



Arizona Aloha Festivals, Inc.

2514 S. Kachina Circle
Tempe, AZ 85282
Tel: 602-697-1824
Fax: 480-736-0440
www.azalohafest.org

Aloha!

Mahalo for your interest in the 16th Annual *Arizona Aloha Festival*, to be held March 13 - 14, 2010 at the Tempe Beach Park, Tempe Town Lake.

Please read the "Merchandise Vendor Application" and the "Merchandise Vendor Guidelines for Participation" carefully as there are major changes from previous years at Heritage Square.

The guidelines spell out city or other rules we must all follow and give instructions and tips about preparing your space, trash disposal, loading/unloading, parking, and the other details that make a successful event.

The review committee will start with applications postmarked on or before November 14, 2009. Applications are reviewed in order of postmark, with earliest postmarks reviewed first.

Applications postmarked after November 14, 2009 will only be reviewed if booth spaces are still available. The review committee selects vendors to provide as much variety of products as possible and ensure all merchandise reflects a Polynesian connection.

Please submit your applications as early as possible to have the best chance for acceptance! Please note that the application form is three pages long and all three pages must be returned, along with the sales tax form, in order to be considered.

If you are coming from out of town, please make your reservations early wherever you plan to stay. A hotel list will be provided to you once you are confirmed to participate.

We look forward to working together with our vendors and performers to continue to make the Arizona Aloha Festival the best Polynesian festival in the west.

If you have questions, please email us at festinfo@azalohafest.org or call us at 602-697-1824. A volunteer will return your call as soon as possible.

Merchandise Vendor Guidelines for Participation 2010 Arizona Aloha Festival

Purpose of the Festival

ALL foods, products, services and entertainment should reflect the culture of Hawaii and/or the South Pacific Islands. Vendors are strongly encouraged to dress in the fashion of the islands, wear an identifying uniform of their business, or wear a Festival t-shirt while conducting business at the Festival.

Hours of operation

Arizona Aloha Festival hours are 10 a.m. to 5 p.m. Merchandise booths must be set up and ready to open at 9:30 a.m. and must be open until - and no later than - 5 p.m.

Reserved items

The Festival reserves the right to sell official licensed goods such as t-shirts and any other Arizona Aloha Festival logo or 'official' items. The Festival also reserves the right for all soda, bottled or canned, and bottled water sales. Sales of these items are prohibited by any vendor.

Fees, deposits and deadlines:

All merchandise vendor booths will be charged a fee that must be paid in advance and in full at the time of application. Please see application form for fee schedule and deadlines. Incomplete applications will be returned and, if resubmitted, the new postmark will apply.

First review will only include those postmarked by November 14, 2009. Applications received after that date will be reviewed only if space is available after the completion of the first review.

All checks will be deposited upon receipt of the application and must clear before the application is reviewed. **Depositing the check does not guarantee a space in the Festival!** Checks are to be made out to: Arizona Aloha Festivals, Inc. Payments and applications must be sent to the return address listed on the application.

Applications and payments made to other locations will not be accepted and will be returned without processing and review!

Permits and Licenses

All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.

The City of Tempe sales tax license form and fee are required as part of this application. If you already have a City of Tempe Sales Tax License that allows you to participate in special events, please include a copy of that license with this application and an additional fee is not required.

Applications submitted without the Tempe application and fee or a valid copy of a Tempe license will be returned as incomplete.

Tempe forms are being collected as a courtesy and convenience and the fee is what was in effect when this application was printed. If the fee changes, you will be responsible for paying any additional amount due to the City of Tempe.

Arizona Aloha Festivals, Inc. is required to provide a list of vendors to the City of Tempe and the State of Arizona. Obtaining the state tax license is your own responsibility.

Booth Information

All sales areas and stock storage at the Festival must stay within your booth space.

This will be strictly enforced, WITH NO EXCEPTIONS!

The Merchandise Vendor booth fee covers a space 10' wide by 10' deep with a tent covering. No racks, tables, merchandise or storage is permitted outside of the 10 x 10 space! **Space beside, in front, and/or behind the booth may not be used.** Violators will be warned and requested to move the displays and items. ***If you ignore this warning, you will be charged for the extra space used!*** Repeat violators will not be allowed to participate in future Festivals. As always, you are responsible for any damage to tents, sides, tables, chairs, park property or plants. If that space is insufficient to contain your merchandise and storage stock, order more than one space.

Tables, chairs, tent sides, and electricity are additional and optional. THESE ITEMS WILL NOT BE AVAILABLE AT THE EVENT!

Space assignments will be made by the Merchandise Vendor Coordinator along with the Festival Chair. If you have a particular request, such as being near another vendor, please state this in your participation application. We will take all requests into consideration, but no requests are guaranteed!

Set up/take down

Setup is available beginning on Friday, and is available by appointment only for both Friday and Saturday.

Vendors without an appointment must wait until an access permit becomes available. There is no guarantee that a permit will be available and you must be prepared to move your merchandise to your booth without bringing your vehicle on the grounds.

Vehicle access permits

Access permits will be issued to one vehicle per vendor and only when the vendor is ready to set up or leave. *Please plan your setup, takedown, and travel arrangements to accommodate having **one vehicle on site at a time.***

We are only allowed a small number of vehicles on park premises at one time. Permits will be issued and collected as you check in to enter and leave park grounds. Tickets will be issued by City of Tempe Rangers for vehicles without permits or parked on grass.

All vehicles must be off the Festival premises by 9:00 p.m. Friday and Saturday night and 9:00 a.m. Saturday and Sunday morning.

Vehicles cannot come onto Park grounds on Saturday or Sunday until most of the public has left the area after the close of the Festival. This is never before 5:30 p.m. and will be strictly at the discretion of city staff and the Festival Planning Committee.

Unloading

Festival volunteers will be on site to help you at 7 a.m. daily. Entry into the park will be unavailable until that time.

Parking

One parking pass per vendor – not per space - for each day will be provided free of charge. We will provide additional passes at a discount fee if we can.

The cost of the parking for additional vendor vehicles and/or oversize vehicles is your own responsibility. There is no overnight sleeping allowed in any vehicle parked on Festival grounds.

Garbage and trash

Trash and recycling dumpsters are provided. Cardboard must be broken down and recycled. Please check with the Vendor Coordinator for specifics at the start of the Festival.

Trees and plants

This is a park – please don't tie anything to trees or damage any plants!!!! Tree, plant, or other park damage will be deducted from your security deposit!

Clean-up

Vendors must keep the inside and outside of their booth space neat and tidy and are responsible for the daily clean-up of their assigned space and breakdown of their own items at the close of the Festival.

Materials and supplies

You will need to bring all supplies and materials to hang your signs, cover your tables, and carry out business, including fire extinguishers if electricity is used.

Subletting

Subletting is expressly prohibited. Only vendors named on the application form are permitted. If subletting is discovered, all involved vendors will be barred from participation in the festival and no refunds will be provided. Only items listed on the application and approved may be sold at the festival.

Photographs

Please include photos and/or web links to represent your products. We can't make a decision on your application if we can't see what you want to sell.

Security

There is no overnight security at the facility! **Any items left overnight at the facility are at your own risk.** Overnight sleeping in booths is not permitted under any circumstances.

Police and Security personnel will be on site daily to ensure a safe and enjoyable event. **However, Arizona Aloha Festivals, Inc., the City of Tempe or any other sponsoring organizations are not responsible for theft, loss or damage!**

Publicity

Publicity for the Festival will be provided by the City of Tempe and Arizona Aloha Festivals, Inc. through all forms of media. Flyers and posters should be available in January and they will be available for download in February. Other last-minute information will be sent to you in late February. Programs will be available at the Festival.

Liability

Neither Arizona Aloha Festivals, Inc., the City of Tempe, nor any other sponsoring organizations carry accident insurance to cover participants.

Involvement in the 2010 Arizona Aloha Festival is at your own risk!

Cancellation policy

No rain date is available. No refunds if you cancel after December 31, 2009. Cancellations must be made **in writing** and postmarked by December 31, 2009. Telephone, fax, or email cancellations will not be accepted as official notice. There will be a \$25.00 processing fee for cancellations made after vendor acceptance. There is no fee for cancellations made prior to acceptance as a vendor.

Confirmation Policy

Applicants will be notified of their acceptance for participation once they are selected and the required payment has cleared. Notification of acceptance or rejection will be handled strictly by mail. The first confirmations will not be sent until early December. Read your confirmation letter carefully. It will list any items from your application that have not been approved.

If you have any questions, please contact:

Merchandise Vendor Coordinator Naka Madsen at 602-544-0118 or by email to naka.madsen@azalohafest.org. You may also contact the Festival office at 602-697-1824 or by email to festinfo@azalohafest.org.

KEEP THESE GUIDELINES to refer to as you prepare for the event.....

Arizona Aloha Festival Merchandise Vendor Application

March 13 - 14, 2010

Applications must be completely filled out and returned by mail with payment of total fees by either check or money order. Postdated checks will be returned unprocessed! Applications postmarked after November 14, 2009 are considered on space-available basis.

I. Name of Organization/Business _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Business Phone _____ Fax: _____

Cell: _____ Email: _____

Web Site: _____

II. Special Requests (location, near another vendor, etc.) Please attach special requests on a separate sheet.

III. Description

Please provide a list of **ALL** items that you wish to sell. Attach a separate sheet, if needed. Be as specific as possible as to the items (or kind of items) and the cost of each. **Enclose photos of your booth and/or of products to assist the committee in making selections!** This is a juried show: we reserve the right to refuse any product or vendor that we feel does not conform to the spirit of the Festival or which provides excessive duplication.

Items not listed on this application **MAY NOT** be sold at the Festival! Violators will be warned to stop selling the offending product. Repeat violators of this policy will not be allowed to participate in future festivals.

Item (Items)	(Attach a separate sheet, if necessary)	Price (or range of prices)
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See back →

IV. Equipment

A Vendor space includes the following:

- One top tent covering a 10'x10' vendor space

Tables, chairs, booth sides, and electricity are not automatically provided for merchandise booths and must be pre-ordered separately below.

You may use your own white tarps for sides but non-white tarps may not be used during Festival hours under any circumstances.

V. Parking

One parking pass per vendor (not per space) will be provided free of charge for the weekend. Additional parking is at the vendor's expense.

VI. Electric service needed

There is a fee of \$50.00 per 10 amp circuit for the weekend – order it below. You must provide your own 50 foot heavy duty extension cord for each electrical circuit requested. Refunds will be given if we are unable to accommodate your request.

Electricity will be used for: _____

No generators are permitted under any circumstances!

The use of electricity, open fire, or propane requires an appropriate fire extinguisher in the booth. You are responsible for providing the extinguisher.

I wish to apply for:	Total fees enclosed:
(indicate number) _____ 10'x10' vendor booth spaces x \$400.00 per space. (includes refundable deposit of \$50.00 per space)	\$ _____
_____ City of Tempe Tax License Fee (Required)	\$ <u>25.00</u>
_____ 10 amp Electrical circuits x \$50.00 each	\$ _____
_____ 6 foot tables x \$20.00 each (No tables are provided or available if not ordered)	\$ _____
_____ Chairs x \$5.00 each (No chairs are provided or available if not ordered)	\$ _____
_____ Booth Sides x \$25.00 each	\$ _____
_____ Corner Booth x \$50.00 (Requests will be considered in postmark order. If a corner booth is not available, the payment will be refunded. PAYMENT DOES NOT GUARANTEE A CORNER BOOTH SPACE!	\$ _____
Grand total enclosed	\$ _____

Payment Method: A check or money order must be enclosed with the application in order for it to be processed and considered. All payments will be deposited upon receipt of the application and must clear before the application is reviewed. Depositing the check does not guarantee a space in the Festival! If you are not accepted, all paid fees will be refunded.

Please make checks payable to Arizona Aloha Festivals, Inc.

Application Acknowledgement and Guideline Acceptance

- I hereby submit this application for consideration to participate as a Merchandise Vendor in the 2010 Arizona Aloha Festival. I understand that the cashing of my check does not guarantee acceptance into the Festival. In the event that my application is not accepted, all paid fees will be refunded.
- I acknowledge receipt of the Merchandise Vendor Guidelines for Participation (“Guidelines”) and agree that those Guidelines are expressly included in this application. I also agree to fully comply with all event rules and regulations as stated in the Guidelines and in this application form.
- I understand that subletting is expressly prohibited and that all involved vendors will be barred from participation in the festival and no refunds will be provided.
- I understand that neither Arizona Aloha Festivals, Inc., the City of Tempe, nor any sponsoring or supporting organization carry accident insurance to cover vendors or their employees/helpers and that participation in the 2010 Arizona Aloha Festival is at your own risk!
- I understand that there is no overnight security at the park and that any items left overnight at the park are at my own risk. I agree that Arizona Aloha Festivals, Inc., the City of Tempe or any other sponsoring organizations are not responsible for theft, loss or damage!
- I agree to hold harmless and indemnify Arizona Aloha Festivals, Inc., its Board of Directors, Officers, Planning Committee and volunteers, the City of Tempe, and any sponsoring and supporting organizations from any liability, claim or demand due to injury to any person or property which may arise from my participation in the 2010 Arizona Aloha Festival.
- I understand that the security deposit will be returned (by mail) if all booth equipment is in place, all necessary clean-up performed upon checkout *after* 5 p.m. on Sunday, March 14, 2010, and all rules incorporated within this application have been complied with.
- I understand that any cancellation must be made in writing and postmarked by December 31, 2009. Telephone, fax or email cancellations will not be accepted. Cancellations made after my acceptance as a vendor will be assessed a \$25.00 cancellation fee. There are no refunds for cancellations after this date.
- I understand that no fees will be refunded due to the cancellation of the event due to acts of God or because of events beyond the control of Arizona Aloha Festivals, Inc.

Signature: _____ Date: _____
(Not valid without signature)

Please return the original signed application form (3 pages) and the City of Tempe Sale Tax License form, with payment of total fees, by mail to:

**Arizona Aloha Festivals, Inc.
2514 S. Kachina Circle
Tempe, Arizona 85282**

Please keep a copy for your records!

MERCHANDISE VENDOR APPLICATION CHECKLIST

Use this handy checklist to make sure your application packet is complete:

- Is my application completely filled out and enclosed?
- Did I order enough booth space for my product to be both stored and displayed?
- Did I order tables and/or chairs or am I bringing my own? (We do not supply them unless ordered.)
- Do I need and did I order electricity?
- Do I want a Corner space?
- Did I enclose my signed Application Acknowledgement & Guideline Acceptance form? (page 3 of the application)
- Did I enclose my signed Tempe Tax License form?
- Did I enclose photos or a link to a website....or both?
- Do I have enough postage on the envelope?

AND – DID I PUT THE CHECK OR MONEY ORDER IN THE ENVELOPE?

SPECIAL EVENTS

Privilege (Sales) and Use Tax Application



City of Tempe, Tax and License
660 S. Mill Ste. 105, PO Box 5002
Tempe, AZ 85280-5002
(480) 350-2955

THIS APPLICATION IS TO BE USED FOR SPECIAL EVENTS ONLY

Have you previously performed retail sales, food sales, or other activities for a fee at a Tempe Special Event? Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Privilege (Sales) Tax License #	Previous Privilege (Sales) Tax License #	License #
If so, when				
SECTION I. BUSINESS INFORMATION				
Business Name (Individual, Company or "DBA", first name first)				
Street No. (N,E,S,W)	Street Name		Type	Ste/Apt #
City	State	ZIP Code	Area Code	Business Telephone #
Start Date	E-mail address	State License #	Federal ID #	
SECTION II. MAILING ADDRESS & PHONE NUMBER				
Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name				Telephone #
Street No. (N,E,S,W)	Street Name		Type	Ste/Apt #
City	State	ZIP Code + 4	Fax #	
SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION				
<input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corp. - State Inc. _____ <input type="checkbox"/> Gen. Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____				
Owners, Partners, LLC Members, or Officers (For Additional Names, Please Attach List)	1) Name			Social Security #
	Home Address			Title
	City	State	ZIP Code	Phone No. ()
	2) Name			Social Security #
	Home Address			Title
	City	State	ZIP Code	Phone No. ()
Corporate or LLC Statutory Agent	Name			Phone No. ()
Location Where Business Records Are Kept	Name			Phone No. ()
	Address	City	State	ZIP Code
SECTION IV. BUSINESS TYPE				
<input type="checkbox"/> Retail Sales <input type="checkbox"/> Amusement <input type="checkbox"/> Food Sales <input type="checkbox"/> Other _____				
Special Event Name & Dates & Location	Arizona Aloha Festival, March 13 - 14, 2010 Tempe Beach Park, Tempe Town Lake			

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the city. Incomplete forms may not be processed.

IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Print Name	Signature	Title	Date
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