



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

2023 Thirsty Thursday Food Vendor Application

Please return application and signed agreement of terms to:

Museum of Northern Arizona
Public Programs
3100 North Fort Valley Road, Flagstaff, AZ 86001

I am applying for:

- ☐ May 18, 2023
- ☐ June 15, 2023
- ☐ July 20, 2023
- ☐ August 17, 2023
- ☐ September 21, 2023

Business/Organization Name: _____

Mailing Address: _____

City, State & Zip Code: _____

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

Email: _____

Contact Name: _____

Contact Signature: _____

ITEMS TO BE SOLD (OR ATTACH MENU):

Business Name: _____

Size of setup: _____

Number of vendor employees: _____

Vendor Payment Information

Vendor Fees	Price	Total
Vendor Space 15'x20'	\$50	\$
Vendor Deposit	\$50 (refundable)**	\$
**Refund available if vendor adheres to outlined terms and agreements	Payable to: Museum of Northern Arizona NO PERSONAL CHECKS ACCEPTED	Total \$ _____ (Application + Booth Fees)

REFUND POLICY If the withdraw is made 30 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 15 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.

Method of Payment (PLEASE NOTE the Museum will not process fees until vendor has been accepted)

☐ Cashier's Check
 ☐ Money Order
 ☐ Cash
 ☐ Credit Card

Paying with Credit Card:

Card Number: _____

Name on Card: _____

Expiration Date: _____

Billing Address: _____

Security Code: _____

Please make any cashier checks or money orders payable to the Museum of Northern Arizona.

We do not accept personal checks

☐ I HAVE READ THE TERMS AND CONDITIONS FOR THE THIRSTY THURSDAY FOOD VENDOR APPLICATION. I
 AND ALL PERSONS ASSOCIATED WITH MY BUSINESS/ORGANIZATION SHALL COMPLY WITH THE TERMS AND
 CONDITIONS HEREIN.

Contact Signature: _____ Date: _____

For Office Use Only

Vendor Contact Name: _____

Vendor Fee \$ _____

Deposit \$ _____

Total: \$ _____

_____ Cashier's Check

_____ Money Order

_____ Cash

_____ Credit Card

Application date received _____ by _____

A Completed Application Will Include:

- A copy of your Coconino County food permit.
- Arizona Tax license (City of Flagstaff Sales Tax office 928-779-7685)***
- Proof of liability insurance

***All vendors wishing to do business in Arizona must apply through the state to obtain a state TPT license. 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 the event if you do not already have a state issued TPT license which includes the city of Flagstaff. Both the state and the City of Flagstaff have the right to audit an event to check for proper licensing of vendors, so we encourage you to have your license with you at your booth.

Vendor Terms and Conditions

Please read the following and indicate your agreement to abide by and follow the terms and conditions listed herein by signing the attached application.

A. The Museum of Northern Arizona (MNA) presents the Thirsty Thursday Series 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 9:00 p.m. the day of the event. Please call the Public Programs Manager, Darvin Descheny, at 928.863.8101 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, you 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. Set Up/Take Down: Vendors may begin set up as soon as 2pm the day of the event. **Food vendors must be operational by 5p.m. on Thursday evening** and remain open until 8 p.m.

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. **Vendors will not be refunded for their \$50 deposit if food vendor leaves behind garbage or any other trash/waste 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: You are required to obtain and display all necessary permits and/or licenses in order to operate on the Museum grounds. Must have 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: YOU 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.