



Arizona Aloha Festivals, Inc.

P.O. Box 24237
Tempe, Arizona 85285
Tel: 602-697-1824
Fax: 480-736-0440
www.azalohafest.org

Aloha!

Mahalo for your interest in the 18th Annual *Arizona Aloha Festival*, to be held March 10 - 11, 2012 at the Tempe Beach Park, Tempe Town Lake.

Please read the "Merchandise Vendor Application" and the "Merchandise 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 merchandise 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.

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.

This page intentionally left blank.

Merchandise Vendor Guidelines for Participation 2012 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	<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.
Reserved items	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. Sales of these items are prohibited by any vendor.
Fees, deposits and deadlines	<p>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.</p> <p>First review will only include those 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. 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.</p> <p>Applications and payments made to other locations will not be accepted and will be returned without processing and review!</p>
Permits and Licenses	<p>All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.</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> <p>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.</p>

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.** Aisles are made for fire emergency rules and to address the complaints of our attendees of aisles too crowded to shop in.

Violators will be warned and requested to move the displays and items. *If you are on a corner, 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 a 10x10 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.

Corner Requests

Corner requests are granted according to consideration of various factors including type of product, date of application postmark, and previous corner requests. Those vendors chosen for a corner location will be notified.

NOTE that we do not receive sign-off from the Fire Marshall for our layout until early February. We cannot release our booth assignments until all permits are issued from the city and the Fire Marshall in case they require re-location of tents or other equipment.

If your corner request is not able to be granted, we will refund the fee with your deposit refund after the event. (We wait because we can immediately put you into a corner space if someone cancels.)

Set up/take down

Setup is available beginning on Friday, and is available by appointment only for all day Friday and both Saturday and Sunday mornings.

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. This also applies to move-out as permits are limited.

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. City of Tempe 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 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

Vendor Move-in

You will be sent an email in February asking you to make an appointment for vendor move-in on Friday. We will do our best to accommodate requests for other times. Saturday appointments are very limited and restricted to one hour on-site between 7 and 8 a.m. We will work with you as much as possible. Check-in information and instructions will be sent to you in February.

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 and by appointment or space-available basis only.
Parking	<p>The cost of the parking for vendor vehicles and/or oversize vehicles is your own responsibility. The Festival attempts to make arrangements for parking and will make parking available to vendors if the arrangement is finalized.</p> <p>There is no overnight sleeping allowed in any vehicle on Festival grounds.</p> <p>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 excessive inventory.</p> <p>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.</p>
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	<p>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.</p> <p>Police and Security personnel will be on site daily to ensure a safe and enjoyable event. However, <i>Arizona Aloha Festivals, Inc.</i>, the City of Tempe or any other sponsoring organizations are not responsible for theft, loss or damage!</p>
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	<p>Neither <i>Arizona Aloha Festivals, Inc.</i>, the City of Tempe, nor any other sponsoring organizations carry accident insurance to cover participants.</p> <p>Involvement in the 2012 Arizona Aloha Festival is at your own risk!</p>

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 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 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 are considered on space-available basis.

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.

Please note if your items are hand-crafted or made, and include if they are of your own design. Our survey indicated that many people are looking for the work of artisans and artists.

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

A Vendor space includes the following:

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

Tables, chairs, booth sides, and electricity are not 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.

IV. Electric service must be ordered

There is a fee of \$75.00 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. Please include an explanation of what the electric service is to be used for when ordering (page 2). **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.

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

I wish to apply for:	Total fees enclosed:
(indicate number) _____ 10'x10' vendor booth spaces x \$450.00 per space. (includes refundable deposit of \$50.00 per space)	\$ _____
_____ 1 _____ City of Tempe Tax License Fee (Required)	\$ <u>25.00</u>
_____ 10 amp Electrical circuits x \$75.00 each Electricity will be used for: _____	\$ _____
_____ 6 foot tables x \$25.00 each (No tables are provided or available if not ordered here)	\$ _____
_____ Chairs x \$5.00 each (No chairs are provided or available if not ordered here)	\$ _____
_____ Booth Sides x \$30.00 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!	\$ _____
_____ Parking on-site for overheight or storage x \$50.00 each standard parking space (between the bridges) desired. (Please review guidelines for requirements.)	\$ _____
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.

Mail to:
Arizona Aloha Festivals, Inc.
P.O. Box 24237
Tempe, Arizona 85285

Application Acknowledgement and Guideline Acceptance

- I hereby submit this application for consideration to participate as a Merchandise 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 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 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!

This page intentionally left blank.

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 # _____	
SECTION I. BUSINESS INFORMATION				Vending Fee \$25.00 NON-REFUNDABLE	
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>	
SECTION II. MAILING ADDRESS & PHONE NUMBER				Status Code _____	
Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name _____			Telephone # _____	SIC Codes _____ _____ _____	
Street No. _____ (N,E,S,W)		Street Name _____			
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 # _____	Geo Code _____
	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 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 _____
------------------	-----------------	-------------	------------

This page intentionally left blank.

MERCHANDISE 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 product list?
- 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? And did I explain why I need electricity?
- Do I want to request 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?

This page intentionally left blank.