



Food Vendor Information

Contact: Lori Reinhart - (928) 204-9456

Application and Release Form can be mailed or faxed.
Booth Fees should be mailed.

Sedona Arts Festival
P.O. Box 4163
Sedona, AZ 86340-4163
director@sedonaartsfestival.org

Checks are preferred. We also accept credit cards.
Please make checks payable to: Sedona Arts Festival

KEEP COPIES OF ALL PAPERWORK FOR YOUR RECORDS.

Dates & Times (subject to change) :

Saturday October 7, 2017 ~ 9 am - 5 pm

Sunday October 8, 2017 ~ 10 am - 4 pm

Location: Sedona Red Rock High School, 995 Upper Red Rock Loop Road, Sedona

Booth Information:

- All food booths are 10'x10' white canopy tents provided by the Sedona Arts Festival as part of your Booth Fee. If you do not need a tent, the Booth Fee will be reduced.
- An 8-foot table is provided, unless otherwise negotiated with the Sedona Arts Festival.
- The ground of your Booth space is covered with plastic tarpaulins.
- You are responsible for your Booth signage/banners.
- Any other counters, shelves, equipment, etc. are the vendor's responsibility.
- Electricity is available during the hours that the Festival is open to the public. There is no electric power available overnight.
- Water is available at no charge.
- Ice is available at the cost of \$4 per 20-pound bag. Ice must be ordered and paid for in advance of the Festival. Sorry, we cannot make ice refunds after the Festival begins.
- Parking is close to the vendor area for easy access.
- Cell phone and wireless internet service is available.

Food Vendor Booth Requirements and Restrictions

- No open flame or grease-producing cooking is allowed.
- You must provide 10-gallon buckets to dispose of gray-water.
- You are required to have a fire extinguisher 2A-10BC with a tag verifying that it has been serviced within the last year.
- Vendors are to supply all serving materials, paper plates, plastic utensils, napkins, cups, etc.
- Glass is not allowed.
- Vendors are responsible for making their own change/keeping banks. The Festival cannot provide bank/change services.
- ONLY the Sedona Red Rock High School Boosters' Club may sell Pepsi products. The Sedona Arts Festival has an exclusive agreement with the Sedona Red Rock High School Booster Club and the Pepsi-Cola Company. You are not permitted to sell any pre-bottled or canned beverages (including bottled waters, sodas, iced tea, non-alcoholic beer, or fruit punch) that compete with Pepsi products. You may sell beverages prepared by your restaurant such as lemonade, juice, coffee and iced tea.

PERMITS AND REGISTRATIONS

- A Sedona Business Registration is REQUIRED. You can go on-line to: www.Sedonaaz.gov and then to Permits on the home page. The Business Registration Application and requirements can be downloaded. You must have proof of the registration in your booth throughout the Festival.
- A Health Permit is REQUIRED and must be visible at your table. To obtain a permit, contact:

Yavapai County Health Department - Environmental Health
P.O. Box 188, 6th and Mingus
Cottonwood, AZ 86326
Or, call 928 639 8138 for a Health Department packet.

You must apply for your permit at least 6 weeks prior to the Festival. Please forward a copy of your Health Permit to the Festival for our records no later than August 31, 2017.

OTHER INFORMATION

Booth Assignments: Applications are processed in order of receipt. Booth locations are assigned by priority according to the date of your completed application and payment of fees.

Booth Fees: Booth fees total \$550.00. A non-refundable deposit of \$250.00 is required no later than August 1, 2017 to reserve your space. The balance of \$300.00 and your Ice Order is required no later than September 15, 2017. These fees cover the festival's rental costs for tents, tables, tarps, a gray-water disposal tank, buckets and rags, and electricity costs.

Security: Armed guards provide 24-hour security from 5:00 p.m. on Friday through 8:00 p.m. on Sunday evening. Vendors are expected to break down their booths and clean up around their booth at the close of the festival.

Set-Up: Contact Festival Director for a set up time on Friday.

- Each vendor must complete set-up no later than 4:00PM that day.
- Booths must be ready for inspection by the Yavapai County Health Department by 8:30AM on Saturday. A Representative from your company must be present at that time to answer any questions from the Health Department Official.

Business License and Insurance:

You ***must*** include a copy of your Business License and Insurance reflecting a minimum of \$1,000,000 in coverage with your Application. The insurance ***must*** name the Sedona Arts Festival as an additional insured.

Deadlines and Checklist

☐ August 1, 2017

- \$250 Booth Deposit - non-refundable
- Completed Application
- Food Booth Release Form
- Copy of Business License
- Insurance Endorsement in a minimum amount of \$1,000,000, naming the Sedona Arts Festival as an additional insured

☐ September 15, 2017

- Balance of Booth Fee
- Copy of Sedona Business Registration
- Health Department Permit
- Ice Order and payment for the Ice

Important Dates to Remember

☐ October 6: Booth set-up, 12:00 noon - 4:00 p.m.

☐ October 7: Be available by 8:30 a.m. to meet with the Yavapai County Health inspector.

☐ October 7 and 8: 27th Annual Sedona Arts Festival
Sat: 9 am – 5 pm Sun: 10 am to 4 pm



Sedona Arts Festival Food Vendor Application

Your Name: _____

Your Business Name: _____

Address: _____

City/State/ZIP: _____

Telephone (w/area code): _____

Email address: _____

Name to appear on booth: _____

Signage identifying your restaurant: _____

Description of food items (please be specific): _____

City of Sedona Business License # _____ Arizona TPT # _____

Check items you require:

- Electricity (no charge)
- Water hookup (no charge)
- Ice (Available at \$4/20 pound bag) # of bags x \$4 = \$ _____
- Other

WE PREFER PAYMENT BY CHECK IF POSSIBLE

I have enclosed a check for the non-refundable Booth Fee.

I authorize the Sedona Arts Festival to collect my payment(s) on the due date(s) for all Booth Fees and the Ice Order from the following credit card:

Type of Card: VISA: _____ MasterCard: _____

Account in the name of: _____

Account Number: _____

Security Code: _____ Expiration Date: _____

Signature: _____



Sedona Arts Festival Food Booth Release Form

Please remember to submit this form with your Application packet/materials!

I have read and do agree to abide by the Sedona Arts Festival rules and regulations enclosed with this Application. I understand that my employees and I must follow all rules during the Festival. I understand that the Sedona Arts Festival is not responsible for damage, theft or loss of a Food Vendor's property, or personal injury resulting from participation in the Sedona Arts Festival. In addition, I hereby release and hold harmless the Sedona Arts Festival, the City of Sedona, the Sedona Red Rock High School and all event Sponsors and their directors, officers, employees, agents and volunteers from any and all liability including, but not limited to, theft, personal injury, strike, public enemy, or act of God and agree to indemnify them for any damages arising from their conduct at the Sedona Arts Festival.

Date: _____

Signature: _____

Print Name of Business: _____

PLEASE DO NOT WRITE IN THIS BOX - FESTIVAL USE ONLY

VENDOR: _____

DATE DEPOSIT RECEIVED:

AMOUNT: \$

DATE FINAL PAYMENT RECEIVED:

AMOUNT: \$

RECEIPT OF COMPLETED APPLICATION

BUSINESS LICENSE

SEDONA BUSINESS REGISTRATION

INSURANCE ENDORSEMENT

ICE ORDER

HEALTH DEPT PERMIT