

# **PRINT**

## **MESA OLD WEST DAYS 2011 (09/30/11)**

**Friday and Saturday – Nov. 11th & 12th**

**129 West Main St. - Mesa, Arizona 85201**

### **VENDOR APPLICATION AND EVENT RULES**

#### **General Information**

Mesa Old West Days (MOWD) is a western style family oriented event filling a city block or more, adjacent to the old town Main Street shopping district, plus a large parking area, with vendors selling western related arts, crafts, merchandise and foods. Music and entertainment will be provided all day long, plus cowboy shootouts, games, children's rides, and a costume contest. Everything associated with this event is expected to be in an "old west" style, including dress. Yes, that includes food vendors.

#### **SCHEDULE/Set-up times**

Event Hours: Set-up Friday November 11th 7:00 A.M. - 11:00 A.M. Friday event hours: 12:00 Noon to 9:00 P.M. Saturday November 12th vendor hours are 9:00 A.M. to 5:00 P.M. Booths should not close until 5:00 P.M. Saturday. Teardown will begin at 5:00 P.M. Saturday and vendors are expected to stay open until that time.

No vehicles within roped off festival area during event unless they are an integral part of your display/business. Vendor free parking lot will be available at Northeast corner of 1<sup>st</sup> St. & MacDonald.

#### **BOOTH SPACE FEES: PLEASE MAKE CHECKS/MONEY ORDERS PAYABLE TO MOWD.**

##### **Merchandise Vendors — 10' x 10' space**

Application postmarked by **Sept. 1<sup>st</sup> 2011: \$100.00**

Application postmarked after **Sept. 1<sup>st</sup> thru Nov. 1<sup>st</sup> 2011: \$150.00**

##### **Food/Ride Vendors — 15' x 15' space**

Application postmarked by **Sept. 1<sup>st</sup> 2011: \$250.00**

Application postmarked after **Sept. 1<sup>st</sup> thru Nov. 1<sup>st</sup> 2011: \$300.00**

**We have eliminated "cowboy bucks" ticket sales for Food/Ride vendors along with the percentage of your sales going back to MOWD. Your sales belong to you (and the tax folks!!) We hope this will make a much more convenient and pleasant experience for your event participation. Plus we've added tables & chairs.**

## **MERCHANDISE**

- The MOWD Committee shall be the sole judge as to whether an item is suitable according to the general rules and regulations of the event. Merchandise must conform to western and cowboy related materials.
- No Stolen merchandise, working firearms, ammunition, drugs or material unsuitable for family viewing are permissible on the event site including anything offered for sale or brought to the site by attendees. Violators may be removed from the event immediately.

## **OPERATIONS**

- The committee reserves the right to change or substitute vendor spaces for the good of the fair and to allow multiple vendors of the same or similar items. Food vendors may apply for exclusivity upon application.
- All event photography done by MOWD becomes the property of MOWD and may be used in media and advertising for future events.

## **ELECTRICITY, WATER, TRASH, & BOOTHS**

- No booths, chairs, tables, water or individual trash cans or bags will be provided. You must bring your own.
- . There may be some access to city electricity, but must be requested at time of application to insure access at your booth. First come first served. Power is limited to 15 amps. If your equipment blows city circuit breakers, they cannot be used.
- Low amperage Generators may be used if they are very quiet and if they can be located where they are safe for the public (cords taped to the street) and do not bother other vendors. Noisy generators will NOT be allowed. MOWD "quiet" generators may be available. Inquire.
- Electrical Cords must be heavy-duty commercial grade and must be taped down to street with duct tape.
- . Trash dumpsters are provided near the Festival site, with smaller receptacles along the street.
- All safety and fire regulations must be observed.
- Each vendor is responsible for cleanup of their space. Food vendors should have a 3 place sanitary sink arrangement to meet local health codes.
- Vendor area may have trees and if so will limit height of signs and banner to 8 ft. high.

**(Rules continue on reverse)**

## **PERMITS & LICENSES**

- Each vendor is responsible for their own insurance, City of Mesa, and State of Arizona licenses and permits. Food vendors MUST send their current Health Department/Food Handler permit applications to the Old West Days Committee upon acceptance as a vendor. Maricopa County WILL inspect all food booths for code compliance.

. A copy of your Certificate of Insurance naming MOWD as additionally insured MUST be supplied with all applications.

- All vendors who are required to have resale numbers are responsible for collecting City of Mesa and Arizona sales taxes.

### **DRESS**

This event is to celebrate the cowboy/western history of Mesa. All vendors are expected to wear western style clothing, old west style if at all possible. Cowboy shirts, hats, and jeans at a minimum. NO t-shirts and shorts, please!

### **PARKING IS FREE (So is admission!)**

- There are several large city parking lots available adjacent to the event area, free for vendors and customers.

### **ACCEPTANCE/SPACE ASSIGNMENT**

- Vendors space location will be first come, first served per the postmark on the application. Once booths have been assigned, vendors cannot request changes to booth location.

### **INDEMNITY**

•The applicant agrees that it is his/her responsibility to carry appropriate insurance. He/she agrees that the MOWD Committee will not be held liable under ANY circumstances for ANY legal damages. The MOWDC assumes no responsibility for any loss, damage, injury or claim arising out of the participant's acts or omissions in the MOWD Festival.

•The applicant further agrees to hold the MOWD Committee harmless from any claim arising out of the applicant's entry, acts, or omissions in said Mesa Old West Days Festival or any accident, injury or damage involved therein, including but not limited to attorney fees and court costs.

- MOWD assumes no responsibility for any loss, damage, injury, or claim associated with this event.

### **APPLICATION INFORMATION**

WHAT TO INCLUDE.

- Completely filled out application & signed rules form. Be as specific as possible on description of booth/merchandise.
- A self-addressed, stamped envelope for Fair confirmation.
- Payment in full. Personal or business checks and money orders will be accepted.  
of your Certificate of Insurance naming Mesa Old West Days as additionally insured.

. A copy

Business/Organization \_\_\_\_\_ e mail: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (    ) \_\_\_\_\_

State License # \_\_\_\_\_ Food handler certificate supplied? # \_\_\_\_\_

Number of Spaces Requested \_\_\_\_\_ Non-Food \_\_\_\_\_ Food \_\_\_\_\_

Specific description of booth and products to be sold (Food vendors list menu - photos must be included).

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Space Fee \$ \_\_\_\_\_ 8 foot Tables @ \$12 ea. # \_\_\_\_\_ Chairs @ \$5 ea. # \_\_\_\_\_ Total fees Enclosed \_\_\_\_\_

Your application will be considered after you have completed this form and signed below. Once a Vendor has been accepted, there will be no refunds of vendor fees. The No Refund Policy includes situations in which the event is canceled as a result of factors beyond the control of the Event organizers, including but not limited to, war, weather, terrorist act, natural disaster, or order of any Civil or Military Authority. Such situations are beyond the control of the Event organizers and Vendors accept the risk of loss in such a situation. The Event will NOT be canceled because of rain. Lastly, if you have any questions or concerns call us and give us a chance to help you where we can. This is an all volunteer event and we are trying to do our best for both the vendors and the merchants of Mesa. But we don't know everything, and are willing to help make this fun for everyone.

I have read the above and agree to the terms and agree to abide by the rules & regulations stated above.

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

**Mesa Old West Days LLC - Attn: Event Coordinator – 129 West Main St. Mesa, Arizona 85201**

**Festival Hot Line: (480) 307-5649 MOWD Phone: (480) 898-3878**