplies in your space and your vehicle removed from event area before 12:00 p.m.



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Feria de Sur Tucson Acceptance of Rules & Regulations for Vendors

Please read and initial each statement below:

- _____ I understand availability for this event is on a first come, first serve basis.
- _____ I understand no refunds are available once payments have been submitted for the event space at the event.
- _____ I understand my application must be considered complete in order to reserve a vendor space(s)
- _____ I understand that I am responsible for providing all required documents along with the application and/or due dates as posted.
- _____ I understand any and all items being sold at the event must be approved prior to the
- _____ I understand any and all beverages items cannot be sold at the event.
event by Feria De Sur Tucson.
- _____ I understand all entries and exits are on designated pathways only. I will comply with the enforcement of rules.
- _____ I understand Feria De Sur Tucson is not responsible for supplying equipment, tools or water to individual vendors.
- _____ I understand if more than a 10' x 10' space is needed, two vendor spaces will be required and purchased.
- _____ I have read and understand all the policies & regulations listed in this packet. I will follow all the rules and directions contained within the packet. I will also follow any request given by Feria De Sur Tucson staff related to my participation on the day of the event including the City of South Tucson Police Department. My future participation in any Feria De Sur Tucson sponsored event depends on my compliance and cooperation.