



FRIENDS OF HORSESHOE PARK

ROOTS N' BOOTS

QUEEN CREEK



2017 Vendor Packet

Dates: Fri, March 17 – Sun, March 19, 2017
Event Location: Horseshoe Park & Equestrian Centre
20464 E Riggs Rd, Queen Creek, Arizona 85142
www.RootsNBoots.org

APPLICATION REVIEW AND APPROVAL

Friends of Horseshoe Park will examine and approve all applications based on initial information provided. ****UPON APPROVAL**** vendors will receive information by email that is critical to successful booth operation regarding health and fire regulations, maps, parking information and confirmation. All vendors conducting sales must provide their Arizona Transaction Privilege Tax (ATPT) number on the application.

*While preference is always given to returning vendors, the Vendor Chair reserves the right to place vendors for the benefit of the event. All decisions made by the Vendor Chair are final.

Mail completed Application and payment to:
Friends of Horseshoe Park, Attn: Vendor Chair.
PO Box 1062, Queen Creek, AZ. 85142

Early Application Due Date: December 31, 2017
Late Applications may be accepted after December 31, 2017, with a Late Fee.

VENDING TYPES

FOOD/BEVERAGE VENDORS – Vendors will go through a selection process to ensure the best selection of food/product is available at the event. You will be notified after final review. Full refunds are given on all vendors not selected. Food Vendors will be given the opportunity to purchase soda and water from the RnB Soda concessionaire at RnB cost. However, **ALL ICE MUST BE PURCHASED FROM RnB.**

BUSINESS and CRAFT VENDORS: Sales are limited to those items listed on the application (please attach a list of items and prices) and approved by Friends of Horseshoe Park. Vendors may not subcontract space or allow any other entity to sell, display and/or publicize materials or products from their space. Vendors must list all items they are requesting to sell, display or give away (including balloons) on the vendor application. ***Be specific.***

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GENERAL INFORMATION

SPACES: – Vendor spaces are limited. The use of additional space is not allowed. Sales must be made from the front of the space; side and rear sales are prohibited. **Event spaces are 10' x 10' (\$325) or 10' x 30' (\$375).** Vendors are responsible for their own set up and clean up and for bringing their own equipment to operate their own business (e.g. cords, lights, tables, chairs). Friends of Horseshoe Park will not provide any supplies (e.g. cords, lights, tables, chairs). Vendors **MUST** remain behind the Paseo ribbon curb (i.e. fire lane) or they will be moved.

LIABILITY: Friends of Horseshoe Park assumes no liability for refunds for any other liabilities for failure to fulfill the terms and conditions of this contract if for any reason the event is interrupted or cancelled due to rain, wind, fire, public enemy, an act of God or any other calamity.

PARKING: Vendors will be allowed one (1) parking space as close to the vendor space as permissible. Vendors who will require special parking needs (including oversized vehicles and wheelchair access) need to give notification in advance.

POWER: Access to event power may be purchased **until sold out**. Vendor must provide own lights and extension cords. Two options for power are:

- \$75 gets one 110v/20a outlet **during the hours RnB is open**
- \$150 gets one 110v/20a outlet **24/7** from vendor check in until vendor checkout (these are **very limited** and access is on a first come/first serve basis, reserved for food vendors located in a specific area, if you are not sure you will be there, please email me for clarification)

RECYCLING AND WASTE MINIMIZATION: In concern for the environment and to reduce waste, vendors are requested to make every effort to minimize the amount of waste generated from their booth.

REFUND POLICY: There will be no refunds for any reason if the event is interrupted or cancelled due to rain, wind, fire, public enemy, an act of God or any other calamity. *Vendors who do not attend the event and fail to notify Friends of Horseshoe Park in advance will be prohibited from future vending.*

SIGNAGE: Vendor signs must be professional and understandable.

LOAD IN: Vendor Load In will be on Wednesday, **March 15, 2017 from 3:00 pm until 6:00 pm** unless otherwise stated. Please arrive **within** this time and check in upon arrival to get your assigned spot. Vendor locations ARE NOT assigned on a first come – first served basis.

SET UP: Vendors need to bring any transportation devices needed to transport items from their vehicle to their designated vendor space location. No vehicles may drive onto the gravel, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other designated person(s).

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HOURS OF OPERATION: All booths must be staffed, operational and ready for inspection 30 minutes prior to the event start time. Vendors will not be allowed to close down operations or depart from the event site before the completion of the last event unless there is an emergency or an inspection has not been passed and the vending manager has been contacted. **Food vendors are requested to be open**

- **Thursday night, March 16, 2017 (Community Barrel Race and Roping) and Friday Morning, March 17, 2017 (PRCA rodeo slack and Special Kids Rodeo)**

TAKE DOWN: All equipment and supplies must be taken down at the end of the event. Booths will not be allowed to remain up after the event concludes nor taking down prior to event close. No vehicles may drive onto the gravel, rock or landscape of the park for any reason unless approved and attended by a parks maintenance supervisor or other designated person(s). ****DO NOT TAKE DOWN BOOTH PRIOR TO END OF EVENT!!**

CLEANLINESS: Vendors must keep the area inside and outside their event space clean. Unapproved dumping will result in a cleanup charge. If using grease, vendors must dispose of it in sealed containers.

VENDOR TIMES: All vendors must be up and running:

- **Thursday - 7:00pm to 10:00 pm (Food Vendors - for Community Barrel Race & Roping)**
- **Friday - 7:00 am - 10:00 pm (Food Vendors - for PRCA Slack and Special Kids Rodeo)**
- **Friday - 3:00 pm to 10:00 pm (All vendors)**
- **Saturday - 9:00 am to 10:00 pm (All vendors)**
- **Sunday - 10:00 am to 6:00 pm (All Vendors)**

**VENDORS ARE NOT PERMITTED TO SHUT DOWN PRIOR TO END TIME.
VENDORS WHO CLOSE EARLY WILL NOT BE CONSIDERED THE
FOLLOWING YEAR.**

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Please Mark Booth Selection:

___ \$325.00 **10x10 area** (circle one) **TENT** or **TRAILER**

___ \$375.00 **10x30 area** (circle one) **TENT** or **TRAILER**

Please Mark Power Option:

___ No Power Needed

___ \$75.00 for one 110v/20a outlet **during event hours** of Roots N Boots

___ \$150 for one 110v/20a outlet **24/7 (Food Vendors located near covered arena, limited)**

Will you be selling out of a trailer?

___ YES (Length and Width)_____

___ NO

TOTAL AMOUNT DUE: \$_____

Signature of Vendor
Representative_____

Date_____

I understand that my signature hold me responsible for the information included in all four pages of this application and its regulations.

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PAYMENT INFORMATION

Check / Money Order # _____ Payable to Friends of Horseshoe Park

Full amount to be charged on card _____

Credit Card # _____

Exp Date _____

3 Digit CVV Code _____

4 Digit Code on AMEX _____

Please Circle One: **Visa** **Master Card** **American Express** **Discover**

Name on
Card _____

Billing Address
of Card

Card Holder
Signature _____

Mail Payment and Application to:

**Friends of Horseshoe Park, Attn: Vendor Chair
PO Box 1062
Queen Creek, AZ. 85142**

- ALL APPLICATIONS AND PAYMENTS MUST BE POSTMARKED BY DECEMBER 31, 2017.
- ALL PAYMENTS MUST BE RECEIVED WITH COMPLETED APPLICATION & RECEIPT OF APPLICATION DOES **NOT** GUARANTEE YOU WILL BE A CHOSEN VENDOR.
- IF PAYMENT IS NOT INCLUDED OR YOUR APPLICATION IS INCOMPLETE, YOUR VENDOR APPLICATION WILL NOT BE CONSIDERED.
- MAPS AND OTHER INFORMATION AVAILABLE AT www.qcrodeo.org