



Special Events Conditions of Use - VENDORS

Town of Carefree Special Events Conditions of Use must be strictly observed
AT ALL TIMES as an integral part of any permissions granted for usage of Town facilities.

Vendor and Attendee Parking

Event vendor short-term parking is permitted **ONLY** when loading and unloading.

Vendor parking in unauthorized or no-parking areas may result in the issuance of citations and/or towing of vehicles.

For three-day or longer events, or those events with greater than 1,000 attendees expected, the event promoter is responsible for providing adequate parking for **ALL** event vendors, as well as for minimizing any negative parking impact from attendees to adjacent Town areas and businesses.

The event promoter must secure parking for their vendors and **submit a verification letter** from the parking source when applying for a permit. The vendor parking area must be indicated on the **site plan** for all event vendors.

Parking patrol MUST be hired by the event promoter between 9 a.m.–3 p.m. for the Post Office parking lot to monitor for illegal parking.

Restrooms and Sanitation

The Town will be responsible for managing cleanliness of and supplies for the Carefree Desert Gardens public restrooms during the event (*costs are included in the permit fees.*)

All vendor trash must be removed from their site after the event ends, and disposed of in the proper receptacles.

VENDORS ARE NOT PERMITTED TO DISPOSE OF TRASH IN RECEPTACLES NOT ASSOCIATED WITH THE EVENT!

Event promoters with three-day or longer events, or those events with greater than 1,000 attendees expected are responsible for contracting with a waste disposal company for a minimum 20 yard dumpster, and MUST have an on-site maintenance team for trash removal during and after the event.

Dumpster placement must be indicated on the **site plan**.

Hours of Operation and Public Access

Vendors are required to have their booth open and manned during all event hours of operation, unless otherwise specified in writing. Vendors are required to maintain safe right-of-way in and around their location at all times.

Set-up/Unloading

Vendors are permitted to unload goods and set up their space/s at the time designated in their contract. **EARLY SET-UP IS NOT PERMITTED**, without prior written confirmation. Temporary parking will be designated for **unloading ONLY!** After unloading is completed, vendors are **REQUIRED** to park in the designated **VENDOR PARKING** area/s as outlined in the event site plan.

Please provide the license plate (state/number) of all on-site vendor vehicles: _____

Electrical Requirements

The Town's power availability for events is 120 volt receptacles on 20 AMP circuit breakers. If additional power is required, the event promoter or vendor will be required to provide a **generator** capable of handling the power load needs for the duration of the event. Broken receptacles are the responsibility of the event promoter/vendor.

All electrical needs must be reviewed and approved by the Town Facility Manager.

Vendor Lodging

Vendor lodging is available in and around the Town of Carefree. VRBO and Air B-n-B lodging is also available online. Town staff will provide a list of local hotels, RV parking and camping sites upon request.



Vendor Concessions and Food Vendors/Trucks
All vendors selling ANY product or providing ANY for-profit services are required to obtain a Town of Carefree vendor's certificate. The event promoter is responsible to apply for and submit payment of a \$45 certificate fee per on-site vendor . All food vendors are required to cover their ground/work space with plastic tarps to contain grease and food spills.
Insurance Requirements
A current Certificate of Insurance is required for ALL vendors. Proof of insurance paperwork MUST BE received no later than 30 days prior to the event. The certificate must provide the Town of Carefree as the Certificate holder , with its agents, officers, employees and volunteers named as "additional Insured". A minimum of \$1 million in liability coverage is necessary for all events. <i>(Address information: Town of Carefree, P.O. Box 740, Carefree, AZ 85377)</i>
Vendor Booth Placement
Vendor booth placement IS NOT GUARANTEED . The Town of Carefree reserves the right to manage and oversee booth placement to ensure the safety and security of all patrons and attendees. Vendors choosing to set-up at different set-up times, in alternate areas, or outside of safety parameters for the event will be required to move to the proper location (at their own expense) at the direction of Town staff. <u>Failure to abide by placement directions will result in immediate removal of the vendor from the event!</u>
Booth Décor and Product Approval
The Town requires all vendors provide a list of all products or service that will be sold during the course of the event, as well as photos of and/or samples of goods sold, prior to applications being approved. All vendors must provide a sample photo of the layout of their existing storefront/booth before an application is approved. Booth lighting should utilize LED/energy-efficient bulbs ONLY .
Taxes
All event vendors are required to obtain and maintain a current AZ Tax Privilege (TPT sales tax) license.
Coinciding Events
The Town reserves the right to schedule additional events occurring simultaneously on other Town-owned property. The Town is not liable for other events occurring on private property during a permitted event. Properties adjacent to the Carefree Desert Gardens are the sole responsibility of the landlord, and not controlled by the Town.
Post-Event Clean-up and Maintenance
Post-event requirements: 1) Any tape markings must be removed from Town streets and/or Town Property. 2) A final walk-thru of the event area is to be performed the morning following the final event day with Town staff. 3) All garbage, tie wraps, zip ties, tent weights, etc...left behind by vendors is to be removed promptly. 4) Event vendors are NOT to use trash receptacles located on or around private property. <u>ALL EVENT TRASH MUST BE DISPOSED OF THROUGH EVENT-PROVIDED RECEPTACLES.</u> 5) Removal of all food oil/grease stains on any pavement areas is the responsibility of the event promoter. 6) All areas contained within the approved event site-plan are to be restored to their original usage condition at the end of the event, regardless of whether or not they were utilized during the course of the event. For three-day or longer events, or those events with greater than 1,000 attendees expected, the event promoter is responsible to provide vendors a clean-up plan, outlining all event maintenance and final cleaning requirements.



Weather
In the event of inclement weather, it is at the discretion of the event promoter to cancel the scheduled event. There will be no refunds of <u>ANY</u> permit application fee/s due to weather-related cancellations.
Open Applications
Applications will not be accepted by the Town before one (1) calendar year prior-to the date of the event.

Print Name: _____

Signature* : _____

Date: _____

**Upon signing this agreement, signor acknowledges responsibility and agrees to all Special Event Conditions of Use.*

Return all executed documents to Vicki Jaspersen, Vicki@Carefree.org