

Vendor Request Form

Business/Company Name: _____

Contact Person: _____

Address: _____

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

Daytime Telephone: _____ **Mobile Phone:** _____

Email: _____ **Website:** _____

City of Kingman Business License N^o: _____ (include the Special Event Vendor Permit with your application)

Arizona Tax Resale N^o: _____ (temporary AZ TPT permits can be applied for at www.azdor.gov)

Description of product: *(We try our best to separate similar vendors. Any pictures you can provide will assist placement of your booth)*

Booth Type: pop-up canopy vehicle trailer

Vendor Space Requested:

- Food Vendor:** Vendor who prepares raw food products on site or prepares 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 code requirements.
- Arts/Crafts:** Vendor that creates 70% or more of their final product
- Commercial:** Vendor that sells general retail and non-handmade items
- Non Profit / Governmental:** nonpartisan non-profit and governmental services or information only

Vendor Fees are listed below and must be paid in full with cash, check, or a money order at the time of application. Credit Cards (VISA, MasterCard, American Express) may be used for payment over the phone or at the City of Kingman Visitor Center. Checks should be made payable to City of Kingman and mailed or delivered with your completed Vendor Request Form. If your application is denied or the Festival is canceled, your funds will be reimbursed in full. Vendor cancellations submitted by email or in writing by 4pm on October 15, 2021 are eligible for an 80% refund of paid vendor fees. Cancellations received after October 15 will not be eligible for a refund.

City of Kingman Special Event Vendor Permit: \$11 No charge, I have a City of Kingman Business License

Spaces Requested: \$100 for the first 10ft by 10ft space, \$50 per additional space 1 2 3 4

Total Enclosed: _____ Cash* Check # _____ Money Order # _____

**Do not mail cash, please pay with cash only if delivering Vendor Request Form in person*

Total Paid by Credit Card at the City of Kingman Visitor Center: _____ **Date Paid:** _____

Acknowledgement: I have read the terms outlined in the vendor guidelines and agree to be bound by them:

Signature: _____ **Date:** _____

Vendor Request Form Check List:

- Completed, signed & dated Vendor Request Form (keep guidelines for your reference)
- Check if you plan to use a generator, must be less than 60 decibels (no electrical access available)
- Photo or sketch sample of booth
- Completed City of Kingman Special Event Vendor Permit (\$11 fee if you don't have a city business license)
- Payment (enclosed check, credit card by phone or in-person, or cash if hand delivering only)

Contacts: Josh Noble (Festival Chairman) jnoble@cityofkingman.gov, 928.718.2581

Katie Barthlow (Tourism Admin) kbarthlow@cityofkingman.gov, 928.718.2583

Return Request Form to: City of Kingman Office of Tourism
120 W. Andy Devine Ave.
Kingman, AZ 86401



CITY OF KINGMAN
310 N. 4th Street, Kingman, AZ
(928) 753-8113



Fee: \$ 11.00
[waived with Current Business License]

City of Kingman Business License #:

SPECIAL EVENT VENDOR PERMIT

PLEASE BE SURE ALL AREAS ARE LEGIBLY FILLED OUT BEFORE SUBMITTING

Name of Event: Kingman 66 Fest

Event Coordinator: Josh Noble Date/s of Event: November 5-6, 2021

Business Name: _____ Phone #: _____

Business Physical Address: _____ City, State, Zip _____

Email: _____ Arizona Sales Tax #: _____

Describe Your Business Type/Products: _____

Applicants Name: _____ Phone #: _____

Applicants Address: _____ Email: _____

I HEREBY CERTIFY THAT THE STATEMENT MADE ON THIS APPLICATION ARE COMPLETE AND ACCURATE.

Applicant Signature: _____ Date: _____

(BOTTOM PORTION OF THIS FORM IS TO BE GIVEN TO VENDOR TO DISPLAY DURING EVENT)

CITY OF KINGMAN
310 N. 4th Street Kingman, AZ 86401
928-753-8113



SPECIAL EVENT VENDOR PERMIT

MUST BE POSTED CONSPICUOUSLY

EVENT: Kingman 66 Fest

EVENT DATE/S: November 5-6, 2021

ISSUED TO: _____

DATE ISSUED: _____

DATE EXPIRES: November 6, 2021

EVENT ORGANIZER: _____ DATE: _____

Vendor Guidelines

www.66Fest.com

Licensing, Permitting & Insurance: Vendors are required to have all necessary permits, licensing, and insurance. Vendors must have, or obtain, an Arizona Transaction Privilege Tax number prior to the Festival. Transaction Privilege Tax Applications are available for special event vendors through the Arizona Department of Revenue at www.azdor.gov for \$12. Vendors must obtain a Special Event Vendor Permit from the City of Kingman for \$11 (there is no cost if you have a current City business license). If approved, your City of Kingman Vendor Permit must be conspicuously posted at your booth space. Food vendors are subject to State of Arizona and Mohave County Health codes requirements. Food vendors will need a permit issued by Mohave County Health Department. If you don't have one, you can apply for a Temporary Food Service Application. For more information call the Kingman office at 928.757.0901.

Set up will be Friday, November 5 from 8am to 2pm at Lewis Kingman Park. Each vendor space will be pre-assigned by the Festival Vendor Coordinator. If your request is approved, a map of the area with your designated arrival time will be sent with the vendor acceptance package prior to the Festival. Vendors will not be permitted to exceed designated marked space. A festival volunteer will direct you to your space on Friday. Early setup for vendors with trailers may be required. Adjacent vendors will not be expected to move for late comers. 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. E-Z ups and canopies must be secured with sandbags, weight kits, stakes, or screws.

Tear Down: Vendors may return with a vehicle after the event ends at 10pm on Saturday, November 6 to dismantle their space. Each vendor space must be completely clear of trash, merchandise, tables, and canopies prior to 12pm.

Hours: Vendors must remain on site from 2pm to 9pm on Friday, and from 10am to 9pm on Saturday. Vendors are encouraged, but not required, to extend operations to 10pm on Friday.

Booth Sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths may be asked to leave by the Festival Vendor Coordinator.

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 (assigned set up times will be outlined in your vendor acceptance packet). All vehicles must be located off site no later than 2pm on Friday. No vendors are allowed to spend the night on the premises.

Power & Water: There is ABSOLUTELY NO ACCESS TO WATER OR POWER. Bring your own water. Battery powered lighting is recommended but quiet generators are permitted and must operate at no more than 60 decibels. **Grease, Gray Water and Trash Disposal:** Vendors are responsible for disposal of their own grease, gray water, and trash. 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. Each vendor is responsible for collecting and bagging trash from within their space. Trash receptacles will be provided in the event area for vendor use.

Vendor Guidelines

www.66Fest.com

Security: All vendors must occupy their space from 2pm to 9pm on Friday, and between 10am and 9pm on Saturday. General overnight security is provided by the Festival between 9pm on Friday and 9am on Saturday. However, leaving merchandise onsite overnight is not recommended. Neither the Festival Committee nor the City of Kingman are responsible for loss or damage to Vendor personnel or Vendor personal property.

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 the vendor's 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.

Cancellations & Refunds: Cancellation notifications must be submitted by email or in writing no later than 4pm on October 15, 2021 for an 80% refund of vendor fees. Cancellations received after October 15 will not be eligible for a refund. If your vendor request form is not approved or if the Festival is canceled, 100% of your vendor fees will be refunded.

The Festival Vendor Coordinator 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.

Festival Schedule: *times are subject to change*

Friday, Nov 5

8:00am: Park & roads closed to traffic
8:00am to 2:00pm: Access for vendor setup
2:00pm to 9:00pm: Vendors must be open
9:00pm: General Security Begins

Saturday, Nov 6

9:00am: General Security Ends
10:00am to 9:00pm: Vendors must be open
10:00pm: Vendors may begin tear down
10:00pm: Festival Ends

Contacts: Josh Noble (Festival Chairman) jnoble@cityofkingman.gov, 928.718.2581
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