



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

2023 Heritage Festival Food Vendor Application

Please return application and signed agreement of terms to:

Museum of Northern Arizona
Heritage Program
3100 North Fort Valley Road, Flagstaff, AZ 86001

- I HAVE READ THE TERMS AND CONDITIONS FOR THE 2023 HERITAGE PROGRAM FESTIVAL. I AND ALL PERSONS ASSOCIATED WITH MY BUSINESS/ORGANIZATION SHALL COMPLY WITH THE TERMS AND CONDITIONS HEREIN.

- 2023 Heritage Festival, June 23 – June 25

Dated this _____ day of _____, 2023

Business/Organization Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone (Day): _____ Phone (Evening): _____

Fax: _____

Email: _____

Contact Name: _____

Contact Signature: _____

PLEASE NOTE

- If you were selected as a vendor last year, it does not guarantee your acceptance this year.
- The Museum of Northern Arizona reserves the right to place vendors on the Museum grounds according to the event layout. All vendors must submit a list of selling items. In the event of an excessive number of “same kind” menus, the Museum reserves the right to request an applicant/vendor to change or alternate selling items. **Vendors may sell similar items (i.e. bottled water, chips, soda, frybread, ice cream, etc.). Similar items do not denote similar menus.**

ITEMS TO BE SOLD INCLUDING PRICES (OR ATTACH MENU):

Business Name: _____

Size of setup: _____

Number of vendor employees: _____

PLEASE NOTE The Museum will not process fees until vendor has been accepted. Application fees are non-refundable.

REFUND POLICY If the withdraw is made 60 days or more prior to the first day of the event, the vendor will receive a 50% refund on the booth fee; if it is made 59 days or less from the first day of the event, no refunds are available as all funds are committed to event production, promotion, and marketing. All refund requests must be made in writing and received by our office via email or mail. Please site reason for withdraw.

Application Payment to Include:

Single booth fee (15' by 20')

2023 Heritage Festival \$200 Total \$_____

Method of Payment

- Cashier's Check
- Money Order
- Cash
- Card

Card Number: _____

Name on Card: _____

Expiration Date: _____

Billing Address: _____

Security Code: _____

Make payable to the Museum of Northern Arizona.

We do not accept personal checks

Arizona TPT License

The necessary form is the State of Arizona Form JT-1, Arizona Joint Tax Application. This form is to be filed with the State of Arizona, not sent to MNA with your festival application. Any TPT applications sent to the Museum will be shredded for your protection. We have been told it can take several weeks for the state to process an application, so we encourage you to apply well in advance of your festival if you do not already have a state issued TPT license which includes the city of Flagstaff.

PLEASE NOTE Both the State of Arizona and the City of Flagstaff has the right to audit any event & check for proper licensing of vendors. We encourage you to have your license with you at your booth during the festival weekend.

Additional information regarding this change can be found on the State of Arizona Department of Revenue website [www.azdor.gov/TransactionPrivilegeTax\(TPT\)](http://www.azdor.gov/TransactionPrivilegeTax(TPT))

Vendor Terms and Conditions

Please read the following and sign below to indicate your agreement to abide by and follow the terms and conditions listed herein.

- A. The Museum of Northern Arizona (MNA) presents the annual Heritage Festival for the public and reserves all rights as producers. Any reproduction, rebroadcast, or commercial use of any portion of the event, in whole, or part, in any form, without permission of MNA is strictly prohibited.
- B. Vendors shall submit the required documents and materials with COMPLETED application.
- C. All vendors must take down and remove booth and clean area by 7:00 p.m. Sunday evening of Heritage Festival weekend. Please communicate with the Festival Manager, Claudine Taillac if you need to leave early or of any other change in plans.
- D. All business or other activity for which the exhibitor has rented space must be conducted within the designated booth space ONLY. No distribution, canvassing, handing out fliers, nor vending of any kind may be done outside of the designated rented booth space area.
- E. THE SALE OF ALCOHOL IS FORBIDDEN.
- F. SECURITY: MNA is not responsible for items left inside or outside of booth at any time.
- G. Food vendors must have menus with price posted legibly and visibly to the general public at all times. Use of glass to serve food is expressly prohibited. With this application all food vendors must provide a detailed list of food to be sold. **Once a menu is submitted to MNA, Vendor may not add additional items to be sold without MNA's written consent.**
- H. ELECTRICITY: Very limited electricity is available at the event. We will only provide electricity to food vendors as we can and as requested on this application. Food vendors are not charged for electrical use. The electricity available will be 120 v AZ on a 20 amp circuit breaker. Vendors must provide their own extension cord of at least 100' long.
- I. WATER: MNA will provide a spigot and a drain for waste water to be shared by all vendors. Vendors can take water directly from the spigot or provide their own hose for potable water. Spigot water should not be used for drinking water. NO waste water of any kind should be disposed outside of the provided drain, vendor is responsible for any waste.
- J. CHECK IN/Set Up/Take Down: Vendor check in will be at 12:00 pm on Friday of Heritage Festival event weekends unless alternate arrangements have been made with Heritage Program staff. **Booths must be operational by 2:00 pm on Friday. Booths must be operational by 10:00 am and remain open until 5:00 p.m. on Saturday and 4:00 pm on Sunday of the Festival weekends.** The fire lane at the North entrance should be kept clear at all times.
- K. GARBAGE: All garbage must be taken to the dumpsters at ALL TIMES during the event. All vendors are responsible for the disposal of any trash. Boxes must be broken down and taken to the dumpster

location. Vendors must supply their own containers and plastic bags for their location, including recycling bins. Ask MNA facilities personnel for instruction on proper disposal of trash and recycling. **Additional fees may be charged by MNA if food vendor leaves behind garbage at their designated booth space.** All vendors are responsible for the breakdown and cleanup of their setup.

L. Vendors will protect the black top from grease/oil stains by laying down a protective cover (cardboard, tarp, etc.) in areas where either vendor staff or customers may spill grease/oil. Vendors must take all grease/oil off Museum premises. It will be the responsibility of the Vendor to completely clean any and all oil or grease stains they cause on MNA's premises.

M. All electrical equipment and appliances must conform to the *UNIFORM FIRE CODE OF COCONINO COUNTY OR ANY STATE REGULATED STANDARDS*.

N. PERMITS: Vendor is required to obtain and display all necessary permits and/or licenses in order to operate on the Festival grounds and must have a copy of Coconino County food permit on site. **City of Flagstaff requires a tax license for all vendors. City of Flagstaff Sales Tax office 928.779.7685.** If you are forced to close by any government agency for failure to obtain and display your necessary permits and/or licenses, MNA is not liable and will not refund ANY fees.

O. INSURANCE: VENDOR MUST PROVIDE PROOF OF GENERAL LIABILITY INSURANCE.

P. Final approval and acceptance of permissible items for sale at MNA will be included with your confirmation letter.