



## *Arizona Aloha Festivals, Inc.*

P.O. Box 24237  
Tempe, Arizona 85285  
Tel: 602-697-1824  
Fax: 480-736-0440  
[www.azalohafest.org](http://www.azalohafest.org)

Aloha!

Mahalo for your interest in the 18<sup>th</sup> Annual *Arizona Aloha Festival*, to be held March 10 - 11, 2012.

Please read the "Food Vendor Application" and the "Food Vendor Guidelines for Participation" carefully.

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.

First review of applications includes all applications postmarked on or before November 12, 2011. The application review committee starts with earliest postmarks and goes through all applications until potential booth spaces are filled. Vendors are selected to provide as much variety of foods as possible and ensure all products reflect a Polynesian connection.

Applications postmarked after November 12, 2011 will only be reviewed if booth spaces are still available after the first review. Our website will indicate if spaces are still available. We do take a waiting list in case spaces become available.

Applications submitted early have the best chance for acceptance. All application pages, including the signature page and the sales tax form, must be returned in order to be considered.

If you are coming from out of town, please make your reservations for lodging early wherever you plan to stay. If we have hotel partners, a list will be provided 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.

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## Food Vendor Guidelines for Participation 2012 *Arizona Aloha Festival*

<b>Purpose of the Festival</b>	<p><b>ALL</b> foods, products, services and entertainment should reflect the culture of Hawaii and/or the South Pacific Islands.</p> <p>Vendors are strongly encouraged to dress in the fashion of the islands or wear a Festival t-shirt or an identifying uniform of their business while conducting business at the Festival.</p>
<b>Hours of operation</b>	<p><i>Arizona Aloha Festival</i> 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.</p>
<b>Reserved items</b>	<p>The Festival reserves the right to sell official licensed goods such as t-shirts and any other <i>Arizona Aloha Festival</i> logo or 'official' items. The Festival also reserves the right for all soda, bottled or canned, and bottled water sales. <b>Sales of these items are prohibited by any vendor!</b></p> <p><b>Please note:</b> Due to the Park's location near the airport, kettle or other popcorn vendors are not allowed on premises. We are sorry.</p>
<b>Fees, deposits and deadlines</b>	<p>All food 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.</p> <p>First review will include those applications postmarked by November 12, 2011. Applications received after that date will be reviewed only if space is available after the completion of the first review.</p> <p>All checks will be deposited upon receipt of the application and must clear before the application is reviewed. <b>Depositing the check does not guarantee a space in the Festival!</b> 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.</p> <p><b>Applications and payments made to other locations will not be accepted and will be returned without processing and review!</b></p>
<b>Permits and Licenses</b>	<p>All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.</p> <p><b>Sales tax, city and state:</b></p> <p>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.</p> <p>Applications submitted without the Tempe application and fee or a valid copy of a Tempe license will be returned as incomplete.</p> <p>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.</p>

## Permits and Licenses (continued)

**Maricopa County Environmental Services standards will be inspected. Contact the County at 602-506-6862 to obtain Special Event permits.**

## Booth Information

**All food prep areas and food sales areas at the Festival must stay within your allotted booth space.**

**This will be strictly enforced, WITH NO EXCEPTIONS!**

## Subletting

## Electric availability

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. Web: <http://www.revenue.state.az.us/brochure/612.pdf>

### Food sales:

Please note: you are now responsible for covering the entire 10 x 20 floor space of your area in accordance with Maricopa County rules, which states that "Booths cannot be placed directly over dirt or grass unless mats, removable platforms, duckboards, or other suitable approved materials are used as floor covering." The Festival can no longer guarantee pavement acting as flooring and this will be your responsibility.

Permits *must be purchased in advance*. They are no longer available for purchase at the event. You must have a permit to participate in the event! Certain license types are exempt from obtaining the special event permit, please contact the county at 602-506-6862 for more information.

Web: [Maricopa.gov](http://Maricopa.gov) - click 'environmental health', then click 'special programs'

The Food Vendor booth fee is for one 10'x20' space that includes the 10'x10' space immediately behind your 10'x10' canopy. The uncovered space is to be used for additional food preparation space. You will also receive 2 sides on the booth, two tables, two chairs, and one 10 amp electrical circuit, if requested.

If the 10 x 20 space is insufficient to contain your merchandise and storage stock, order more than one space. No racks, tables, merchandise or storage is permitted outside of the allotted space! **Space beside, in front, and/or behind the 10x20 space 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, side, tables, chairs, park property or plants.

Extra tables, chairs, sides, and additional electricity are optional and must be pre-ordered separately. **THESE ITEMS WILL NOT BE AVAILABLE AT THE EVENT!**

Space assignments will be made by the Food 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!

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.

Each 10x20 booth space is supplied with one 10 amp plug-in socket. Additional electricity will be limited and available only for a fee, see the application.

Gauge your electric needs carefully. If your appliance only lists watts and volts (usually on a plate or sticker on the back or bottom), then use this formula to calculate your needs for the appliances you wish to use:

- Convert Watts to Amps by the equation  $\text{Amps} = \text{Watts}/\text{Volts}$ .  
For example:  $12 \text{ watts}/12 \text{ volts} = 1 \text{ amp}$

**Electric availability, cont'd**

You must provide your own 50 foot heavy duty (12 – 14 gauge) extension cord for each electrical circuit requested. All cords will be tagged and untagged cords unplugged. Electric service is limited and requested circuits cannot be guaranteed. Refunds will be given if we are unable to accommodate your request. **No individual generators are allowed under any circumstances!**

Electric service can be interrupted when a vendor does not calculate their needs correctly and the circuit breaker trips, thereby interrupting service for ALL vendors hooked up to that circuit. This does not make friends for you. Many propane appliances are available such as rice pots and refrigerators and are strongly recommended.

**Potable water availability**

Tempe Beach Park does not have readily accessible water supplies. The 2011 Festival used one high pressure hose to supply water for all vendors. Your location may be far enough away that you must use a food grade (RV) hose or haul water to your location. Consider washing rice off-site. We are working on this issue for 2012 but expect this may be a continuing issue.

**'Grey' or waste water disposal**

Vendors must plan to put waste water into containers and take them away yourself. There are no 'grey' water accommodations at the park and severe fines are issued by the city for pouring 'grey' waste water into the lake or on park plants. Waste or 'grey' water includes dishwashing and rice- wash water. Wash rice off-site if possible.

**Oil or grease**

The Festival provides limited grease traps for the event. Once these fill, vendors must put their other oil or grease into containers and haul them away. There are no other accommodations for oil or grease disposal at the event.

Note: vendors that pour water into the grease traps will cause the traps to fill quickly and make a greater problem for everyone. Do not dispose of water in grease traps.

Keep food waste and grease away from the trees and plants.

**Food waste**

Food waste can go into the garbage containers provided. Recycle all cardboard and other food-free containers. You will receive a list of allowable recyclables at the event and recycling dumpsters are clearly marked.

Keep food waste and grease away from the trees and plants.

**Garbage and other trash**

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

*Any dumping of ice or liquids in planters, tree wells or other areas is unacceptable and will result in forfeiture of your deposit.*

Keep food waste and grease away from the trees and plants.

**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.

## 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!

## Set up/take down

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

## Vehicle access permits

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.

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. each night and by 9:00 a.m. Saturday and Sunday morning.

Vehicles cannot come back 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 6:00 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

The cost of the parking for vendor vehicles and/or oversize vehicles is your own responsibility. The Festival is attempting to make arrangements for parking as has been done in past years and will make parking available to vendors if the arrangement is finalized.

There is no overnight sleeping allowed in any vehicle parked on Festival grounds or in public parking lots.

NOTE: There will be limited spaces - for a fee - located between the bridges on the east side of the park. These spaces are large enough to park most trucks or trailers and are perfect for storing food service items that don't need refrigeration.

Vehicles parked in this area must arrive on Friday and stay in the same space all weekend, not leaving until load-out on Sunday. Vehicles must have cardboard underneath the engine area in case of an oil leak and have the battery disconnected.

- 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 or deep-fat fryers are used.
- 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.
- Publicity** Publicity for the Festival will be provided by 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.
- 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.
- 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!**
- Liability** **Neither Arizona Aloha Festivals, Inc., the City of Tempe, nor any other sponsoring organizations carry accident insurance to cover participants.**
- Involvement in the 2012 Arizona Aloha Festival is at your own risk!**
- Cancellation policy** No rain date is available. No refunds if you cancel after December 31, 2011. Cancellations must be made in writing and postmarked by December 31, 2011. Telephone, fax, or email cancellations will not be accepted as official. 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 late November or 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:** Food Vendor Coordinator Mindee Montierth by email to [mindee.montierth@azalohafest.org](mailto:mindee.montierth@azalohafest.org). You may also contact the Festival office at 602-697-1824 or by email to [festinfo@azalohafest.org](mailto:festinfo@azalohafest.org).

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

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# Arizona Aloha Festival Food Vendor Application

## March 10 – 11, 2012

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 12, 2011 may not be considered.

### I. Name of Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
(used for urgent communication only) (all regular contacts, updates, etc sent via email)

Web Site: \_\_\_\_\_

### II. Product Description

Please provide an attached, separate sheet with a list of all food and beverage items that you wish to sell and their pricing. Be specific about the items (or kinds of items) and the price of each. Type or print clearly. Enclose photos of your booth and/or food to help the selection process as we wish to have the greatest variety possible with little or no duplication. Be specific. List what's on your plate lunch. Write every item.

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 will not be allowed to participate in future Festivals.

### III. Equipment Supplied

The Festival will supply and set up the following per paid 10'x20' booth space ordered:

- One top tent covering 10'x10' space
- Two sides for the supplied tent (as required by Maricopa County Environmental Services)
- An additional 10'x10' space directly behind the tent
- Two 6' tables and two chairs
- Water source (you must provide your own hose and connections)
- One 10 amp electrical circuit, if needed, see below)

You must supply your own flooring for the 10'x20' space in accordance with Maricopa County food laws!

### IV. Electric Service Supplied

One 10 amp circuit will be provided per booth at no additional charge, *if requested*. Check the box y/n.

There is a fee of \$75.00 per additional 10 amp circuit for the weekend – order it below. **You must attach a list of all electrical equipment that you intend to use...NO EXCEPTIONS!**

You must provide your own 50 foot heavy duty extension cord for each electrical circuit requested. Electric service is limited and requested circuits cannot be guaranteed. Refunds will be given if we are unable to accommodate your request. **No individual generators are allowed 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.**



## Application Acknowledgement and Guideline Acceptance

- I hereby submit this application for consideration to participate as a Food Vendor in the 2012 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 Food 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 2012 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 2012 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 11, 2012, 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, 2011. 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. This is a rain-or-shine event!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Not valid without signature)

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

**Arizona Aloha Festivals, Inc.  
P.O. Box 24237  
Tempe, Arizona 85285**

Please keep a copy for your records!

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**SPECIAL EVENTS**

**Privilege (Sales) and Use Tax Application**



City of Tempe, Tax and License  
 20 E 6th St 3rd Floor, 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"/> If so, when _____		Current Privilege (Sales) Tax License # _____	Previous Privilege (Sales) Tax License # _____	License # _____
<b>SECTION I. BUSINESS INFORMATION</b>				<b>Vending Fee \$25.00 NON-REFUNDABLE</b>
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 # _____	<i>For Office Use Only</i>
<b>SECTION II. MAILING ADDRESS &amp; PHONE NUMBER</b>				
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 # _____	SIC Codes ---
<b>SECTION III. BUSINESS OWNERSHIP &amp; RECORD LOCATION</b>				
<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 _____				
<b>Owners, Partners, 1) LLC Members, or Officers</b> (For Additional Names, Please Attach List)	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. _____ ( )
<b>Corporate or LLC Statutory Agent</b>	Name _____		Phone No. _____ ( )	
<b>Location Where Business Records Are Kept</b>	Name _____		Phone No. _____ ( )	
	Address _____		City _____	State _____ ZIP Code _____
<b>SECTION IV. BUSINESS TYPE</b>				Geo Code
<input type="checkbox"/> Retail Sales <input type="checkbox"/> Amusement <input type="checkbox"/> Food Sales <input type="checkbox"/> Other _____				
<b>Special Event Name &amp; Dates &amp; Location</b>	Arizona Aloha Festival Tempe Beach Park March 10 - 11, 2012			

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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## FOOD VENDOR APPLICATION CHECKLIST

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

- Is my application completely filled out and enclosed? (including my list of products and list of equipment using electricity?)
- Did I order enough booth space for my product to be both stored and displayed?
- Did I order enough extra tables and/or chairs or am I bringing my own? (There will not be any available at the Festival.)
- Did I order enough electricity?
- Did I enclose my signed Application Acknowledgement & Guideline Acceptance form? (page 3 of the application)
- Did I check the Maricopa County Environmental Services website to ensure that I can comply with food safety regulations?
- Did I enclose my signed Tempe Tax License form?
- Do I have enough postage on the envelope?

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

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