



Applications should be mailed to Heritage Festivals 180 W. 1<sup>st</sup> Street, Suite C Yuma, AZ 85364  
Applications may also be faxed to 928-782-6911 Attention Teri Ingram

## Vendor Rules and Regulations

1. Tables, Chairs, Booth Frames and Extension Cords will not be provided.
2. All booths must be professional in appearance. Minimum requirements must include a 10X10 canopy, or "Pop-up" shade structure. All tables must have a tablecloth and skirting draped to the floor on three sides. Booth must display professional signage which identifies the business/organization, product (s) and pricing.
3. Electricity is limited and will be assigned on a 'first come, first serve' basis according to when deposit and/or payment for said festival/event has occurred; **cost for electricity is \$15.00.**
4. **All vendors** are required to possess a current, general liability certificate of insurance, in the amount of **\$1,000,000.00** naming **Yuma Visitor's Bureau DBA Heritage Festivals and the City of Yuma, Arizona as additional insured.**
5. All food vendors, including non-profits, are required to have a Class ABC fire extinguisher and must have submitted a completed **"TEMPORARY AND SPECIAL EVENT FOOD SERVICE APPLICATION"** with the Yuma County Health District. Food vendors must comply with all health laws, ordinances, and regulations of Yuma County and City of Yuma, **ADDITIONAL FEES MAY APPLY**. For more information, please directly contact the Yuma County Health District at (928) 317-4584 and/or the City of Yuma Fire Department at (928) 373-4850.
6. All food vendors, including non-profits, must adhere to published **"GUIDELINES FOR TEMPORARY AND SPECIAL EVENTS FOOD AND DRINK CONCESSIONS"**, as set forth by the Yuma County Health District.
7. **FOOD VENDORS**--Food permit, issued by the Yuma County Health District, must be visibly posted inside the concession booth
8. It is mandatory that all booths be completely set up **ONE** hour before the event and all vehicles **MUST** be off Main Street Plaza One hour before event opening-- This is an insurance company requirement.
9. **Set up is after 12:00pm, the day prior to festival/event opening, unless states otherwise for said event.**
10. Vendor spaces will be clearly marked; vendors are required to stay within these markings.
11. **Vendors must unload vehicle and remove vehicle off the street/plaza prior to setting up booth.**
12. Vendors will not be allowed to drive on the plaza area until the event is over; meaning **AFTER 3:00 p.m.** last day of festival.
13. All vendors are responsible for cleaning up their booth area during and at the close of the event.
14. No leftover food, cooking oils, or grease will be dumped into trashcans or planter areas – dumpsters will be available at a designated location ~~ check booth placement map.
15. Consumption and/or possession of alcoholic beverages by vendors and/or workers are prohibited. Vendors will be held responsible for any violations.
16. All items to be sold at booth must be indicated on application. Heritage Festivals must be notified of any changes at least 48 hours prior to festival/event. "Sale" and "Mark Down", etc. signs are not allowed. **There are no exceptions!** Should changes in the items to be sold occur without required approval, suspension of the right to set-up a booth for any future events may occur.
17. Electrical outlets are numbered and you will be assigned a number for your booth. Vendors are not allowed to share electrical outlets; this is a safety compliance issue. Electrical appliances, such as heaters, will not be allowed in the booth.
18. **NO REFUNDS** will be given to vendors who do not show up for festival/event.
19. **CANCELLATIONS/REFUND:** Heritage Festivals will credit vendor account to be used in future shows (upon approval), only if notice is given two weeks prior to said event. Refund checks will be issued under certain circumstances only.
20. Heritage Festivals reserves the right for placement of all booths and product. **Only completed and approved applications, with all required documents and photos** will be considered for booth placement. **ALL BOOTH PLACEMENTS ARE FINAL!**
21. The sponsors of this event will not be liable for any liabilities whatsoever for the failure to fulfill conditions under which the event is being produced; due to natural causes, act of God, or any other causes beyond the control of Heritage Festivals.
22. No spaces will be held without pre-payment of a minimum of \$50.00 deposit and **completed and approved application, with all required documents and photos. Deposits are non-refundable and non-transferable.** Full payment is due one-week prior to event. No applications will be accepted after one week prior to scheduled festival/event, without Visa, Master Card or certified funds.
23. **RV Parking:** RV parking will be allowed at a pre-designated area in the "Northend". RV parking is primitive; hence no facilities will be available. RV parking fee covers for duration of said festival (1 night prior to event opening and must vacate site on the last day of festival). RV parking fee is \$25.00 and must be paid via check or money order, made out to the City of Yuma. Upon submission of RV parking fee, vendor will receive a parking pass, which **MUST be conspicuously displayed on/in window.** Vehicles not in compliance **WILL** be towed at the owner's expense.



180 W. 1<sup>st</sup> Street Suite C Yuma, AZ 85364  
 928-782-5712 928-782-6911 Fax  
[www.yumaheritage.com](http://www.yumaheritage.com)

Yuma Lettuce Days Festival  
 March 11<sup>th</sup> 12<sup>th</sup> 13<sup>th</sup>, 2011

Company/DBA \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers \_\_\_\_\_ E-Mail / Website \_\_\_\_\_ AZ Tax ID \_\_\_\_\_

Please include a contact number for use during festivals

All vendors must provide a certificate of liability insurance with the following named as additional insured:

**Yuma Visitors Bureau dba Heritage Festivals and  
 The City of Yuma, Arizona**

All vendors must also provide their AZ Tax ID number as well as certificate of insurance with each application.

Check the appropriate box for your requirements:

10' x 10' \$225.00  10' x 20' \$325.00 Each additional 10' x 10' space is \$100.00

Please indicate additional size needed \_\_\_\_\_

There is a \$15.00 charge for electricity. Available power on Main Street is 110 volts / 15amps. Do you require electricity? \_\_\_\_\_

Food court vendors please see information sheet for additional power details.

Overnight RV space is available please see festival information sheet for details.

Do you require RV space? \_\_\_\_\_ RV license plate number and state: \_\_\_\_\_

Complete list of items to be sold. All applications are reviewed for quality and duplication. We require three photographs, one of your booth set up and at least two of the items to be sold. We are not able to return photos.

Main item sold: \_\_\_\_\_

Additional items to be sold: \_\_\_\_\_

I \_\_\_\_\_ representing \_\_\_\_\_ have read the rules and regulations pertaining to this application. I/We also understand that any violation of the rules and regulations could result in a suspension of my/our right to set up a booth at this and/or any future event held by Yuma Crossing National Heritage Area and Heritage Festivals.

Signature of individual or organization's representative: \_\_\_\_\_ Date \_\_\_\_\_

To be filled out by Heritage Festivals Staff			
Booth Fee	_____	Booth Size	_____ Space Number _____
Electric Fee	_____	RV Parking Payment	Permit # _____
Sub-Total	_____		
Deposit	_____	Check # _____ Cash _____	
		Credit Card	_____ Exp. _____ CVV # _____
		Approval #	_____
Balance Due	_____	Check # _____ Cash _____	
		Credit Card	_____ Exp. _____ CVV # _____
		Approval #	_____
Adjustments	_____		