

2023 Roots N' Boots Queen Creek Cowboy Christmas & NFR Viewing Party Vendor Packet

Friday December 8 from 4pm until 9:30pm &
Saturday, December 9 from 11am until 9:30pm

Location: Horseshoe Park & Equestrian Centre (HPEC)
20464 E Riggs Rd, Queen Creek, Arizona 85142
RootsNBoots.org/cowboy-christmas

APPLICATION REVIEW AND APPROVAL

Friends of Horseshoe Park (FOHP) and HPEC staff will examine and approve applications based on initial information provided. ****UPON APPROVAL**** vendors will receive information 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, we reserve the right to place vendors for the benefit of the event.

Payment by Check or Money Order:

Mail Completed Application with Check and/or Money Order to :
HPEC, Attn: Cowboy Christmas
20464 E Riggs RD
Queen Creek, AZ 85142

Payment by Credit Card:

EMAIL Completed Application (but NOT your CC info) to:
cowboychristmas@friendsofhorseshoepark.org
Payment done at the FOHP Online Store, when directed and as explained below.

Application Due Date: November 1, 2023, or until all spaces have been rented.

RnB Cowboy Christmas - GENERAL INFORMATION

VENDING TYPES

FOOD 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 vendor fee is \$100 per day, and either or both days may be requested. Preference will be given to those who will be onsite both days.

NON-FOOD VENDORS: Sales are limited to those approved items listed on the application (please attach a list of items and prices). 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. ***Please be very specific.***

SPACES: – Vendor spaces are inside Arena 1, unless selling from a trailer is required, in which case these will be outside Arena 1. 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 12' x 12' (\$150), and up to 36' (3 spaces) can be purchased.** 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). Supplies will not be supplied (e.g. cords, lights, tables, chairs). Vendors **MUST** remain in their specified location and space.

REFUNDS: Refunds cannot be guaranteed 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: There will be no parking fee, or entry fee, for this event. Once load in is complete, vehicles must be parked in the overflow parking lot (map to be provided).

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

- \$25 gets one 110v/20a outlet **during event hours**

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 Friday, **Dec. 8, 2023 between 7am and 2pm. You will be assigned a specific load in time during which you can drive into Arena 1, if your booth is in that location.** 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.

RnB Cowboy Christmas - GENERAL INFORMATION

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 as follows.**

- **Friday – 4:00 until 9:30pm, or when the NFR streaming is finished, if earlier**
- **Saturday - 11:00 until 9:30pm, or when the NFR streaming is finished, if earlier**

TAKE DOWN: All equipment and supplies can be removed after 9:30pm on Saturday Dec. 9 and before noon on Sunday Dec. 10. ****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.

Liquids (including water and ice) **MAY NOT** be dumped on the Arena 1 floor.

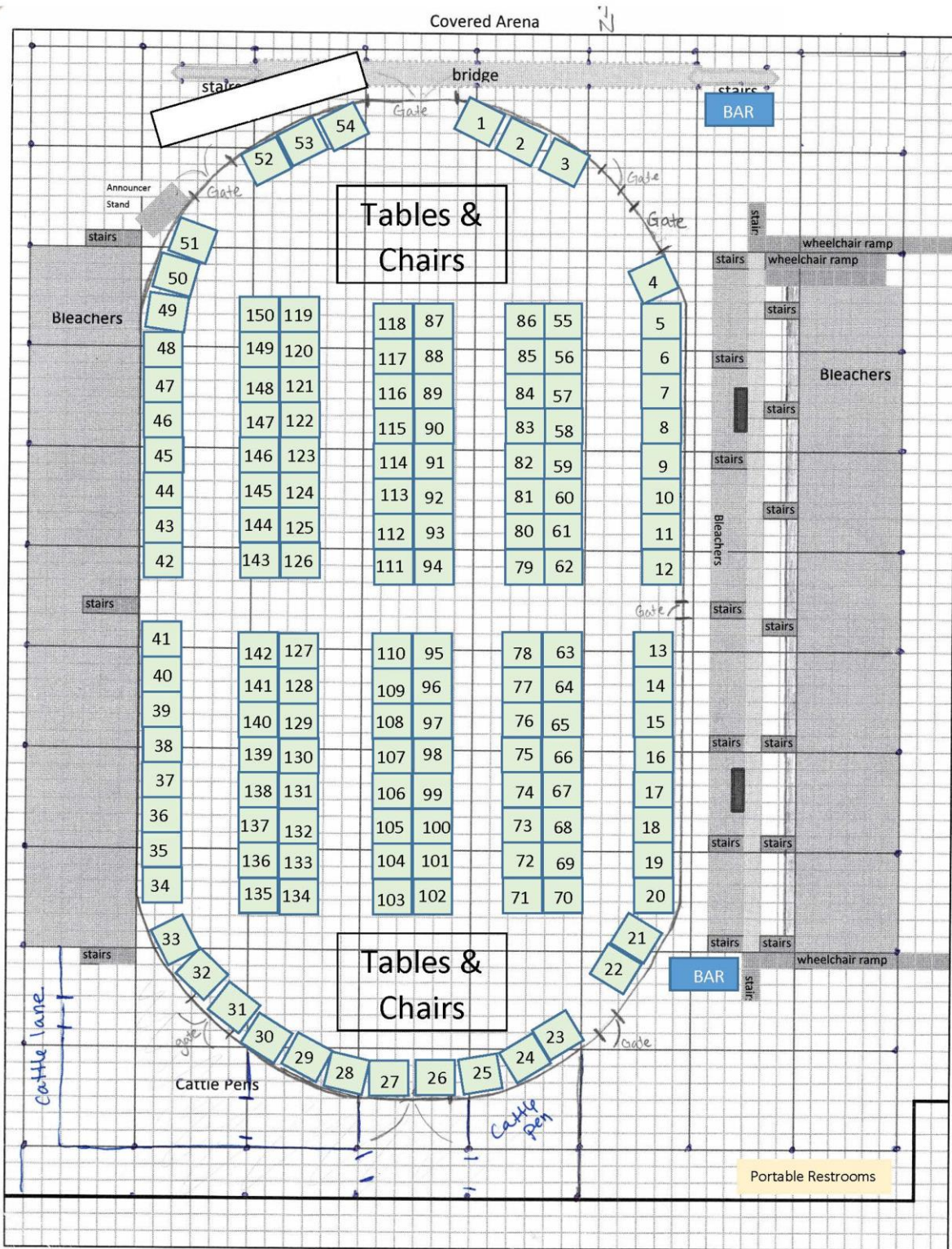
AGREEMENT: The Vendor agrees to pay the sum (per selected booth and power options) for the lease space at Horseshoe Park & Equestrian Centre, during 2023 Roots N' Boots Queen Creek Cowboy Christmas. The vendor is responsible for all the applicable licenses, insurance, health certificate(s) taxes and/or 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 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 Roots N' Boots Queen Creek for loss, fire, inclement weather, etc. The vendor also fully understands that Horseshoe Park & Equestrian Centre, Friends of Horseshoe Park and/or Roots N' Boots Queen Creek reserves the right to cancel this contract at any time with monies not refundable.

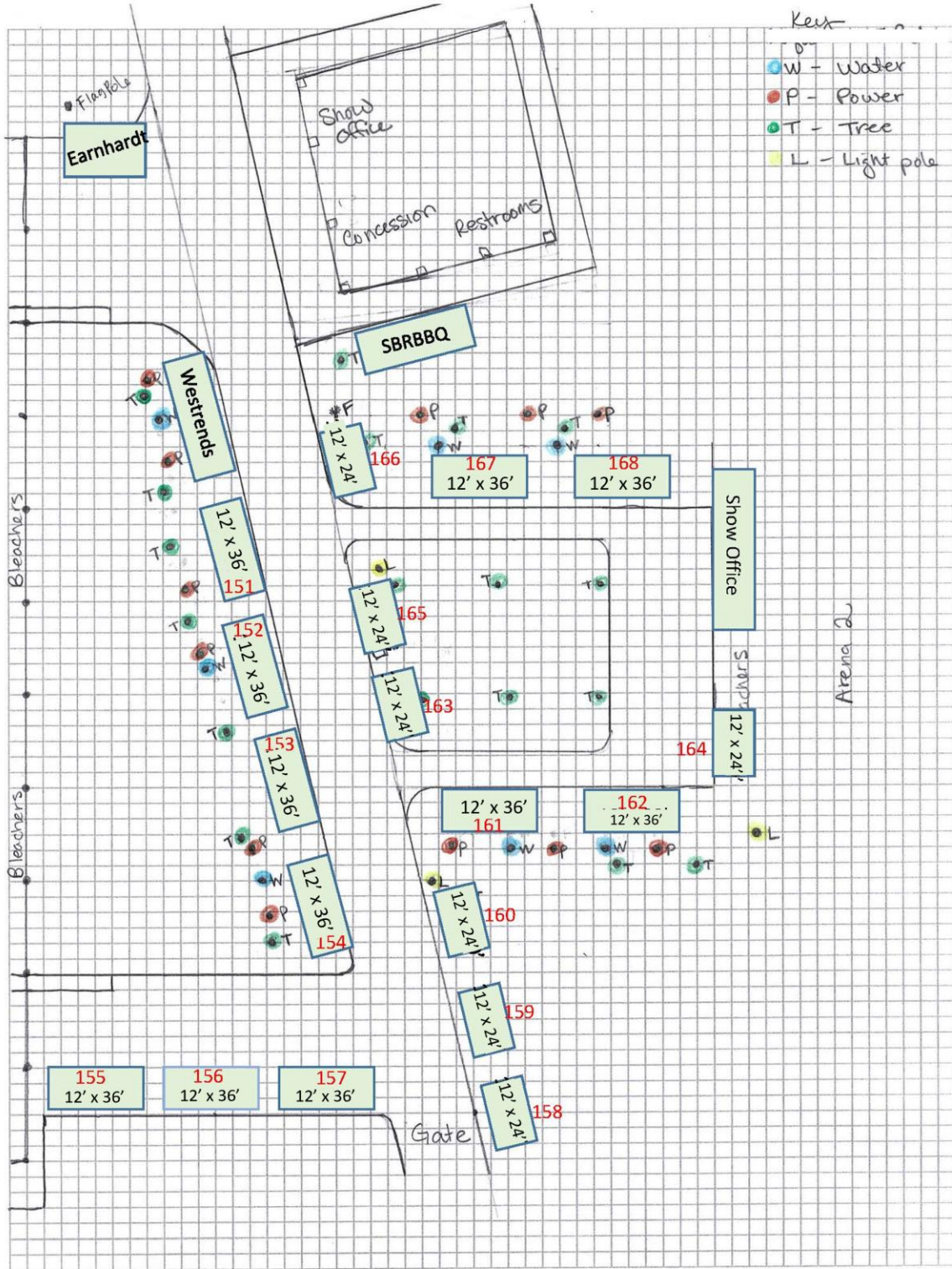
GENERATORS: Generators are not permitted.

LAYOUT: An example layout of the Arena 1 floor and Paseo are shown below. The arena floor will be packed, as it is for shows such as Vintage & Vino. This is an example layout and some details may change.

RnB Cowboy Christmas - GENERAL INFORMATION



RnB Cowboy Christmas - GENERAL INFORMATION



RnB Cowboy Christmas - VENDOR APPLICATION

Business Name: _____

Address: _____

Contact Person(s): _____

Type of Business: _____

Email: _____ Mobile: _____

- Food Vendor applicants please attach a menu. No outside drinks or ice.**
- Non-Food (Merchandise) vendors please provide a complete, detailed, legible list of items being sold.**

How did you hear of this event? _____

List of items being sold: (Attach another sheet if necessary)

BOOTH DETAILS

Please Mark Booth Selection:

___ \$150.00 12' x12' area

___ \$300.00 12' x 24' area

___ \$450.00 12' x 36' area

_____ Amount of Loadin time required (in 15 minute increments)

Please Mark Power Option:

___ No Power Needed

___ \$25.00 for one 110v/20a outlet **during event hours**

Merchandise Trailer:

___ \$300

Food Truck Trailer: Check which day(s)

___ \$100 Friday

___ \$100 Saturday

_____ Health Permit Number

TOTAL AMOUNT DUE: \$ _____

Signature of Vendor

Representative _____

Date _____

I understand that my signature holds me responsible for the information and regulations included in all 8 pages of this application, including my agreement to purchase ice and Pepsi products from Horseshoe Park & Equestrian Centre.

PAYMENT INFORMATION

Pay by Check or Credit Card

Upon APPROVAL of Vendor Application, mail your Check / Money Order # _____
Payable to Friends of Horseshoe Park

Payment by Check or Money Order:

Mail Completed Application with Check and/or Money Order to :

HPEC, Attn: Cowboy Christmas

20464 E Riggs RD

Queen Creek, AZ 85142

A \$25 service fee will be assessed for returned checks.

Pay by Credit Card

Upon APPROVAL of Vendor Application, you will be provided with an APPROVAL CODE to enter when making your online payment.

Credit Card Payments will be made at :

<https://rootsnboots.org/product/rnb-cowboy-christmas-vendor-fees/>

Payment by Credit Card:

EMAIL Completed Application (but NOT your CC info) to:

cowboychristmas@friendsofhorseshoepark.org

Make payment at the FOHP Online Store (above), once you receive the verification code.

NOTES

- APPLICATIONS ARE DUE BY 1 NOVEMBER, 2023, OR UNTIL FULL
- RETURNED CHECKS WILL INCUR A **RETURN SERVICE FEE OF \$25.00**.
- RECIEPT 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 EVENT INFORMATION IS AVAILABLE AT RootsnBoots.org/cowboy-christmas/.
- ICE SOLD OR USED AND DRINKS SOLD DURING ROOTS N' BOOTS QUEEN CREEK COWBOY CHRISTMAS MUST BE PURCHASED FROM HORSESHOE PARK & EQUESTRIAN CENTRE.