



TOWN OF FOUNTAIN HILLS FOURTH AT THE FOUNTAIN VENDOR REGISTRATION FORM



Application Deadline is the First Thursday of June

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

Are you a Local Vendor (Fountain Hills Based)?	Yes (\$100 Fee)	No (\$350 Fee)
What type of vendor are you?	Food	Other: _____
What best describes your booth?	Truck	Trailer Cart/Tent
What are the dimensions your booth?	Length: _____	Width: _____

Registration Procedures

Space is limited. Registrations will be accepted until the first Thursday in June. Submission of the application does not guarantee acceptance as a vendor. You will be contacted after your submission 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.

<i>For Office Use Only</i>		
Approved: Y N	Vendor Fee: \$ _____	Payment Received: ____/____/____

Day of Event Procedures

Booth coordinators may arrive and begin set up at their designated time 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. Your booth **MUST** remain until all patrons have exited the event space. 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 are **NO WATER OR POWER** connections available. If your booth requires a water source 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.

- Food vendors must comply to the Health Department requirements
- Vendors **MUST** have a valid Fountain Hills Business License
- All vehicle must be removed from lawn/event area is required one hour before opening of event. No Exceptions!
- Please bring your own power source to insure that your power requirements are met.
- Water/Ice will not be provided in the Park. Please bring your own.
- We ask that you stay open for food service until the end of the event at 9:30 p.m.
- **GLASS CONTAINERS ARE PROHIBITED**

Registration Deadline: The FIRST Thursday in JUNE.

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

For any questions, please contact:

Linda Ayres | 480-816-5170 | layres@fh.az.gov

The Town of Fountain Hills **REQUIRES** you to have a valid business license to sell in Town. To obtain a license, please visit: <http://www.fh.az.gov/400/Business-Licenses> or call 480-816-5100.

In addition to licensing, vendors are required to pay their vendor participation fee prior to the event. Payment can be made out to the Town of Fountain Hills by check or credit card in person or by phone by calling 480-816-5100.