

Phoenix Festival of the Arts

December 13-15, 2013

WWW.PHOENIXFESTIVALOFTHEARTS.ORG

Presented by

PHOENIX CENTER FOR THE ARTS in partnership with ARIZONA HUMANITIES

FESTIVAL HOURS

Friday 10 AM – 9 PM

Saturday 10 AM – 9 PM

Sunday 10 AM – 5 PM

@ Margaret T. Hance Park - Downtown Phoenix

food vendors Friday: 10a – 9p; Saturday: 10a – 9p; Sunday: 10a – 5p

FOOD VENDOR RULES & INFORMATION

You are invited to apply to participate in the 2013 Phoenix Festival of the Arts. The weekend will be filled with poetry, performance, music, arts & crafts, food, beer and wine. All Food Vendors wishing to participate at the Phoenix Festival of the Arts December 13-15, 2013 must first fill out the [application](#) and be accepted before vending at the festival. Limited space is available for Food Vendors. Applications and products are accepted on their own merit, not a first-come, first-served basis.

The selection process takes a minimum of 2 weeks after application is received. Once a decision has been made, applicants will receive notification by email.

IMPORTANT DUE DATES

- August 31 – all vendor applications must be received by this date
- September 16 – application acceptance letters emailed to vendors
- October 31 – vendor fees & certificates of insurance must be received by this date

ABOUT THE APPLICATION PROCESS

- Food Vendor applications and products are juried on their own merit, not a first-come, first-served basis.
- All Food Vendor applicants are required to submit menus, pricing, images of trucks/stations and permitting information.
- Vendor selection is at the sole discretion of festival management.
- All Food Vendor applicants must select desired dates on the application. If accepted, some dates may not be granted to vendor due to space limitation and/or menu duplication.
- Applications are due **August 31, 2013**.

SELECTION PROCESS

Applications are reviewed and selected based on, although not limited to, the following:

- Space availability
- Truck & Food Station Appearance/product presentation
- Product balance (similar or like menu items within the festival)
- Menu uniqueness and pricing

Acceptance notification will be emailed to vendors beginning **September 16, 2013**.

PRICING

All weekend: \$300, or Friday - 100; Saturday - \$150; Sunday - \$100. Accepted Food Vendors will be invoiced for reserved festival dates. All payments must be received by the **October 31, 2013** deadline. If the payment deadline is missed, your spot will be forfeited to a vendor on the wait list. All fees are non-refundable.

MAKING PAYMENTS

Please include your business name in the memo of your check. Make all checks payable to **Phoenix Center for the Arts** and send to:

Phoenix Center for the Arts
Attn: Festival Food Vendors
1202 N. 3rd Street
Phoenix, AZ 85004

SCHEDULING AND SPACE ASSIGNMENTS

Set up for Food Trucks will be on the north side of Moreland St. Moreland will be closed to passenger vehicles during festival hours. All food truck spaces are 15 feet deep x 26 feet wide. Other food vendor spaces are 10' x 10' and may be assigned space throughout the park grounds. Confirmation of setup will be sent by email one (1) week prior to the Festival. This email will include your load-in time and assigned location for each day of the Festival you are confirmed.

EQUIPMENT

The festival does not provide power, water, lighting, tables, chairs or canopies for use by food vendors.

TAXES, LICENSES, AND PERMITS

Vendors must have visibly displayed in the front of their truck or food station any licenses, certifications, and permits required by the City of Phoenix. The collection and filing of all related taxes is the sole responsibility of each individual vendor. The City of Phoenix has a tax rate of 9.30%. It is required that all participants provide us with an Arizona Business Tax License Number. You can apply for a number at 480-545-3500. The Phoenix Festival of the Arts does not charge a commission on sales transacted by vendors.

INSURANCE REQUIREMENTS

See [Event Insurance Requirements](#) below.

HEALTH, SANITATION, AND SAFETY

Any Food & Beverage vendor participating in the festival for the purposes of selling or offering for sale of any items on the premises must comply with all federal, state, and local health ordinances.

SWITCHING DATES/CANCELLATIONS

In order to switch a reserved date we need at least 10 days written (by email) notice. Not all requests will be granted due to space limitation and/or menu duplication. Send date switch request to coordinator@phoenixfestivalofthearts.org. There are no refunds for cancellations.

WEATHER

The Phoenix Festival of the Arts is a rain or shine festival. In the event of a cancellation due to severe weather, credits or refunds will not be granted.

OTHER CONSIDERATIONS

- All vendors will conduct their business in a professional manner. Behavior by vendors judged to be disruptive or detrimental to the peaceful operation of the Festival shall not be allowed.
- Any unsafe or unsanitary conditions should be brought to the immediate attention of the festival manager.
- The City of Phoenix, Phoenix Center Arts Association, the Phoenix Center for the Arts and its representatives are not responsible for damage or loss of any personal belongings.
- Vendors will thoroughly clean their assigned area at the end of each festival day, including removal of ALL waste and debris. Any vendor leaving debris in rented space will be fined accordingly and asked not to return.

QUESTIONS

Call the Festival Coordinator: 602-254-3100 or e.mail coordinator@phoenixfestivalofthearts.org.

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INSURANCE REQUIREMENTS

Certificates of Insurance are required on or before **October 31, 2013**. Please mail or email to:

Mail

Phoenix Center for the Arts
Attn: Festival Food Vendors
1202 N. 3rd Street
Phoenix, AZ 85004

Email

coordinator@phoenixfestivalofhearts.org

Minimum scope and limits of insurance are stated below:

COMMERCIAL GENERAL LIABILITY

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (Damage to Rented Premises) \$ 50,000
- Liquor Liability (if alcohol is being sold) \$1,000,000

1. The policy shall be endorsed to include the following additional insured language: **“The City of Phoenix and Phoenix Center Arts Association shall be named as additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor.”**

CERTIFICATE HOLDER

The City of Phoenix
2700 N. 15th Avenue
Phoenix, AZ 85007
Attn: Park Manager

AUTOMOBILE LIABILITY

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles.

- Combined Single Limit (CSL) \$1,000,000

1. The policy shall be endorsed to include the following additional insured language: **“The City of Phoenix and Phoenix Center Arts Association shall be named as additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor, including automobiles owned, leased, hired or borrowed by the Sponsor.”**

WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY

- Workers’ Compensation Statutory
- Employers’ Liability
 - Each Accident \$100,000
 - Disease – Each Employee \$100,000
 - Disease – Policy Limit \$500,000

1. Policy shall contain a **waiver of subrogation** against the **City of Phoenix and Phoenix Center Arts Association**.