



# ARIZONA ASIAN AMERICAN ASSOCIATION

Presents

## 22<sup>nd</sup> Annual ARIZONA ASIAN FESTIVAL

2 - 3 December, 2017

Scottsdale Civic Center Plaza (go to East Side to 75<sup>th</sup> St)  
3939 N 75<sup>th</sup> St, Scottsdale, Arizona 85251

### VENDORS' APPLICATION FORM (Deadline is November 15<sup>th</sup>, 2017)

Company's Name:		
Responsible Party's Name:		
Mailing Address:	City:	State: Zip:
Phone: ( )	Fax:( )	Email Address:
<b>Food Booths (Temporary Event Permits Required) – Water Sales are now Permitted</b>		
<input type="checkbox"/> \$550	10'x10' Canopy + Electric Connection (includes 4 sidewalls, 2 tables, 2 chairs)	\$
<input type="checkbox"/> \$400	Space ONLY + Electric Connection (Vendor supplies canopy, sidewalls, tables, chairs, etc)	\$
<b>(Bring 100 ft extension cord and tape – Please use approved receptacles for dumping waste)</b>		N/A
<b>Non Commercial or Commercial Booths/Tables (City Tax Permits Required)</b>		
<input type="checkbox"/> \$300	10'x10' Canopy (includes 1 table, 2 chairs)	\$
<input type="checkbox"/> \$150	Table only (1 - 8-foot table, 2 chairs) --LOCATED in designated areas ONLY	\$
<b>Non-Profit Organizations Booth/Tables (Registered NON PROFIT)</b>		\$
<input type="checkbox"/> \$200	10'x10' Canopy (includes tables, chairs)	\$
<input type="checkbox"/> \$100	Table only + (2 chairs, one 8' table) --LOCATED in designated areas ONLY	\$
<b>Extras / Discounts</b>		
<input type="checkbox"/> \$20	Extra for each sidewall cover	Extra Sidewalls Requested _____ \$
<input type="checkbox"/> \$25	Extra for each extra table	Extra Tables Requested _____ \$
<input type="checkbox"/> \$5	Extra chairs each	Extra Chairs Requested _____ \$
<input type="checkbox"/> \$35	Extra for one electric connectivity (bring your own 100' extension cord and tape/covers)	\$
<input type="checkbox"/> \$70	Discount for vendor supplying approved canopy or substitute (non-food booth)	\$
<input type="checkbox"/> \$60	Discount for food vendor serving ONLY shaved ice, ice cream and/or approved beverage	\$
<b>Pay via website (<a href="http://www.aaa-az.org">www.aaa-az.org</a>) or mail form with check (see below)</b>		<b>Grand Total</b> \$

Complete description of the items to be displayed or selling \_\_\_\_\_

**Please Note: Booth Location will be determined on a first fully paid vendor, first served basis as determined by the AAAA vendor committee. You may offer your top 3 preferences here \_\_\_\_\_**

I, \_\_\_\_\_, have read and agree to abide by the Arizona Asian Festival rules and regulations. I hereby release and hold harmless Arizona Asian Festival, City of Scottsdale, Scottsdale Cultural Council, the Arizona Asian American Association and all other event sponsors from any and all liabilities, including, but not limited to, theft, personal injury, bodily injury, strike, public enemy, or act of God and to indemnify them for all damages arise from my conduct of the event. I also acknowledge that I have the option to request to sell regional, national, cultural or exotic beverages for no extra charge.

\_\_\_\_\_  
Signature (Applicant must sign)

\_\_\_\_\_  
Date

**Please pay on our website:** [www.aaa-az.org](http://www.aaa-az.org)

**Or, Make check payable to: AAAA.** Please mail application and check to: Al Carstens

3826 N 87<sup>th</sup> St, Scottsdale AZ 85251; email: [alcarst9@gmail.com](mailto:alcarst9@gmail.com), cell: 623-363-8970

Please visit our website for more information and instructions. [www.aaa-az.org](http://www.aaa-az.org)

# ARIZONA ASIAN AMERICAN ASSOCIATION

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## 22<sup>nd</sup> Annual Arizona Asian Festival

December 2-3, 2017

Scottsdale Civic Center Plaza (go to East Side to 75<sup>th</sup> St)

3939 N 75<sup>th</sup> St, Scottsdale, Arizona 85251

### VENDOR'S RULES AND REGULATIONS

1. A non-refundable vendor fee for the full amount shall be paid with the completed application. Please make checks payable to "AAAA". This fee includes the set-up and rental of the requested space and furniture.
2. The vendor committee must approve, in writing, any alteration and/or exceptions to the booth or space location. Examples include, but not limited to, using personal canopy, sides, umbrellas, etc.
3. Sale of water, sodas, regional, national, cultural or exotic beverages can be requested at no additional fee.
4. All goods displayed or sold must meet acceptance by the Arizona Asian Festival Committee prior to the event.
5. The Arizona Asian Festival Committee, Scottsdale Civic Center or City of Scottsdale shall not handle, nor care for, or act as custodian of any equipment or property at the event, and shall not be liable for any loss or damage to such property. Any special storage needs should be discussed with the coordinator prior to the event.
6. No country flags (or foreign political symbols) allowed without approval except those of the USA, the State of Arizona and/or the City of Scottsdale.
7. It will be the responsibility of each vendor to follow applicable local, state, federal and the Arizona Asian Festival Rules and Regulations, and to maintain safe working conditions. Scottsdale Civic Center staff may stop any hazardous activities or the use of a particular piece of equipment, which they deem unsafe.
8. **All Food and beverage vendors (including free offerings) are required to obtain a Temporary Food Establishment Permit for Maricopa County. Permits should be obtained at least 7 days prior to the event.** Please visit the following web site for details and application form:  
<http://www.maricopa.gov/EnvSvc/EnvHealth/Forms.aspx>
9. **Scottsdale requires a Transaction Privilege Sales Tax registration. For details please go to:**  
<http://www.scottsdaleaz.gov/taxes/sales-tax>
10. Each vendor is responsible for the maintenance and cleanup of his/her own area. The facility must be left in the condition in which it was found. Any cleanup assessment by the city of Scottsdale of a vendor booth shall be paid by the same vendor.
11. All booth/table spaces must remain open according to the published schedule, unless approved, in writing, by the Festival Committee Chair: Saturday 10 AM to 5 PM and Sunday 10 AM to 5 PM.
12. The electricity that is ordered allows only one outlet connectivity. Please bring your own 100' extension cord and tape, rug or other means of securing it across foot traffic areas.
13. All vendors are to comply with the following set-up regulations and schedules for setup (unloading) and take down (loading), which are scheduled for the event:
  - (a) Setup hours will be 6:00 to 9:00 AM. No vehicles allowed on sidewalks. Be prepared to cart all items to/from booth location. Volunteer assistance may be available. Vehicles MUST be removed from the area by 9:30 AM. Vendors may choose to setup on Friday prior to the event from 3 to 6 PM
  - (b) Vendors are required to have their booth location ready to serve customers no later than 9:30 AM on Saturday and Sunday
  - (c) Security will be provided during the day and at night and throughout the festival.
  - (d) Take down and clean-up of the facility are to begin at 5 PM Sunday. Policing the area around the vendor booths is expected throughout the festival.
14. I hereby agree and consent to allow The Arizona Asian American Association to photograph and videotape the above-named person for advertising and publicity purposes and I waive all claims for any compensation for such use or for damages.

For additional information, please visit AAAA website [www.aaa-az.org](http://www.aaa-az.org), or call Al Carstens @623-363-8970, Email: [alcarst9@gmail.com](mailto:alcarst9@gmail.com).