

Checklist for Food Vendors



Arizona Asian American Association

2019 ARIZONA ASIAN FESTIVAL, Nov. 16-17

3939 N 75th St, Scottsdale Civic Center Mall

1) MUST obtain all permits for operation: **Please send Permit Number to me ASAP**

Health Permit: **a Temporary Food Establishment Permit for Maricopa County. Permits should be obtained at least 7 days prior to the event to avoid a LATE FEE.** A Health Inspector will visit your booth possibly on BOTH days.

Please visit the following web site for details and application form:

<https://www.maricopa.gov/3976/Special-EventsFarmers-Markets>

Food handlers/manager licenses

Scottsdale requires a Transaction Privilege Sales Tax registration. For details please go to:

<http://www.scottsdaleaz.gov/taxes/sales-tax>

- 2) **All Food Vendors, incl. Food Trucks MUST enter parking lot from NORTH side from 1st Ave.**
- 3) Vendor without trucks please unload quickly and exit to 75th St and park outside of the parking lot.
- 4) Food Trucks stop in North parking lot as a staging area prior to being directed to park in your space
- 5) FRIDAY: Set-up time is after 3PM or Saturday from 6:30-9:30AM. Festival is open 10-5PM Sat and Sunday.
- 6) SATURDAY: Food Trucks - Please arrive EARLY (by 7AM) to secure your spot as they need to be parked in order. Please wait in the staging area in the North Parking Lot of the park until called for.
- 7) MUST remove all vehicles from Food Court by 9:30AM. Park on 75th St (outside of parking lot)
- 8) Barriers are required to separate cooking area to public walkways.
- 9) Water is available on the SE side of City Hall building.
- 10) Electrical connectivity will be provided from the park outlets or ProEm – Make sure to provide Maximum Amps required and voltage (110V or 220V) + Pics of you electrical plugs (James Park @ 602-730-5688). 50 Amp MAX
- 11) NO Ice delivery due to unreliable service in the past
- 12) Dumpster is provided at the North end for all waste material. Please leave area the same as when you arrive.
- 13) PLEASE Leave Your Space CLEAN – A \$200 minimum fee will be assessed by the Civic Center if the area does not pass inspection.
- 14) No Dumping of any waste water, oil, grease or any other substances. A fee will be assessed by the civic center if the area does not pass inspection.
- 15) Please be prepared to open for business at 10AM and remain open until 5PM Saturday and 10AM-5PM Sunday. MUST BE PROMPT each day to open for business or exclusion for next year is possible