



**JUNETEENTH CELEBRATION  
VENDOR APPLICATION**

**Saturday, June 15, 2024**

**2 – 7 p.m.**

**Instructions:** Complete all areas of the vendor application. Submission does not guarantee approval as a vendor or participation in the Community Juneteenth Celebration. Vendors will be selected at the discretion of the City of Scottsdale. Applicants who do not support or represent the intent of Juneteenth will not be selected to participate. **Incomplete forms will not be approved.**

**NAME** \_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DAYTIME PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**ORGANIZATION STATUS:** Non-Profit    Corporate Vendor    Retail Vendor    Educational Institutional

**BUSINESS DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

**PRODUCTS OR SERVICES PROVIDED** \_\_\_\_\_

\_\_\_\_\_

### VENDOR TABLE INFORMATION

- All vendors are allotted one (1) table and two (2) chairs. Vendors are responsible for any additional equipment. To request additional rentals, please contact Carter Koziol at [Carter@solutionsaz.com](mailto:Carter@solutionsaz.com).

### FEE SCHEDULE

	<u>Indoors</u>	<u>Outdoors</u>
Nonprofit organizations (information only)	\$100.00	\$50.00
Educational Institutions (information only)	\$100.00	\$50.00
Retail Vendors	\$150.00	\$100.00
Corporate Vendors (non-sponsors)	\$250.00	\$200.00

**\*\*All fees must be paid by June 5, 2024.**

**Complete this section if you are a nonprofit organization.**

Non-Profit ID #: \_\_\_\_\_

Description of activity or display: \_\_\_\_\_

Select one: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

\*see power information on page 4

**Complete this section if you are an educational institution.**

Tax ID #: \_\_\_\_\_

Description of activity or display: \_\_\_\_\_

Select one: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

\*see power information on page 4

**Complete this section if you are a retail vendor. All vendors must be registered with the City of Scottsdale.**

Enclose photos of items that will be sold and include price list. \*Items may not be changed once submitted

Tax ID #: \_\_\_\_\_

Description of activity or display: \_\_\_\_\_

Select one: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

\*see power information on page 4

**Complete this section if you are a corporate vendor (non-sponsor).**

Tax ID #: \_\_\_\_\_

Description of activity or display: \_\_\_\_\_

Select one: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

\*see power information on page 4

**POWER INFORMATION**

Power to be provided by City of Scottsdale Juneteenth Celebration. **No generators allowed.**  
Please list *all* items requiring electricity with their amperages:

Item: _____	Amps: _____	Item: _____	Amps: _____
Item: _____	Amps: _____	Item: _____	Amps: _____
Item: _____	Amps: _____	Item: _____	Amps: _____

**\*Vendor is responsible for supplying their own extension cord for power.**

I, (print your name) \_\_\_\_\_ as the authorized agent for the above-named organization, agree to hold the City of Scottsdale, and Volunteers harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the City of Scottsdale Juneteenth Celebration site. I also understand that the City of Scottsdale, and Volunteers will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. **I also certify that the above-named organization is in compliance with all State health regulations and, if applicable, operations are appropriately permitted by Maricopa County (602-506-6978).**

I understand that this application is subject to acceptance by the City of Scottsdale Juneteenth Celebration Committee and that the Committee's decision is final.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: Vendor applications, attachments, requested permits/licenses and payment must be received no later than June 5, 2024.** Please return completed form to [juneteenth@scottsdaleaz.gov](mailto:juneteenth@scottsdaleaz.gov).

**PAYMENT:** Applications will not be processed unless payment is received by **June 5, 2024.**

<p><b>MAKE PAYABLE TO:</b></p> <p><b>Entertainment Solutions</b> Enter <b>Juneteenth Celebration Vendor Fees</b> in the memo line</p> <p><b>MAIL PAYMENT TO:</b> Entertainment Solutions, Inc. 7542 E Camelback Road Scottsdale, AZ 85251</p> <p>Please remit payment with your application. <b><i>Only BANK ISSUED certified check or money orders will be accepted.</i></b></p>	<p style="text-align: center;"><b><u>FEE SUMMARY</u></b></p> <p style="text-align: right;">Booth Fees \$ _____</p>     <p style="text-align: right;"><b>TOTAL DUE \$ _____</b></p>
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**Questions?** Please email [Juneteenth@scottsdaleaz.gov](mailto:Juneteenth@scottsdaleaz.gov)

**Sales and Sales Tax**

- All participating Vendors are required to collect and pay appropriate City of Scottsdale (1.75%), Maricopa County (.7%) and Arizona state (5.6%) sales tax on all items sold. Exhibitors must obtain and display a valid City of Scottsdale and State of Arizona Retail Sales tax license throughout the duration of the festival or the concessionaire will not be permitted to operate the Space and all fees will be forfeited.
  - For more information and to obtain a City of Scottsdale Retail Sales tax application, please contact the City of Scottsdale Tax and Licensing Office at (480) 312-3111 or visit <https://www.scottsdaleaz.gov/taxes>.
  - Arizona Department of Revenue licenses are available on-line at [www.aztaxes.gov](http://www.aztaxes.gov).
- All vendors must include proof of insurance once space has been confirmed. The following entities **MUST** be included as additionally insured, **City of Scottsdale, City of Scottsdale Juneteenth Celebration, and Entertainment Solutions, Inc.** You, the vendor must incur all insurance costs. You must have a minimum of \$1,000,000 for general liability and product liability. City of Scottsdale, City of Scottsdale Juneteenth Celebration and Entertainment Solutions, Inc. are held harmless from all claims arising out of your operation of product sales.

**Set up and Break Down**

- All space assignments are the final decision of the City of Scottsdale Juneteenth Celebration Committee. Space assignments are made based upon exhibit flow and requirements. The City of Scottsdale Juneteenth Celebration Committee reserves the right to change space assignments as

necessary.

- Vendors are required to be set up by 1 pm on Saturday, June 15, 2024. Load-in may begin at 10 a.m.
- You will receive an email the week prior to the event with specific loading and unloading instructions. Vendors must only use designated drop-off zones for loading and unloading. Parking is not allowed in the drop-off zones.
- All vendors will be required to tear down their own spaces following the event. Tear down will begin 7 p.m. on Saturday, June 15, 2024. Vendors may not tear down earlier than 7 p.m. Each assigned space must be left in the same condition in which it was found. All waste must be disposed of properly.
- Storage will not be available before, during, or after the event.

### **Fire and Safety**

- Vendors must obey all fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety and must not nail, staple, or otherwise affix anything to walls, the ground, or any part of the exhibit area.
- Employees, volunteers, and exhibitors are not allowed to bring or consume alcohol during the event.