



## Vendor Booth Application

Application Due: December 2<sup>nd</sup> 2022

Event Date: January 14<sup>th</sup>- 15<sup>th</sup> 2023

**Art in the Park** is an alfresco fine arts festival presented by the Yuma Art Center in scenic Gateway Park. Modeled after Georges Seurat's stoic painting, Sunday on La Grande Jatte, the event features dozens of local and regional artists alongside the banks of the meandering Colorado River. Come for a leisure afternoon in the park and enjoy live music, lawn games, and spirited libations surrounded by a wide variety of art displays. Traveling to Art in the Park from out of town? Be sure to ask us about assistance with accommodations.

Booth Name / DBA \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address (include State and Zip Code) \_\_\_\_\_

Website \_\_\_\_\_

Arizona Tax ID Number \_\_\_\_\_

Booth description. Please list all items that will be available for purchase by attendees.

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### Vendor Booth Selection

\*Booth fees include the City of Yuma's \$20 special event license fee.

- 10 x 10 Booth Space (\$100)
- 10 x 20 Booth Space (\$200)
- 10 x 30 Booth Space (\$300)

**Application Checklist:** Submit all application materials to the Yuma Art Center at 254 S. Main Street, Yuma, AZ 85364 or to Arts@YumaAz.gov. **Incomplete applications will not be processed.**

- Completed Application Form
- Marketing materials (ex. Logo, promotional images, etc)
- City of Yuma Business License # \_\_\_\_\_ and Secondary Location License # \_\_\_\_\_
- (OR) Itinerant Business License # \_\_\_\_\_ and AZ TPT License # \_\_\_\_\_
- Payment may be made over the phone at 928-373-5202 or by mailing a check to the Yuma Art Center.

### Important Dates and Times

December 2nd 2022: Vendor application deadline.

January 13th 2023, 10:00 am – 5:00 pm: Vendor Set up

January 14<sup>th</sup>, 2023, 6:00 am to 9:00 am: All vendors must be set up 1 hour prior to the event starting.

January 14th 2023, 10:00 am – 5:00 pm: Art in the Park

January 15th 2023, 10:00 am – 5:00 pm: Art in the Park

January 15th 2023, 5:00 pm – 8:00 pm: Vendor Take Down



254 S. Main Street, Yuma, AZ 85364 – 928.373.5202 – Arts@YumaAz.gov  
The Yuma Art Center is owned and managed by the City of Yuma.

## Vendor Information, Terms, and Conditions

1. The safety and health of all event attendees, staff, special guests, and exhibitors are of top concern and priority. The event will comply with all local, state and federal regulations regarding public safety and health. Vendors will be notified should any aspect of the event change due to public health concerns or regulations regarding COVID- 19. Vendors should not attend the event if they have a known exposure to COVID-19 or are exhibiting any symptoms.
2. Check in is required prior to setting up your booth.
3. All booths must be professional in appearance. Exhibitor must provide their own tent, chairs, displays, tables and any other necessary equipment. A limited number of tents are available for rent. Exhibitor displays must be weighted, sturdy, safe, clean and tidy. 4. Vendors shall not obstruct walkways, to include: chairs, tables, signs, etc. in front of assigned location.
5. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
6. Access to WIFI at the event is not provided. Vendors are encouraged to bring their own hotspot for their internet needs.
7. It is mandatory that all booths be completely set up one hour before the event and must stay open until the event closes. This is an insurance company requirement. If vendors leave early, they will not be permitted to participate in future City of Yuma events.
8. All vendors are responsible for collecting and remitting sales tax on all sales. 9. All vendors promoting or selling products or services must provide a copy of their COY Business License, and possess a Secondary Location License OR must provide a copy of their Itinerant Business License with an AZ TPT License number. Contact City of Yuma Tax & License Specialist at 928-373-5074 for more information.
10. The event coordinators reserve the right for placement of all booths and product. Only completed and approved applications, with all required documents will be considered for booth placement. All booth placements are final.
11. All items to be sold at booth must be indicated on application. The event coordinator must be notified of any changes at least 7 days prior to event. The event coordinator may limit the number of duplicated merchandise, to ensure vendor success.
12. All vendors are responsible for cleaning up their booth area during and at the close of the event.
13. Food and beverages will be sold solely by food vendors at the event. Vendors may wish to bring their own water and snacks to the event, however no outside food or beverage will be permitted into Gateway Park once the event is open to the public. Please plan accordingly.
14. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
15. The booth fee is nonrefundable and nontransferable. No refunds will be given to vendors who do not show up for the event.
16. Music will be provided by the Yuma Art Center. Please refrain from having music or sound equipment in your booth unless otherwise discussed with the event coordinator.
17. Marketing and Promotions: By participating in the event the Exhibitor agrees to have Exhibitor's name and photographs of their work(s) reproduced for publicity, promotional and educational uses. The City of Yuma is not responsible for infringement of copyright.
18. The sponsors of this event will not be liable for any liabilities whatsoever for the failure to fulfill conditions under which the event is being produced: due to natural causes, act of God, or any other causes beyond the control of the City of Yuma.
19. Only exhibitors displaying their own original work may participate. No stand-in or proxy exhibitors will be allowed to represent the artist.
20. This is a "rain-or-shine" event and will occur on the scheduled date regardless of weather. This event will take place outside. Please have a rainy or windy day plan/
20. No spaces will be held without payment in full. No applications will be accepted without payment.
- 21.. Payment problems with checks and/or credit cards will result in restriction to cash or money order payment for future shows. There will be a fee of \$25 for returned checks.
22. The City of Yuma will provide security at the event. However, the City of Yuma is not responsible for the security of individual vendor booths. Vendors are responsible to secure their own booths, supplies and equipment.
23. Vehicles are allowed only during designated times and must follow directional rules as indicated in event packets. No vehicles will be allowed in the event during the event.



## Acknowledgement and Release

The Vendor signing this application acknowledges they have read, understand, and agree to all the City of Yuma rules and regulations and the Vendor Insurance and Indemnity Requirements for the City of Yuma. The City of Yuma reserves the right to refuse entrance to any said event based on non-compliance with rules and regulations.

By signing below, I agree that I will assume all risks that arise from my participation. I also hereby waive any claims against the City of Yuma and its co-sponsors for any injuries or loss that arise from our participation. Further, I grant full permission to the event organizers, promoters and sponsors or any agent authorized by them, to use any photographs, videos, recordings or any other record of this event for any legitimate purpose. I acknowledge that I have read, understand and agree to all the Vendor Rules and Regulations, and Vendor Insurance and Indemnity Requirements, both of which are attached and incorporated to this agreement by reference.

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

