

General Conditions & Vendor Policies:

1. The City of Glendale does not guarantee vendor sales.
2. Attendance is projected and the City of Glendale does not present projected attendance as actual – it is an **estimate only**, based on previous year's attendance, planned promotions and other various factors.
3. Space request is upon space availability only. The Jurying Committee reserves the right to move returning vendors' space(s) each year. Space requests ARE considered during Jurying, but not guaranteed.
4. Space rental is for dates specified. We do not grant single day rentals.
5. All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed. Food vendors are required to have a fire extinguisher, minimum classification 2A10BC (an additional class K fire extinguisher is required where deep fat frying occurs).
6. The City of Glendale prohibits the installation and operation of any exhibits not meeting City of Glendale approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems detrimental and not in the best interest of the Festival. Exhibitor agrees that all space workers be tastefully dressed.
7. There will be only one (1) vendor per space, no sharing of space. Vendor cannot sublet, assign, or donate their space in whole or part without permission of festival management.
8. Vendors can sell only from their rented space. We do not allow walking on the grounds to sell merchandise or handing out of fliers.
9. Vendors are required to find a garbage can at the end of the event and dispose of space garbage properly. Vendors are responsible for cleaning up their areas at the end of the event.
10. Vendors are required to purchase all soda, water and ice through the City's designated sponsor or vendor. No alcohol sales are permitted with the exception of the city sponsored beverage booth.
11. Vendor agrees not to take down space, and/or drive vehicle into Festival area, which includes all entrance areas and driveways, BEFORE the end of the Festival. Vendors may start tearing down their spaces no earlier than the specified ending time of the event. Vehicles will not be allowed onto the event area until all patrons have cleared the area. **Vendors closing early will not be invited back.**
12. You may not sell the following: drug paraphernalia, or tobacco of any kind. Food vendors are restricted to selling just food and beverage products.
13. No off site (outside of rented space area) banners, A Frames, signs or signage allowed anywhere on Festival grounds or entrances.
14. The vendor shall comply with and instruct his/her staff, employees and agents to comply with the vendor policies and the requirements of the vendor space agreement. Failure to comply or instruct staff, employees, and/or agents to comply with the General Contract and Vendor Policies shall be grounds to expel the exhibitor/vendor from the event.
15. **Cancellations:** If there is a need to cancel your Festival appearance, vendors should call the **Festival office at (623) 930-2017**. After your acceptance is processed, no refunds or credits will be issued. If the vendor does not show up to the event without notice, they will not be allowed to participate in future City of Glendale produced events.
16. Festival will be held rain or shine, and no refunds will be granted due to weather. In the event the weather becomes unstable, vendors must remain with and in their spaces until the Festival is declared closed for the day.
17. By signing this contract, you agree to allow the City of Glendale to take photos of your space and product during the Festival for future reference, and agree to allow the Festival videographer and photographer access to your space and products for future Festival promotions. You also acknowledge that there will be no compensation for the use of photos taken of your product/space if the City of Glendale should use them for future Festival promotions.

18. Vendors must have space ready one hour before opening each day of the Festival.
19. Vehicles are to be removed from the festival grounds once merchandise is unloaded and must be moved two (2) hours prior to the start of the event. **Do not set up your display first.**
20. All acceptances to the Festival are valid only through written confirmation.
21. Please do not nail, staple, tape, or otherwise fix to walls, floors, or any part of the event grounds. All necessary measures for protection of the Festival grounds and/or furniture shall be at the expense of the exhibitor.
22. There will be a \$35.00 service fee for each time your check does not clear your bank and is returned to the Festival's financial institution. Please be aware that some financial institutions automatically re-submit a check for payment that has been returned. If this occurs, a \$70.00 fee will be assessed for a NSF check that is re-deposited automatically by our bank.
23. All signage hung up in booth must be professionally made (including menus). No hand written signage is allowed.
24. You must provide your own butane, propane or other heat source. The City of Glendale Fire Inspector must approve all.
25. **OVERNIGHTS:** We suggest that you make your reservations early so you will not be disappointed. **CITY RULES DO NOT ALLOW FOR OVERNIGHT CAMPING IN VENDOR PARKING OR VENDOR AREAS.**
26. No trailers are allowed on event site. All vendors must sell/serve items from a tent/canopy set up. If tent is not provided vendor must provide a pop up tent with a white top.
27. Any vendor preparing foods with flames or flammable substances must use a flame retardant tent/canopy.

The Jurying Committee is committed to having quality products and food for sale at the Festival. Product mixes, presentation, space set up and past performance will be taken into consideration when reviewing all applicants.

The City of Glendale reserves the right to waive any and all irregularities, and reject any and/or all applications.

This General Conditions and Vendor Policies handbook constitutes the entire contract between the parties, and no waivers modifications or amendments shall be valid unless written upon, or attached hereto and shall be approved in writing by the City of Glendale.

I have read the City of Glendale General Conditions and Vendor Policies handbook thoroughly for application to participate in the Festival. I fully understand the policies, procedures and requirements, of which I have a copy and will comply with them. Failure to provide complete and accurate information on each form can result in forfeiture of booth approval without refunding of fees.