



January 2010

Dear Vendor:

The Parks and Recreation Department's Special Event Planning Committee is currently recruiting "food and retail vendors" for the 2010 Folk and Heritage Festival March 20-21. Vendors interested in being a part of this event should review ALL enclosed materials to be familiar with the City of Glendale Parks and Recreation Department's process.

- Submittal of vendor materials **DOES NOT** guarantee selection as an event vendor.

Enclosures include:

- 2010 Vendor Requirements
- Vendor Selection Process
- Vendor Application.

Please submit your vendor packet by **5 p.m., February 13, 2010**, to be considered for the City of Glendale Parks and Recreation Department's 2010 Folk and Heritage Festival event. You may submit it through email to [pking@glendaleaz.com](mailto:pking@glendaleaz.com), by fax to 623-915-7587 or by mail to:

Attn: Paul King, Recreation Coordinator  
Glendale Parks and Recreation  
5850 W. Glendale Ave. B-59  
Glendale, AZ. 85301

Please contact me if you have any questions regarding this application or process. We look forward to receiving your application and supporting information.

Sincerely,

Paul King  
Glendale Parks and Recreation Department  
Recreation Coordinator  
Office (602) 930-4203



## **2010 VENDOR REQUIREMENTS**

Vendors will be required to complete a *Vendor Application* for each event of interest. The following items **MUST** be submitted as part of each event application within the designated deadline.

1. Submit Copy of 2010 City of Glendale License
2. Submit Copy of 2010 Maricopa County Permit
3. Submit Copy of Menu and Price List
4. Submit Photo of Set-up
5. Certificate of Insurance in the amount of \$1,000,000 listing City of Glendale as an additional insured.

You **DO NOT** have to re-submit items from the above list if they are “on file” and current with the Special Use facilities & Special Events Division, please indicate “on file” in your submittal information.

### **Cart/Booth Space Appearance**

Professionalism is expected of all Vendors. Vendors must be ready to sell thirty minutes before actual event start time. Vendors are responsible for the disposal of their own refuse.

### **Certificate of Insurance**

One Certificate of Insurance can be submitted to cover a vendor for one full year. The Certificate must read City of Glendale as an additional insured in the amount of \$1,000,000. *Do not specify an event/program.*

### **Signage**

Vendors must provide prices for items being sold. **Signs may not be hand written.**

### **Vehicles**

In most circumstances, vendors may drive their vehicle to their designated vending location for unloading and loading. All vehicles not included in your application information must be parked in designated parking spaces 30 minutes prior to event start time.

### **Power - lighting Requirements**

Vendors must be self-contained (provide their own power, lights, etc). The rental of a portable generator is available for an additional \$100 fee (if available).

### **Grills**

Vendors may use charcoal grills. **Protective shield required.** Each vendor must have a fire extinguisher. Vendors using propane are required to be inspected by the City of Glendale Fire Department.

### **Fees**

- Vendors will be charged a fee of \$75 per event/day unless noted in contract.
- Summer Band Vendors will be charged \$75 + 20% of total sales for the entire 8 week program.

### **What Can Be Sold**

Vendors may sell only what has been agreed upon in vendor contract. This may be all or a portion of your submitted menu items.

## **2010 VENDOR SELECTION PROCESS**

Vendor applications are available a minimum **8 weeks** prior to each event start date. Applications will be made available on the City of Glendale Parks and Recreation Department's main office located at 5850 W. Glendale Avenue, mailed (upon request only) downloaded from: [www.glendaleaz.com/parksandrecreation/specialevents](http://www.glendaleaz.com/parksandrecreation/specialevents), sent via email (upon request only). The Special Events vendor selection committee will evaluate all applications based on the following criteria:

1. Glendale Business
2. Submittal Priority
3. Space (sq. feet) Requested
4. Event Projected Vendor Needs\*
  - A. 500 Attendance 1 Vendor
  - B. 1,000 Attendance 2 Vendors
  - C. 1,500 Attendance 3 Vendors
  - D. 2,000 Attendance 4 Vendors
  - E. 2,500 or More Attendance 5+ Vendors
- \* Number of vendors is subject to the discretion of Event Planning Committee
5. Familiarity with Event
6. In-Kind Support for Event Staff
7. Existing Vendor
  - A. Contracts
8. Past Event Data
  - A. Attendance
  - B. Evaluations/Surveys
9. Menu Variety
10. Event Theme

Vendor applicants will be notified of application status a minimum of **30 calendar days** prior to event.

**Glendale Parks and Recreation  
2010 Special Events Calendar (Tentative)**

\*Sahuaro Ranch Park Historic Area, 9802 N. 59<sup>th</sup> Ave. (59<sup>th</sup> Ave. & Mountain View)

Month/ Date	Event	Event Description	Park/Location	Application Available	Application Deadline
Saturday-Sunday, March 20-21 10am-5pm	Folk & Heritage Festival Attendance: 4,000	Family Folk and Bluegrass Music Event	*SRPHA	January 20	February 13
Friday, May 14 10am-Noon	Toddler Water Day Attendance: 580	Pre-School Water Awareness/ Safety Event	SRP Traditional	March 14	April 7
June 3- July 22 Thursdays 8-9:30pm	Summer Band Attendance: 3,500	Family Concert Series	Murphy Park	April 3	April 29
September/TBA 6-8:30pm	Ballet Under the Stars Attendance: 2,500	Professional Ballet Performance	*SRPHA	TBA	TBA
October 31 6-9pm	GlendOberfest Attendance: 9,600	Halloween Family Event	*SRPHA	August 31	September 26
December 11 5-8pm	Holiday at the Ranch Attendance: 2,500	Family Holiday Event	*SRPHA	October 11	November 4



Glendale Folk and Heritage Festival  
***Vendor Application***

**Deadline: February 13, 2010**

Contact Name:	Cell Number:	
Contact Email:		
Address:		
City:	State:	Zip:

**Space required at event**

Please provide amount of space required for ALL of your vending needs (storage space, cart trailer room, etc). Your event set-up must be reflected on your photo submittal.

Front to Back \_\_\_\_\_ Feet    **X**    Side to Side \_\_\_\_\_ Feet  
Generator Rental Option (\$100 additional fee)     Yes     No

**Please complete this application and submit it with the following attachments by February 13, 2010:**

Certificate of Insurance, 2010 Glendale Tax License, 2010 Maricopa County Health Permit (**Only if selling food**), items & Prices, Photograph of Set-Up

**Please do not submit any money at this time.** If approved, a contract will be sent to you with payment instructions.

*Please email your application to [pking@glendaleaz.com](mailto:pking@glendaleaz.com) or mail your application to:*

Attn: Paul King

City of Glendale Parks and Recreation

5850 W. Glendale Avenue Glendale, Arizona 85301

By signing this application, I understand that all information I have provided will be used with the intent of participating in the **2010 Glendale Folk and Heritage Festival**. Once approved, this information will be used to create a vendor contract I will sign and return.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 *Click box for electronic signature*

**Staff Use Only:**

**Vendor Requirements Checklist**

- Vendor Application
- Copy Certificate of Insurance
- Copy 2009 Glendale Tax License - One day permits: Lori Green 623-930-2233
- Copy 2009 Maricopa County Health Permit (**Only if selling food**)
- Copy Items & Prices
- Photograph of Set-Up