

**Best of the West on Route 66 Festival
September 23 & 24, 2016
Vendor Request Form**

Business/Company Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Telephone: _____ **Mobile phone:** _____

Email: _____

Company website: _____

Arizona Tax Resale Number: _____

Insurance Company: _____ **Policy #:** _____

Description of product *(attach a picture of your booth set up with this completed request form):*

Vendor Space Requested: **Food*** **Arts/Crafts**

* Food Vendor: A food vendor is one who prepares raw food products on site or who prepares food products off site and samples on site. All prepackaged foods must follow the Arizona Department of Health Services labeling requirements. Food vendors are subject to State of Arizona and Mohave County Health codes requirements.

Requesting approval to bring a power generator:

Vendor Fees are listed below and must be paid in full with cash, check, or a money order at the time of application. Checks should be made payable to City of Kingman and mailed or delivered with the completed Vendor Request Form. If you are not accepted as a vendor for the event, your funds will be reimbursed. To be listed on the event map and website, vendor requests must be made no later than August 5, 2016. Requests for Vendor Space fee refunds must be submitted in writing no later than August 5, 2016.

Space Requested: \$20 for 10ft x 10ft (*****\$25 after Aug 5**) \$35 for 20ft (linear) x 10ft (*****\$40 after Aug 5**)

City of Kingman Special Event Vendor Permit: \$11 waived, I have a City of Kingman Business License

Total enclosed: _____ Cash Check # _____ Money Order S/N _____

**Payable to City of Kingman. Do not mail cash, please pay with cash only if delivering Vender Request Form in person*

Set up will be Friday, September 23rd from 2pm to 4pm on Fourth Street between Andy Devine Ave and Oak Street. A map of the area will be sent with the vendor acceptance package. Each vendor space will be pre-assigned by the Best of the West Vendor Director. Vendors may submit a placement request for a specific location in writing with the understanding that there are no guarantees. No spikes are allowed. Vendors will not be permitted to exceed designated marked space. A festival volunteer will be there to direct you to your space on Friday. Any signs or banners must be professionally constructed, no hand written material will be allowed. E-Z up and Caravan type canopies are allowed, however they may inhibit lighting of the booth Friday night.

Hours: Vendors must remain on site from 4pm to 8pm on Friday, and from 8am to 6pm on Saturday. Vendors are encouraged, but not required, to extend operations to 11pm on Friday.

Parking: No parking is provided in the Festival area, each vendor will be allowed only one vehicle in the vending area to unload supplies during set up. All vehicles must be located off site no later than 4pm on Friday. No vendors are allowed to spend the night on the premises.

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Power & Water: There is ABSOLUTELY NO ACCESS TO POWER OR WATER. Battery powered lighting is recommended. If you need power, you must have your own generator and be preapproved in your acceptance package (check the appropriate box above). Bring your own water.

Grease, Gray Water and Trash Disposal: Vendors are responsible for their own disposal of grease, gray water, and trash disposal. Each vendor must remove these items at the end of the event. Under no circumstances will grease, gray water, or trash be allowed to be poured down city drain or onto city grass, sidewalks or streets. Any violation of this policy will result in ejection from the event and possible criminal prosecution. Each vendor is responsible for keeping their area neat and clean and free of loose trash. Trash receptacles will be provided in the event area. Each vendor is responsible for collecting and bagging trash from within their space.

Security: All vendors must occupy their space from 4pm to 8pm on Friday, and between 8am and 6pm on Saturday. General overnight security is provided by the Best of the West Festival between 8pm on Friday and 8am on Saturday. However, leaving merchandise onsite overnight is not recommended. Neither the Best of the West Committee nor the City of Kingman are responsible for loss or damage to Vendor personnel or Vendor personal property.

Tear Down: Vendors may return with a vehicle after the event ends at 6pm on Saturday to dismantle their space. Each vendor space must be completely clear of trash, merchandise, tables, and canopies prior to 8pm. Streets will reopen to traffic at 8pm.

The Best of the West Vendor Director reserves the right to have removed from the event, any person, persons or business dispensing food or merchandise that is not of high quality. Anyone who is violating any law or festival regulation, or who is conducting himself/themselves in a manner which would be detrimental to the spirit of the festival, will be asked to leave without a refund.

Hold Harmless: By submitting this vendor request form, vendor agrees and understands that the vendor has the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with my business/product including but not limited to the provisions of the City of Kingman Municipal Code and other city documents, Permits, requirements and/or correspondence.

Vendor assumes all responsibility and liability for losses, damages, and claims resulting from any injury to persons, including, but not limited to, injuries to customers or agents of vendor, or damages to vendor's display, equipment, or other property brought onto the premises. Vendor shall indemnify, defend and hold harmless the City of Kingman, its respective agents, servants and employees from any and all such losses, damages, cause of actions, suits or claims arising out of the vendor's negligence.

Acknowledgement: I have read and agree to the terms this vendor request form and agree to be bound by them:

Signature: _____

Date: _____


Vendor Request Form Check List:

- Completed, signed & dated Vendor Request Form
- Photo sample of booth
- City of Kingman Special Event Vendor Permit
- Payment (vendor space and Special Event Vendor Permit if applicable)

Contact: Nicholas Bowers (Vendor Coordinator), vendors@bestoftheweston66.com, 928.716.8052
Josh Noble (Festival Chairman) info@bestoftheweston66.com, 928.753.6106

Return Request Form to: City of Kingman Visitor Center


**early bird pricing ends Aug 5* 120 W. Andy Devine Ave
Kingman, AZ 86401

CITY OF KINGMAN 310 N. 4th Street, Kingman, AZ (928) 753-8113 SPECIAL EVENT VENDOR PERMIT			EVENT:	
Business Information			Date(s) of Event:	
Business Name:		Business location (if different than mailing address):		
Mailing Address:		ARIZONA SALES TAX# (Required for Collection of Kingman Sales Tax)		
		CITY OF KINGMAN BUSINESS LICENSE #:		
Describe your business, sales method and the kinds of products or services to be offered at this event:				

Personal Identification of Applicant: *Not required if business has a current City of Kingman Business License.

Applicants Full Name;	Relationship to business:
*Home Street Address:	Contact Phone #:
	Drivers License #: State:
	Expiration Date:
I HEREBY CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE COMPLETE AND ACCURATE:	APPROVED:
X	

Signature _____ Date _____ Event Coordinator _____ Date _____

CITY OF KINGMAN 310 N. 4th Street, Kingman, AZ (928) 753-8113 SPECIAL EVENT VENDOR PERMIT			EVENT:	
			Date(s) of Event:	
		Fee: \$11 (waived with a City of Kingman Business License)		

SPECIAL EVENT VENDOR PERMIT

MUST BE POSTED CONSPICUOUSLY

ISSUED TO:
DATE ISSUED:
DATE EXPIRED: