

# VENDOR REGISTRATION FORM

Fourth at the Fountain – July 4, 2016 from 6-10 p.m.

**Application deadline is June 15, 2016**

Organization / Vendor:	
Contact Person:	
Address:	
City:	Zip Code:
Day Phone:	Mobile Phone:
E-mail:	
Type of Product(s):	
Product Price(s)/ Menu (if applicable):	
Town of Fountain Hills Business License Number (REQUIRED):	

## Booth Descriptions (Check One)

<b>Food Vendor Booth</b>	<b>Power Connection</b>
(Located on the Great Lawn of Park)	(Located on the Great Lawn of Park)
<b>10x10 Space</b>	*Please designate if you will need to connect to a power source or if you have special power needs. Power is limited and will be allocated on a first come first serve basis. Power connection is not guaranteed.
<input type="checkbox"/> \$50 Local Vendor Fee	<input type="checkbox"/> Yes, I would like to request a power connection
<input type="checkbox"/> \$200 Non-Local Vendor Fee	

## Day of Event Procedures

Booth coordinators may arrive and begin set up at 3 p.m. before the event opening on the day of the event. Upon arrival, please check in with event coordinating staff to verify location for set up. The booth **MUST** remain in operation until the close of the event. Your reserved booth space will be pre-designated and marked prior to your arrival. Any vehicle use for set up **MUST** be removed from the park lawn and into a designated vendor parking space no later than one hour prior to event opening. Stock trucks are the only exceptions! There is **NO WATER** connection available. If your booth requires a water source or ice you must bring your own. Following the close of the event all vendors must have their space cleaned up and vacated. Designated vendor trash receptacles will be marked in specific areas of the park, vendors and participants are responsible for the removal of all of their own waste.

- Set up is permitted to begin at **3 p.m.**
- Electricity connections available, but not guaranteed. Power is limited and will be given on a first come, first serve basis.
- **NO WATER ACCESS**
- All vehicle removal from lawn/event area is required one hour before opening of event. **No Exceptions!**
- Vendors **MUST** have a valid Fountain Hills Business License
- Food vendors must comply to the Health Department requirements

## Registration Procedures

**Space is limited.** Registrations will be accepted until June 15, 2016. Submission of the application does not guarantee acceptance as a vendor. You will be contacted after June 15 with the status of your application. All event vendors will be notified of their acceptance and provided with vendor map, parking map and permit.

All participating clubs, organizations, businesses, and food vendors are required to provide their own tents, tables, chairs, etc. Vendors are also required to provide a list of items that will be available from their booth. All booth participants are invited to share information about their organizations.

### Registration deadline: June 15, 2016

The Town of Fountain Hills reserves the right to approve or deny any vendor application.

#### For any Questions please contact:

Rachael Goodwin | Grace Guetter  
480-816-5100

16705 E. Avenue of the Fountains  
Fountain Hills, AZ 85268

A valid Town of Fountain Hills Business License is **REQUIRED** for all vendors seeking participation in this event. If you do not have a Vendor License please visit: <http://www.fh.az.gov/400/Business-Licenses> or call Town Hall at 480-816-5100.

Submission of this form without a valid Business License number will result in an automatic rejection of your participation request.