



City of Casa Grande
Community Services Department
Special Event - Vendor Application

Contact Information - Please Print

Name: _____ DBA: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____
 Email: _____ Website: _____

AZ Sales Tax / TPT #: _____

City Business License #: _____

Event Selection - Select All That Apply

Viva Grande (Sept. 26, 2015) **Deadline: Sept 4, 2015**

Fees (Fee are listed per event)

Type	Qty	Fee	Total
10' x 10' Space		@ \$100.00	\$
Add. 10' x10'		@ \$50.00	\$
Total			

Payment Method: Make Check Payable to "City of Casa Grande"

Cash Money Order Check # _____ Credit Card _____
 Visa MasterCard Exp. Date _____ **Total Enclosed: \$** _____

Description (Please list all items you plan to sell, display or give away.)	Price

Attention: Please Read Carefully

AZ State Sales Tax/Transaction Privilege Tax: All vendors selling items are required to have/obtain an AZ Sales Tax number which must be included with the vendor application

Permits/Licenses: Vendors are responsible for obtaining the necessary permits and licenses to operate and/or sell at City of Casa Grande special events. Food vendors are required to submit an application for a Temporary Event Food Booth with Pinal County Health Department. Please include the Temporary Event Food Booth application with your Vendor application. Vendor applications will not be accepted without proper licensing and permits.

Refunds: There will be no refunds issued.

Completed Applications: A completed application and all fees must be received **by the deadline date** for the event you are registering for. Applications are considered complete when all licenses/permits, payments and necessary documents are received. Vendors will be accepted on a first come, first served basis. Limited spaces are available. Submission of a vendor application does not guarantee a vendor space. Vendors will be notified of their acceptance by the event coordinator.

Booth Space: Placement of vendor space is not guaranteed and is at the discretion of the event staff. Only the space is provided. All vendors must be self contained. Vendors may not subcontract space or allow any other entity to sell, distribute, display or publicize materials or product from their space.

Vendor Items: The City of Casa Grande reserves the right to deny/remove any vendor items that are deemed objectionable by event staff. Vendor items are limited to items listed on the vendor application and approved by the City of Casa Grande.

I, (print your name) _____ as the authorized agent for the above named organization, agree to hold the City of Casa Grande 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 event site. I also understand that the City of Casa Grande will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of festival 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 Pinal County. All applications are subject to acceptance by the City of Casa Grande, which decision is final. I understand that that my signature holds me responsible for the information included in this application and its regulations.

I hereby state that I have read, understand and agree to comply with all event regulations. I understand that failure to abide by these rules could result in probation and/or exclusion from all future City of Casa Grande events.

Signature _____ Date _____

Mail Application: 404 E. Florence Blvd. Casa Grande, AZ 85122 **Phone:** (520) 421-8760 **Fax:** (520) 421-8705

Office Use: App Rcvd: _____ Accepted: Yes / No Business License: _____ Food Permit: _____ COI: _____ Fee Enclosed: _____
 Notes: _____