

# 2018 Vendor Packet

**Dates: Fri, March 16 – Sun, March 18, 2017**  
**Event Location: Horseshoe Park & Equestrian Centre**  
**20464 E Riggs Rd, Queen Creek, Arizona 85142**  
[www.RootsNBoots.org](http://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 with Check and/or Money Order to :**  
**Friends of Horseshoe Park, Attn: Vendor Coordinator**  
**PO Box 1062**  
**Queen Creek, AZ 85142**

**EMAIL Completed Application (Credit Card Payment only) to:**  
**Vendors@friendsofhorseshoepark.org**

**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.**

## 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) or 10' x**

**40' (\$400)** 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**)

**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 14, 2018 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).

**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 on**

- **Thursday night, March 15, 2018 (Community Barrel Race and Roping) and Friday March 16, 2018 (PRCA rodeo slack and Special Kids Rodeo)**

**VENDOR HOURS of OPERATION:** 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 FOLLOWING YEARS.**

**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.

The Vendor agrees to pay the sum (per selected booth and power options) for the lease space at Horseshoe Park & Equestrian Centre, during the 2018 Roots N' Boots Queen Creek. The **vendor is responsible** for all the applicable licenses, insurance, health certificate(s) taxes and/or fees (**all will be verified**) and the vendor will be liable for any damages that might be caused by the vendor or any of their employees.

Furthermore, the vendor releases Horseshoe Park & Equestrian Centre, Friends of Horseshoe Park and 2018 Roots N' Boots Queen Creek, from all liabilities and agrees that no refund whatsoever will be made by Horseshoe Park & Equestrian Centre, Friends of Horseshoe Park and/or 2018 Roots N' Boots Queen Creek for loss, fire, inclement weather, etc. The vendor also fully understands that Horseshoe Park &



**Please Mark Booth Selection:**

- \$325.00 **10' x10' area** (circle one) **TENT** or **TRAILER**
- \$375.00 **10' x 30' area** (circle one) **TENT** or **TRAILER**
- \$400.00 **10' x 40' 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

There is a \$25.00 LATE FEE if postmarked or emailed after DEC 31, 2017

**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.

## PAYMENT INFORMATION

Check / Money Order # \_\_\_\_\_ Payable to Friends of Horseshoe Park

**Credit Card Payment Option: Upon APPROVAL of Vendor Application, you will be provided with an APPROVAL CODE to enter when making your online payment. That approval code MUST match the code given to you by the Vendor Coordinator. DO NOT make a vendor payment WITHOUT written vendor approval or the correct approval code. If payment is made without approval, a return service fee of \$25.00 will apply.**

Credit Card Payments will be made at : [shop.friendsofhorseshoepark.org](http://shop.friendsofhorseshoepark.org)

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PO Box 1062  
Queen Creek, AZ 85142**

**EMAIL Application (Credit Card Payment only) to:**

**[Vendors@friendsofhorseshoepark.org](mailto:Vendors@friendsofhorseshoepark.org)**

- ALL APPLICATIONS AND PAYMENTS MUST BE POSTMARKED BY DECEMBER 31, 2017, OR LATE FEES APPLY.
- CORRECT APPROVAL CODE MUST BE USED FOR VENDOR PAYMENT OR THERE WILL BE A **RETURN SERVICE FEE OF \$25.00** TO REFUND ANY UNACCEPTED VENDOR APPLICATION PAYMENTS.
- ALL PAYMENTS MUST BE RECEIVED IN FULL WITH CORRECT APPROVAL CODE & RECEIPT OF APPLICATION DOES NOT GUARANTEE YOU WILL BE A CHOSEN VENDOR.
- IF PAYMENT IS NOT PROVIDED AFTER APPROVAL AND/OR BEFORE EVENT, OR YOUR APPLICATION IS INCOMPLETE, YOUR VENDOR APPLICATION WILL NOT BE CONSIDERED.
- MAPS AND OTHER INFORMATION AVAILABLE AT [www.qcrideo.org](http://www.qcrideo.org)