



**VENDOR APPLICATION**

<b>OFFICE USE ONLY</b>
Received:    /    /
Payment:

**Contact Information**

<b>Business Name</b>			
<b>Contact Person</b>			<b>Title:</b>
<b>Address</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone No.</b>			<b>Fax:</b>
<b>Email</b>			

**Equipment**

Please list your equipment: (i.e. cash register, computer, freezer, etc.)

No.	Equipment	Equipment	Wattage / Amperage
1.			
2.			

**Do you need 220 volt, one phase circuit?    Yes    No    (This is an Extra Charge)**

**If the answer is yes, please describe power needed:**

You must furnish all hardware for your 220-volt circuits ordered (i.e., cord, plugs-male and female).

**Items**

Please list your Giveaway/Information/Sale items:

No.	List Item(s) For Sale/Giveaway	Price/Value
1.		
2.		
3.		

**Payment (Make check payable to Arab American Festival)**

Booth		Options	
8x2.5 Bazaar Table (No power, un-covered)	\$190	Extra Space/SqFt	\$6
10x10 Vendor Space (use my own tent, tables & chairs)	\$375	Corner Location (Option)	\$100
10x10 Vendor Booth for Non-Profit Org	\$375	Selling Beverages (Soda, water, juice, coffee, etc.)	\$100
10x10 Kids Zone Booth (kids' items or toys only)	\$400	100% Refund "weather insurance"* (Option)	+10%
10x10 Vendor Booth (tent, table, chairs included)	\$500	200% Refund "weather insurance"* (Option)	+15%
10x20 Vendor Booth (tent, table, chairs included)	\$800	Extra Electricity per 20Amp (Option)	\$100
Up to 18' Food Truck (No electricity provided)	\$700	Booth Signage 1.5'x10' (Option)	\$100
10x10 Food Booth (tent, table, chairs included, no power)	\$800	Staff / 2day (Option)	\$280
10x10 Food Space (use my own tent, No electricity)	\$700	<b>1</b> Refundable Security Deposit	\$100
10x20 Food Space (use my own tent, No electricity)	\$1200		
<b>Total</b>		<b>Total</b>	

**Signature**

I have read and understood the rules and regulations attached to this application and have agreed to adhere to them. I understand there is no guarantee of the number of attendees to this event. There is no exclusivity of any item unless with written approval. The promoter may prohibit selling of any item at any time even if listed above. There is no location selection unless corner fee is paid. I also understand that my payment is non-refundable. Security deposit will be refunded 15 business days after the event.

<b>Authorized Signature:</b>	<b>Date:</b>
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This is only an application and does not guarantee you a booth at the festival. Expect invoice is issued or a denial letter with your refund within 15 days of the date on this application. Once an application is accepted refunds for postponement or cancellations by vendor or organizer will not be given under any circumstances. All payments are nonrefundable, although payments are still tax deductible in full or in part as donation to a non-profit organization. \*Only purchased insurance will be honored.



P.O. Box 22  
Phoenix, AZ 85001  
Ph.: 1-602-412-1525  
Fax: 1-602-412-4457  
Info@ArabFestivals.Com  
www.ArabFestivals.Com

# CREDIT CARD AUTHORIZATION FORM

### Instructions

- 1) Fill out this form.
- 2) Fax it to: 1 (602) 412-4457 or email to info@aaausa.org

As a participant of the Iraqi Festival, I authorize the Arab American Festival (AAF) to charge my credit/debit card for the listed amounts on the dates indicated below for the Sponsor/Vendor package. I understand that the Arab American Festival, will verify this information with the credit card company, and I herewith declare that this information is correct.

### I understand and agree that:

- 1. All signed contracts with the Arab American Festival, are non-refundable, non-transferable and cannot be changed.
- 2. I understand that once I sign this form, I am liable for the entire contract amount.

### Installments:

- 1. First installment to be charged upon signing this form for \$ \_\_\_\_\_
- 2. Second installment to be charged on \_\_\_\_\_ for \$ \_\_\_\_\_
- 3. Third and final installment charged on \_\_\_\_\_ for \$ \_\_\_\_\_

The Undersigned, \_\_\_\_\_, authorizes the Arab American Festival to process the charges from the following debit/credit card.

### CARD INFORMATION:

Card Type:  American Express  Visa  MasterCard

Card Number:

Security Code:

Visa and MC - Flip the card over. It is the last three numbers found in the right side of Signature stripe.  
American Express - The four numbers found above the 15-digit credit card number.

Expiration Date: Month:   Year:

Issuing Bank: \_\_\_\_\_ Bank Phone # (Back of card) \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Your Contact Phone #: \_\_\_\_\_

Card Statement Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_

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

Please fax to: 1 (602) 412-4457  
Or email to: info@aaausa.org



P.O. Box 22  
Phoenix, AZ 85001  
Phone: 602-412-1525  
Fax : 602-412-4457

## RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT

This agreement is made (*month/day/year*) \_\_\_\_\_, between  
(*print your name here*) \_\_\_\_\_, herein referred  
to as "VENDOR" and the Arab American Festival. IN CONSIDERATION FOR PARTICIPATION in the  
ARAB AMERICAN FESTIVAL, the undersigned hereby agrees to the following:

- 1) Vendor releases and forever discharges the ARAB AMERICAN FESTIVAL, its board of directors, agents, employees (including volunteers) and the City of Phoenix from all liability due to loss or damage and any claim or demand therefore, on account of injury or property damage sustained by any individual or entity resulting from the Vendor's use of or participation in the ARAB AMERICAN FESTIVAL.
- 2) Vendor agrees to indemnify and hold harmless the ARAB AMERICAN FESTIVAL, its board of directors, agents and employees (including volunteers) and the City of Phoenix from any monetary/property loss, liability, damage or cost, including attorney fees, arising out of Vendor participation in the ARAB AMERICAN FESTIVAL, whether caused or not by the negligence or willful act of the Vendor or any other persons or entity.
- 3) Vendor hereby assumes full responsibility for the risk of bodily injury, death, or property damage relating from or arising out of Vendor participation in the ARAB AMERICAN FESTIVAL.
- 4) Vendor further expressly agrees that the forgoing RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT is intended to be as broad and inclusive as permitted by the laws of the State of Arizona. If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
- 5) Vendor has read and understands the RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT, is authorized to and voluntarily signs the same.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date



# Arab American Festival

## Phoenix, Arizona

### Vendor Application

Dear Vendor:

Thank you for your interest in the Arab American Festival. Please read these instructions carefully before you complete and submit this application.

#### **Process:**

The Organizer reviews all applications and reserves the right to accept or decline any application. Deposits of rejected applicants will be promptly refunded. Please read the rules and regulations completely. Some applications may require more detailed information. The Organizer may contact you for more specific information about your application. A final decision will be made within 15 days of application and you will be notified.

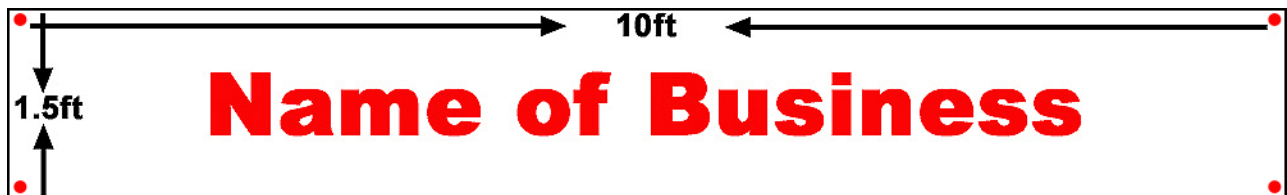
#### **Deadline:**

A signed copy of this application must be completed and received in our office accompanied with payment 2 weeks prior to the event date. This is NOT a guarantee that there will be any available vendor spot on this date. We encourage everyone to submit their application as early as possible. Please make checks payable to the **Arab American Festival**. Please see attached application for a breakdown of fees.

#### **Vendors Signs:**

It is the responsibility of the vendor to obtain a sign for their booth. However, if you wish to have our contractor do the sign for you, please note that on your application. The additional cost for the sign is \$100.00. This price includes the name/logo of your company/organization and/or items for sale. It is not required that you have a sign, but we recommend that you have one to attract more customers and as a good way to promote your company/organization. It is also not required that you use our contractor to produce the sign. If you chose to make your own sign, it must be in accordance with the Arab American Festival sign requirements. **SIGNAGE MUST BE PRE-APPROVED BY FESTIVAL DIRECTOR** The requirements are as follows:

A vinyl sign, 18" x 120", 4 grommets must be located at the 4 corners of the sign, to hang above your booth front. The sign will look like this:



# RULES & REGULATIONS

## **Electrical Requirements:**

All booths requiring electricity outlet will be charged a \$100.00 fee (lighting is already included in the booth fee). Standard electrical booths will be equipped with one 20 amp and one 110 volt Duplex plugs. **If you require additional electricity, you will be notified of any additional expenses. IMPORTANT: The deadline for electrical requirements is with this application 2 weeks prior to the event date. Food Vendors are allowed to have their own electricity at the festival with city permit, and we will only be able to accommodate vendors that made their request by the deadline of 2 weeks prior to the event date.** (Please see application).

In the interest of maintaining an orderly, peaceful and enjoyable Festival, the following rules shall be strictly enforced. Any infractions of these rules may result in eviction from the Festival or other appropriate action.

## **Parking / Traffic Flow:**

In order to ensure a safe and uninterrupted flow of pedestrian and vehicular traffic during the Festival, the following rules shall be enforced with NO EXCEPTIONS:

1. Parking shall be permitted in designated areas only. Any infraction that will result in vehicles being ticketed and towed is at the owner's expense.
2. No overnight parking shall be permitted without prior approval of the Festival Director.
3. No vehicular traffic shall be permitted on the festival site during posted hours of operation for the Festival, with the exception of City and emergency vehicles.
4. All vendor vehicle deliveries must be completed before Festival hours of operation. Vendor vehicles will not be allowed in the Festival site during hours of Festival operation. Unattended vehicles will be ticketed and towed.
5. The location of the reserved parking area for festival vehicles and vendor vehicles will be forthcoming. Vendor vehicles displaying passes affixed (not taped) to the front windshield may park in this reserved area. Passes must be displayed in parked vehicles at all times. Vendor vehicles without passes will be towed at owner's expense.
6. Vendor supply vehicles may park in designated areas only. Drivers must secure permission from the Festival Director for overnight parking.

## **Political Activities:**

In the interest of providing a reasonable forum for political expression and campaigning, while maintaining an orderly and uninterrupted schedule of Festival activities and a free flow of pedestrian and vehicular traffic, the following rules shall be enforced:

1. No political solicitation of any kind shall be permitted at Festival entrance points or other areas where such activity would impede pedestrian or vehicular traffic.
2. No political literature or paraphernalia shall be passed out inside any of the vendor tents or in the carnival area.
3. No political signs or placards shall be mounted, posted or carried through the Festival grounds.
4. No vehicle mounted political signs shall be allowed within the Festival area perimeter.
5. Political candidates, or those supporting a political cause, shall not set up any stands, booths tables tents or podiums.
6. No band, musical instruments, amplifying devices, performances, exhibits or other demonstrations designed to promote a political candidate or cause shall be permitted.
7. No solicitation for signatures on petitions for any cause or candidate shall be permitted inside vendor tents or in any area where such activity would in any way impede pedestrian or vehicular traffic, including carnival area.

**Any infraction of above rules will result in immediate ejection from the Festival site and other appropriate enforcement action.**

## **RULES & REGULATIONS (Cont.)**

### **Concession Sales:**

In order to ensure the safe and controlled sale of concession goods, the following rules shall be enforced:

1. **NO SALE OF ALCOHOLIC BEVERAGES ALLOWED**
2. **No Sale of hazardous toys or materials of any kind.**
3. No sales or solicitation shall be permitted outside designated vendor areas without permission of Festival Director.
4. No open flames shall be permitted without prior approval of the Festival Director.
5. No tents, booths, canopies, tent extensions or temporary shelters may be erected without prior approval of the Festival Director.
6. No political or advertising signs shall be posted in booths or outside the vendor tents.
7. Sales shall be conducted only from the front of booths or outside the vendor tents. "Front" means along the middle aisle of the tent, not the edge along the outside of the tent. Absolutely no sales shall be permitted from the rear of the vendor tent booths.
8. All vendor activities shall be confined to designated rental areas. In the vendor tents, no activities, including storage, cooking food preparation, etc. shall take place outside the tent perimeter.
9. In consideration of neighboring booths, bullhorns, loud music and other amplification devices to "hawk" sales are prohibited.

### **Miscellaneous Rules:**

1. **Free distribution of ANY kind of food, beverage, and snacks is strictly prohibited.**
1. No advertisements, flyers, coupons, or other such matter shall be placed on parked vehicles.
2. No unauthorized performances, sales, demonstrations, exhibits, or solicitations of any kind shall be permitted.
3. No animals shall be permitted in the Festival area with the exception of Seeing Eye dogs.
4. City ordinances concerning littering will be strictly enforced.
5. No person shall operate or cause to be operated any source of loud or unusual noise that disturbs the peace or causes any discomfort or annoyance to any reasonable person. There shall be no use of amplified sound; i.e., bullhorns, radios, etc. except by authorized personnel.
6. No persons shall engage in any conduct threatening, endangering or impairing the safety, health or comfort of others, or shall indulge in profane or indecent language, or any improper or indecent conduct, or any unduly boisterous or offensive conduct of any character.
7. No persons shall take part in the playing of games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, horseshoes, kites or model airplanes. With the exception of officially scheduled events, the playing of organized games such as football, softball and the like is prohibited.
8. No loitering shall be permitted at the Festival entrance points or in any area where such activity would impede pedestrian flow.
9. No roller blades, skateboards, or bicycles shall be permitted in the Festival site.

**Infractions of the above rules will result in ejection from the Arab American Festival and other appropriate enforcement action, including confiscation of goods.**

### **For Your Convenience:**

1. Each vendor will receive **two** complimentary vendor passes per 10'x10' booth space reserved. Any additional passes will be available for purchase at the gate or online.
2. Free Parking will be made available. Check our web site for locations.
3. The Police Department will set up a Command Post located on the Festival grounds throughout the duration of the Festival to expedite security measures, handle complaints, etc.
4. Lost and Found items may be retrieved at the Information booth.
5. Lost children may be retrieved at the Information booth.

### **Regular hours for vendor operations are:**

Saturday, 4:00 pm – 10:00 pm

Sunday, 4:00 pm – 10:00 pm

**All vendors must strictly adhere to hours of operations. No sales shall be permitted beyond established closing hours. Operation hours subject to change without notice.**

### **Submit completed application along with payment to:**

Arab American Festival Organization

P.O. Box 22

Phoenix, AZ 85001

Or email to: [info@ArabAmericanFestival.Org](mailto:info@ArabAmericanFestival.Org)