2027 Roots N' Boots Queen Creek

Vendor Packet

Dates: Wednesday, March 16 – Sun, March 21, 2027
Event Location: Horseshoe Park & Equestrian Centre
20464 E Riggs Rd, Queen Creek, Arizona 85142
RootsNBoots.org

APPLICATION REVIEW AND APPROVAL

Friends of Horseshoe Park (FOHP) 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.

Payment by Check or Money Order:

Mail Completed Application with Check and/or Money Order to:
Friends of Horseshoe Park, Attn: Vendor Coordinator
PO Box 1062
Queen Creek, AZ 85142

Payment by Credit Card:

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

Application Due Date: January 1, 2027
Late Applications may be accepted after January 1, 2027, 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. Drinks sold or used must be purchased from Friends of Horseshoe Park, but ice is optional

NON-FOOD 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. ***Please be very 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. **NOTICE OF FEE INCREASE as of 2027: Event spaces are 10' x 10' ($425), 10' x 20' ($500), 10' x 30' ($550) or 10' x 40' ($600**) **Vendors are responsible for their own set up, power, and clean up and for bringing their own equipment to operate their own business** (e.g. Generators, Power banks, cords, lights, tables, chairs). Friends of Horseshoe Park will not provide any supplies (e.g. Generators, Power banks, cords, lights, tables, chairs). Vendors **MUST** remain off the Paseo asphalt (i.e. fire lane) or they will be moved.

NOTE: Trailers will not be allowed to be parked behind vendor spaces.

POWER: As of 2027 and moving forward, we will NOT have any access to event power. You must provide your own power, your own lighting sources, cords, etc.

Personal generators are allowed HOWEVER personal generators will only be allowed if they meet the criteria for our Fire Department. They must be quiet (Inverters preferred), they must NOT let off any gas fumes or be obnoxious with smell or sound. They are to be kept 5' away from your vendor booth- put in the BACK of your vendor tent space and fenced off or blocked off from the public. If you are a food truck, you must provide your own Generator/Power, and the same rules apply except you are allowed to have an onboard generator as most food trucks do. This is allowed as long as they are also not noisy.

- **It is the responsibility of the vendor to have the correct electrical source for your need as we will no longer be providing power sources or any power adapters/cables/connectors for use.**

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.

- **Tuesday- Optional (OPTIONAL -All Vendors) Roping at 5pm**
- **Wednesday – To Be Determined**
- **Thursday - To Be Determined**
- **Friday - To Be Determined**
- **Saturday - To Be Determined**
- **Sunday - To Be Determined**

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

LOAD IN: Food Vendor and Large Truck/Trailer Load In will be on Monday March 15th, 2027, starting at **6pm (No Earlier)** and Tuesday March 16th, 2027, starting at 7am (No Earlier). All other vendors may start loading in Tuesday at 9am (No earlier). **Large Trucks/Trailers will load in first by appointment only with Megan.**

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, they are planned and mapped in advance.**

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).

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!!**

GENERAL INFORMATION

FAMILY ATMOSPHERE: Roots N' Boots Queen Creek is a family-oriented event, and as such we do not allow political, divisive or vulgar content in any way. Friends of Horseshoe Park reserves the right to remove, modify and/or close any booth, banner or product which does not meet these standards.

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 canceled due to rain, wind, fire, public enemy, an act of God or any other calamity.

PARKING: Vendors will be allowed **two (2) parking permits** as close to the vendor space as permissible (vendor section up on the hill). Vendors who will require special parking needs (including oversized vehicles and wheelchair access) need to give notification in advance by email to Megan please.

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 canceled 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.*

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.

SIGNAGE: Vendor signs must be professional and understandable.

AGREEMENT: The Vendor agrees to pay the sum (per selected booth and power options) for the lease space at Horseshoe Park & Equestrian Centre, during the 2027 Roots N' Boots Queen Creek PRCA Rodeo. 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. (***Please write legibly***)

Friends of Horseshoe Park Roots N' Boots Queen Creek 2027 3

VENDOR APPLICATION

Business Name: _____

Address: _____

Contact Person(s):_____

Type of Business: _____

Social Media handles: _____

Email: _____Mobile: _____

- **Food Vendor applicants please attach a menu. Bringing any drinks for sale from outside will result in your not being asked back. We are a PEPSI Only facility. PEPSI products will be purchased on site. Vendors may bring in ice or purchase onsite.**

- **Non-Food (Business/Craft) vendors please provide a complete, detailed, legible list of items being sold.**

FOOD VENDOR PERMIT #_____

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

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VENDOR APPLICATION

BOOTH DETAILS

Please Mark Booth Selection:

___ $425.00 **10' x 10' area** (circle one) **TENT** or **TRAILER**

____$500.00 **10' x 20' area** (circle one) **TENT** or **TRAILER**

___ $550.00 **10' x 30' area** (circle one) **TENT** or **TRAILER**

___ $600.00 **10' x 40' area** (circle one) **TENT** or **TRAILER**

Please Mark Acknowledgment for Power:

___ I agree to provide my OWN power sources for this event

___ I Do NOT Need power and will not be bringing any power sources

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 1, 2026

TOTAL AMOUNT DUE: $_____

Signature of Vendor Representative_____

Date_____

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I understand that my signature holds me responsible for the information and regulations included in all 6 pages of this application, including my agreement to purchase Pepsi products from Friends of Horseshoe Park.

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.

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NOTES

- ALL APPLICATIONS AND PAYMENTS MUST BE POSTMARKED BY DECEMBER 1, 2026, 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 OF 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 EVENT INFORMATION IS AVAILABLE AT RootsNBoots.org.
- DRINKS SOLD OR USED DURING ROOTS N' BOOTS QUEEN CREEK MUST BE PURCHASED FROM FRIENDS OF HORSESHOE PARK DBA ROOTS N' BOOTS QUEEN CREEK ONSITE, AND WILL BE PEPSI PRODUCTS. ICE MAY BE BROUGHT IN OR PURCHASED ONSITE.