

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 **Trailer Length:** _____

Vendor Space Requested: *non-profit and informational vendors will not be accepted*

- 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 or on-site service (e.g. face painting)
- Commercial:** Vendor that sells product related to the 66 Fest theme (must provide info on product)

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 may be used for payment over the phone or at the City of Kingman Visitor Center. Checks and Money orders should be made payable to City of Kingman. If your application is denied or if the Festival is canceled, all funds will be reimbursed. Vendor cancellation requests received by email or in writing no later than July 1, 2022 are eligible for a 100% refund of paid vendor fees, those received by Sept 30, 2022 are eligible for an 80% refund. Cancellations received after Sept 30 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: 1 2 3 4 \$100 for the first 10ft by 10ft space, \$50 per additional space

Electrical Access: ONE (1) 110v 20amp (\$25) TWO (2) 110v 20amp (\$50) ONE (1) 220v 30amp (\$75)

*** ELECTRICAL ACCESS AVAILABLE FOR FOOD VENDORS ONLY, MUST COMPLETE VENDOR POWER NEEDS FORM ***

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* and *Vendor Power Needs Form* if applicable
- 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)

Contact: Joyce Wiley (Vendor Coordinator) jwiley@cityofkingman.gov, 928.718.2582

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: October 14-15, 2022

Business Name: _____ Phone #: _____

Business Physical Address: _____ City, State, Zip _____

Email: _____ Arizona Sales Tax #: _____

Describe Your Business Type/Products: _____

Applicants Name: _____ Phone #: _____

Applicants Address: _____ Email: _____

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: October 14-15, 2022

ISSUED TO: _____

DATE ISSUED: October 14, 2022

DATE EXPIRES: October 15, 2022

EVENT ORGANIZER: _____ DATE: _____

Vendor Guidelines

www.66Fest.com

Acceptance: Vendors will receive an email within two weeks notifying them their application status. No more than two vendors accepted per product type. Vendor fees will be refunded if not approved.

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, an \$11 fee applies to vendors without a current City business license. City Vendor Permits must be conspicuously posted at your 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, October 14 from 8am to 3pm 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 welcome packet several days 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 8pm on Saturday, October 15 to dismantle their space. Each vendor space must be completely clear of trash, merchandise, tables, and canopies prior to 11pm.

Hours: Vendors must remain on site and open from 3pm to 8pm on Friday, and from 10am to 8pm on Saturday.

Booth Sharing is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths will be instructed to leave the Festival.

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 3pm on Friday. No vendors are allowed to spend the night on the premises.

Power: Battery powered lighting is recommended. The use of quiet generators are permitted if operated at 60 decibels or less. A limited quantity of 110V and 220V outlets will be available FOR FOOD VENDORS ONLY at a first come first serve bases and must be paid for prior to the Festival. IF REQUESTING TO PURCHASE POWER, PLEASE COMPLETE THE VENDOR POWER NEEDS FORM AND SUBMIT IT ALONG WITH YOUR APPLCIAITON. Extension cords should be 12/3 and at least 50 feet long (preferably 10/3 and 100 feet). A single receptacle will be provided to vendors who purchase power (NEMA 5L-20 for vendors purchasing 110v, L14-30 for vendors purchasing 220v). Vendors will be responsible for supplying any required adapters to plug into power source (NEMA 5L-20 for vendors purchasing 110v, L14-30 for vendors purchasing 220v).

Keep these guidelines for your reference. Guidelines are subject to change without notice, check www.66fest.com frequently for the most current guidelines. Final guidelines will be provided in welcome packets.

Guidelines released March 30, 2022

Vendor Guidelines

www.66Fest.com

Water, Grease, Gray Water and Trash Disposal: There is ABSOLUTELY NO ACCESS TO WATER. Bring your own water. 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.

Security: All vendors must occupy their space from 3pm to 8pm on Friday, and between 10am and 8pm on Saturday. Vendors may restock 8pm-9pm Friday and 9am-10am Saturday. GENERAL OVERNIGHT SECURITY IS PROVIDED BY THE FESTIVAL FROM 9PM ON FRIDAY TO 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, property, or merchandise.

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: A notice of cancellation must be received by email or in writing no later than July 1, 2022 for a 100% refund or by Sept 30, 2022 for an 80% refund. Cancellations received after Sept 30 will not be eligible for a refund. If the Festival is canceled, all 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 subject to change*

Friday, Oct 14

10am-3pm: Vendor setup, vehicle access

3pm-8:00pm: Vendors must be open

8pm-9pm: Vendor vehicle access

9pm: General Security Begins

Saturday, Oct 15

9am: General Security Ends

9am-10am: Vendor vehicle access

10am-8pm: Vendor must be open

8pm-11pm: Vendor tear down, vehicle access

Contact: Joyce Wiley (Vendor Coordinator) jwiley@cityofkingman.gov, 928.718.2582
City of Kingman Office of Tourism, 120 W. Andy Devine Ave., Kingman, AZ 86401

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Guidelines released March 30, 2022



Vendor Power Needs Form

Power available to Food Vendors only. Return this form with your completed vendor request form.

POWER NEEDS FORM WITH TYPICAL AMPERAGES: *The purpose of this form is for us to be able to plan ahead for your needs and for you to order adequate power. Amperages have been rolled up where applicable. If you do not see your item(s) listed, please refer to plate or sticker, usually found by where the plug goes into the appliance. Take careful note of Voltage.*

ELECTRONICS			APPLIANCES		
QTY.	ITEMAVG AMPS	TOTAL	QTY.	ITEMAVG AMPS	TOTAL
___	Cash Register 2	_____	___	Refrigerator (dorm size) 5	_____
___	TV 2	_____	___	Refrigerator (household) 8	_____
___	VCR player 1	_____	___	Deep Freezer (medium) 4.5	_____
___	DVD player 1	_____	___	Deep Freezer (ice cream) 8	_____
___	CD/Boom Box 1	_____	___	Steam Table 18	_____
___	Fan (desk top) 2	_____	___	Electric Knife 2	_____
___	Fan (pedestal) 5	_____	___	Blender 4	_____
___	Heater (personal electric) 15	_____	___	Microwave (small) 10	_____
___	Video Games (personal) 1	_____			
___	Video Games (arcade) 3	_____			
___	Computer (lap top or desk) 2	_____			
___	Monitor 2	_____			
___	Printer (ink jet) 0.5	_____			
___	Toaster (household) 12	_____			
___	Toaster (industrial) 18	_____			
___	Coffee Grinder 2	_____			
___	Food Processor 3	_____			
___	Food Holding Box (hot box) 8	_____			
___	Microwave (small) 10	_____			
___	Microwave (large) 14	_____			
___	Coffee Maker (household) 11	_____			
___	Coffee Maker (industrial) 18	_____			
___	Hot Dog Roller 13	_____			
___	Daiquiri Machine 20	_____			
___	Pretzel Holding Box 5	_____			
___	Printer (laser) 1.5	_____			
___	Printer (dot matrix) 1	_____			
___	Credit Card Machine 1	_____			
___	Scanner 1	_____			
___	Copier (personal) 3	_____			
___	Copier (standalone) 8	_____			
___	Fax 1	_____			

LIGHTING & DISPLAY		
QTY.	ITEMAVG AMPS	TOTAL
___	50 W Light bulb 0.5	_____
___	100 W Light Bulb 1	_____
___	4' Fluorescent 2	_____
___	MR16 Display Lamps 1	_____
___	Jewelry or Display Cases 5	_____
___	300 W "work light" 3	_____
___	500 W "work light" 5	_____
___	Heat Lamp 4	_____
___	Carnival Lights (per 12) 15	_____
___	Neon Lights see UL Tag	_____

MISC.		
QTY.	ITEMAVG AMPS	TOTAL
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____

TOTAL AMPERAGE REQUIRED: _____

Additional Comments: _____

