



Arizona Aloha Festivals, Inc.

P.O. Box 24237
Tempe, Arizona 85285
Tel: 602-697-1824
Fax: 602-288-7028
www.azalohafest.org

Aloha!

Mahalo for your interest in the 24th Annual *Arizona Aloha Festival*, to be held March 10 - 11, 2018.

Please read the “Merchandise Vendor Application” and the “Merchandise Vendor Regulations for Participation” carefully. Changes may have been made.

- The updated 2018 Regulations spell out city or other rules we must all follow and give instructions and tips about preparing your space, trash disposal, loading/unloading, parking, and the other details that make a successful event.

How vendors are selected:

- Please review the '**Fees, deposits and deadlines**' section of the Regulations to learn more about the vendor selection process.

Purchasing appropriate booth space:

A policy took effect in 2015 in response to concerns of the Tempe Fire Department, numerous complaints from survey respondees (the public), and complaints from vendors themselves. Please note:

- The damage deposit is meant to cover damages to tents, the park, or other items used during the event, not to imply you have purchased extra space.
- Vendors that extend beyond their purchased space will be billed for the extra space used. A photo will be provided to you to provide documentation for the calculation of the bill. Once the bill has been paid, the vendor may resume participation in future Festivals.
- We regret having to impose this policy, but The Festival must plan the Park space use carefully to comply with City of Tempe regulations, ensure all vendors have a chance to be viewed by potential customers without being blocked, and provide a good and safe experience for Festival attendees.

NOTE: The tax collection system in Arizona underwent changes that began in 2017 with the state taking over the administration and collection of sales taxes for the cities. You can obtain the required licenses online once you are accepted as a vendor. The instructions will be provided with your acceptance letter. Obtaining the tax license and the payment of the required fee are your responsibility. If the tax license is not obtained or if you have failed to file your tax return from the previous year, you may be denied participation in the Festival. You would not receive any booth fee refund if the city or state disallows your participation.

We look forward to working together with our vendors and performers to continue to make the Arizona Aloha Festival the best Polynesian festival in the west.

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Merchandise Vendor Regulations for Participation 2018 Arizona Aloha Festival

General Festival info	
Theme	ALL foods, products, services and entertainment chosen are to reflect the culture of Hawaii and/or the South Pacific Islands.
Hours of operation	<i>Arizona Aloha Festival</i> hours are 10 a.m. to 5 p.m. Merchandise booths must be set up and ready to open by 9:30 a.m. and must be open until 5p.m.
Items reserved by the Festival	The Festival reserves the right to sell official licensed goods such as t-shirts and any other <i>Arizona Aloha Festival</i> logo or 'official' items. The Festival also reserves the right for all soda (cupped, bottled or canned) and bottled water sales. Sales of these items are prohibited by any vendor.
Fees, deposits and deadlines	<p>Potential vendors must enclose the fees in advance and in full at the time of application. Please see application form for fee schedule and deadlines. Incomplete applications will be returned and the new postmark will apply, if resubmitted.</p> <p>Complete applications postmarked by November 13, 2017 will be sent to committee and reviewed first. Applications received after that date will be reviewed only if space is available after the completion of the first review.</p> <p>All checks will be deposited upon receipt of the application and must clear before the application is reviewed. Depositing the check does not guarantee a space in the Festival!</p> <p>Checks are to be made out to: Arizona Aloha Festivals, Inc. Payments and applications must be sent to the return address listed on the application. Applications and payments made to other locations will not be accepted and will be returned without processing and review.</p>
Show us your products	All applications MUST enclose a list of proposed products. Photos of proposed products increase your chance of acceptance as many times the Committee can't figure out what you want to sell and will pass over the app for one that clearly shows what they want to sell. If you point to a web page as your example, please be clear which products are being proposed for the event.
Permits and Licenses	<p>All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.</p> <p><i>Arizona Aloha Festivals, Inc. is required to provide a list of vendors to the State of Arizona and the City of Tempe for sales tax collection purposes. You will be denied participation in the Festival if you have not filed the required forms and payment. Additionally, the City of Tempe requires the Festival to not allow any vendor to participate in the 2018 Festival if a vendor is not current on city sales tax obligations from 2017 or previous years. Booth fees are not refunded if the city or state refuses to allow you to participate. The Festival cannot allow you to set up for the event if both the city and state do not clear you. Booth fees will not be refunded if the city or state disallows your participation. Sometimes they tell us last minute, and we can't let you set up if this happens. Please take care of your obligations once you are accepted into the event.</i></p> <p>NOTE: The tax collection system in Arizona underwent changes that began in 2017 with the state taking over the administration and collection of sales taxes for the cities. You can obtain the required licenses online once you are accepted as a vendor. The instructions will be provided with your acceptance letter. You must now file with state yourself, we don't do it for you.</p>

Booth Size and Space	<p>The Merchandise Vendor booth fee covers a space 10' wide by 10' deep and includes a tent top covering. No racks, tables, merchandise or storage is permitted outside of the 10 x 10 space! You will be directly sharing space beside and/or behind your booth space with no sidewall or divider to separate your booth from the booth next/behind you. It is your responsibility to order or provide white sides if needed.</p> <p>Space beside, in front, along side of, and/or behind the booth may not be used. Fees are assessed for violations. Aisles are made for fire emergency lanes as required by Tempe Fire Department and because attendees complain of aisles too crowded to shop in.</p> <p>As always, you are responsible for any damage to tents, sides, tables, chairs, park property or plants and will be billed by the Festival or City of Tempe.</p>
Procedure for vendors extending outside their booth space	<p>Vendors that put tables, grids, display racks, tubs of merchandise, registers or tables to accept payment, or other similar items outside the space that they have applied and been accepted for will be charged for the use of that space. If a 10x10 space is insufficient to contain your planned merchandise sales and storage of your stock, order more than one space.</p> <p>We will ask you to move the items. If you refuse to move your items, we will take pictures and charge you for the extra space you used on a per-foot basis and deduct it from your deposit. If it exceeds the deposit amount, you will receive a letter listing the amount owed. If the fee is not paid, the vendor will not be accepted to participate in future festivals until the amount is paid.</p>
No subletting	<p>Selling space within your space to another vendor is expressly prohibited. Only vendors named on the application form are permitted. If subletting is discovered, all involved vendors will be barred from future participation in the Festival. Only items listed on the application and approved may be sold at the Festival.</p>
Location	<p>Space assignments will be made by the Merchandise Vendor Chairs along with the Festival Chair. If you have a particular request, such as being near another vendor, please state this in your participation application. We will take all requests into consideration, but no requests are guaranteed. We may move returning vendors to different spaces if necessary due to setup changes.</p> <p>NOTE that we do not receive sign-off from the Fire Marshall for our layout until sometime in February. This can make us change things around. We cannot release our booth assignments until all permits are issued from the city and the Fire Marshall in case they require re-location of tents or other equipment.</p>
Equipment rentals available (Pre-order only)	<p>Tables, chairs, tent sides, and electricity are additional and optional. These items will not be available last-minute at the event - do not take them from your neighbor!</p> <p><i>If equipment is ordered and you do not use it, there are no refunds – including for electricity.</i></p> <p>If we find tables, chairs, electrical connections or sides for which you have not paid, they will be charged to you at <i>twice</i> the preorder price.</p>

<p>Electric availability</p>	<p>Electrical service is available for a fee and availability is limited. A maximum of two circuits per booth may be requested. Requested circuits cannot be guaranteed.</p> <p>Gauge your electric needs carefully. If your appliance only lists watts and volts (usually on a plate or sticker on the back or bottom), then use this formula to calculate your electric needs for the appliances you wish to use: Convert Watts to Amps by the equation: $Watts/Volts = Amps$. For example: $110\text{ watts}/110\text{ volts} = 1\text{ amp}$</p> <p>You must provide your own 50 foot heavy duty (12 – 14 gauge) extension cord for each electrical circuit requested. All cords will be tagged and untagged cords will be unplugged. No individual generators are allowed under any circumstances!</p> <p>If electrical hook-ups are not available, we will refund the fee when we return your deposit. If electric is ordered and not used, the fee is not refunded.</p> <p>When a vendor does not calculate their needs correctly and the circuit breaker trips, it interrupts service for ALL vendors hooked up to that circuit. This does not make friends for you.</p>
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<p>Corner Requests</p>	<p>Corner requests are granted according to consideration of various factors including type of product, date of application postmark, and previous corner requests. Those vendors chosen for a corner location will be notified. This does NOT give you extra space outside the 10x10, only more exposure to the attendees.</p> <p>NOTE that we do not receive sign-off from the Fire Marshall for our layout until sometime in February. This can make us change things around. We cannot release our booth assignments until all permits are issued from the city and the Fire Marshall in case they require re-location of tents or other equipment.</p> <p>If your corner request is not granted, we will refund the fee with your deposit refund after the event. (We wait until after the event because we can immediately put you into a corner space if someone cancels.)</p>
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Logistics for and during Festival weekend

<p>Vendor Move-in Appointments</p>	<p>You will be sent an email in February asking you to make an appointment for vendor move-in on Friday. We will do our best to accommodate requests for other times. Saturday and Sunday appointments (both morning and afternoon) are very limited and restricted to one hour on-site between 7 and 8 a.m. We will work with you as much as possible. Check-in information and instructions will be emailed to you in February.</p> <p>Access permit passes will be issued for <u>one vehicle at a time per vendor</u> and only when the vendor is ready to set up or leave. <i>Please plan your staffing, setup, takedown, and travel arrangements to accommodate having one vehicle on site at a time.</i></p>
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<p>Set up/take down</p>	<p>Set up begins on Friday and you are asked to unload and move the vehicle from the Park grounds within two hours (your scheduled appointment time.)</p> <p>Vendors without a Set up appointment must wait until a park access permit “pass” becomes available. There is no on-site waiting area available. There is no guarantee that a permit will be available if you don't make an appointment. Please be prepared to move your product and equipment to your booth without having a vehicle on the grounds, just in case.</p> <p>On Sunday, once your booth is packed up and clean, find your Committee member to give you a check out okay to bring a vehicle onto the park for load-out. Plan that you will not be able to get your vehicle onto the park <i>any earlier</i> than 6 p.m.</p>
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Vehicle access permits	<p>Access permits will be issued for one vehicle at a time per vendor and only when the vendor is ready to set up or leave. Please plan your staffing, setup, takedown, and travel arrangements to accommodate having one vehicle on site at a time.</p> <p>Access onto the park is limited by the City of Tempe and controlled by park access permit 'passes.' We can only allow a limited number of vehicles on the park at one time so passes are limited and controlled at the Park gate on Rio Salado. You must pick up and return your vehicle pass to the Security Volunteers at that gate.</p>
Park access hours	<p>Festival volunteers will be on site at 7 a.m. daily. Entry into the park will not be available until after that time.</p> <p>All vehicles must be off the Festival premises by 8:30 a.m. Saturday and Sunday morning and the gates are locked by 9:00 p.m. each night.</p> <p>Vendors can come onto Park grounds on Saturday or Sunday morning or evening ONLY by pre-arrangement with their Committee.</p> <p>No vehicles are allowed ON or OFF the park until most of the public has left the Park after the close of the Festival. This is <u>never</u> before 6:00 p.m. and will be strictly at the discretion of Police, city staff and the Festival Planning Committee. Please plan your travel accordingly.</p>
Parking	<p>The cost of the parking for vendor vehicles and/or oversize vehicles is your own responsibility. The Festival attempts to make arrangements for vendor parking <i>and will email instructions to you if arrangements are made</i>.</p> <p>There is no overnight sleeping allowed in any vehicle on Festival grounds.</p> <p>NOTE: Limited spaces - for a fee –are available located between the bridges on the east side of the park. These spaces accommodate most trucks or trailers and are perfect for storing excess inventory. Each space is one fee: Truck and trailer are TWO spaces. These must be pre-paid with the application! Spaces will not be available for sale on-site.</p> <p>Vehicles parked in this area must arrive on Friday and stay in the same space all weekend, not leaving until load-out on Sunday. Vehicles must have cardboard underneath the engine area in case of an oil leak and battery disconnected.</p>
Garbage and trash	<p>Garbage and recycling dumpsters are provided. Cardboard must be broken down and recycled. Do NOT pile trash beside the dumpster, find another if needed.</p> <p>Other food-free or plastic containers can go into the recycling bins. You will receive a list of allowable recyclables at the event and recycling dumpsters are clearly marked.</p>
Trees and plants	<p>This is a park – please don't tie anything to trees or damage any plants!!!! Tree, plant, or other park damage will be charged to you!</p>
Clean-up	<p>Vendors must keep the inside and outside of their booth space neat and tidy. Vendors are responsible for the daily clean-up of their assigned space and breakdown of their own items at the close of the Festival. Leave your space clean when you move out on Sunday.</p>
Materials and supplies	<p>You will need to bring all supplies and materials to hang your signs, cover your tables, and conduct business, including a fire extinguisher if electricity is used.</p>

Safety and security	<p>There is roving overnight security at the Park. However, any items left overnight are at your own risk. Overnight sleeping in booths is not permitted under any circumstances.</p> <p>Police officers will be on site from 10 a.m. to 5 p.m. to ensure a safe and enjoyable event. However, Arizona Aloha Festivals, Inc., the City of Tempe or any other sponsoring organizations are not responsible for theft, loss or damage!</p>
Publicity	<p>Publicity for the Festival will be provided by Arizona Aloha Festivals, Inc. through all forms of media. Flyers and posters should be available in January and they will be available for download in February. Other last-minute information will be emailed to you in late February or early March. Programs will be available at the Festival.</p>
Cancellation policy	<p>No rain date is available. Cancellations must be in writing and mailed, faxed or emailed - no phone calls. There are no refunds for cancellations postmarked or dated (via date stamp of the receiving fax or email) after December 30, 2017.</p> <p>Vendors who cancel after confirmation letters have gone out and before December 30 will be refunded minus a \$25.00 processing fee. Before the first date of review in November, Vendors may withdraw their application with a full refund.</p>
Confirmation Policy	<p>Applicants will be notified of their acceptance for participation once they are selected and the required payment has cleared. Notification of acceptance or rejection will be handled strictly by mail. <i>The first confirmations will not be sent until early December.</i></p> <p>Read your confirmation letter carefully. It will list any items from your application that have <u>not</u> been approved.</p>
Liability	<p>Neither Arizona Aloha Festivals, Inc., the City of Tempe, nor any other sponsoring organizations carry accident insurance to cover participants.</p> <p>Involvement in the 2018 Arizona Aloha Festival is at your own risk!</p>
If you have any questions, please contact:	<p>Merchandise Vendor Chairs Emily Madsen or Kevin Salamacha by email to craftvendor@azalohafest.org. You may also contact the Festival office at 602-697-1824, by fax at 602-288-7028, or by email to festinfo@azalohafest.org.</p>

NOTE: Acceptance confirmations will be mailed to you at the beginning of December.
All other communication is done using the email you give us on the application.
 Make sure you check your email regularly.

We will use craftvendor@azalohafest.org and vendorsetuptime@azalohafest.org email addresses to communicate, make sure they are not blocked and end up in your spam!

KEEP THESE REGULATIONS to help prepare for the event.....

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Arizona Aloha Festival Merchandise Vendor Application

March 10 - 11, 2018

Applications must be completely filled out and returned by mail with payment of total fees by either check or money order. Postdated or incomplete checks will be returned unprocessed! Applications postmarked after November 13, 2017 are considered on a space-available basis.

I. Name of Organization/Business _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Business Phone _____ Fax: _____

Cell: _____ Email: _____
(used for urgent communication only) (Email is our primary method of communication with you. Please put us in your contacts so you'll get our messages.)

Web Site: _____

II. Product Description

Please provide an **attached, separate sheet** with a **LIST** of items that you wish to sell and their pricing. Be specific about the items (or kinds of items) and the price of each. Type or print clearly. If you don't have a website with photos, enclose photos of your booth to help the selection process as we wish to have the greatest variety possible with little or no duplication.

Please note if your items are hand-crafted or hand-made, and include if they are of your own design. Our surveys indicate that many people are looking for the work of artisans and artists.

Items not listed on this application may not be sold at the Festival without prior approval! Violators will be warned to stop selling the offending product. Repeat violators will not be allowed to participate in future Festivals.

III. Equipment Supplied

A Vendor space includes the following:

- One top tent covering a 10'x10' vendor space

Tables, chairs, booth sides, and electricity are not automatically provided for merchandise booths and must be pre-ordered separately below. They will not be available last-minute at the Festival!

You may use your own white tarps for sides but non-white tarps may not be used during Festival hours under any circumstances.

IV. Electric service must be pre-ordered

There is a fee of \$75.00 per 10 amp circuit for the weekend – order it below. You must provide your own 50 foot heavy gauge extension cord for each electrical circuit requested. Refunds will be given if we are unable to accommodate your request. Please include a separate page with an explanation of what the electric service is to be used for when ordering to be considered. **No generators are permitted under any circumstances!**

The use of electricity in the booth requires an appropriate fire extinguisher to be in the booth. You are responsible for providing the extinguisher.

V. Special Requests (location, near another vendor, etc.) Please attach special requests on a separate sheet.

I wish to apply for:		Total fees enclosed:
(indicate number) _____	10'x10' vendor booth spaces x \$575.00 per space. (includes refundable deposit of \$50.00 per space)	\$ _____
_____	10 amp Electrical circuit(s) x \$75.00 each (Maximum two circuits per booth. Tell us what they are to be used for on a separate page.)	\$ _____
_____	6 foot tables x \$25.00 each (No tables are provided or available on site if not ordered here.)	\$ _____
_____	Chairs x \$5.00 each (No chairs are provided or available on site if not ordered here)	\$ _____
_____	Booth Side x \$30.00 each	\$ _____
_____	Corner Booth x \$100.00 (Requests will be considered in postmark order. If a corner booth is not available, the payment will be refunded. PAYMENT DOES NOT GUARANTEE A CORNER BOOTH SPACE!)	\$ _____
_____	Parking on-site for oversize or storage x \$75.00 each standard parking space (between the bridges) desired. (Please review Regulations for requirements.)	\$ _____
Grand total enclosed		\$ _____

Payment Method: A check or money order must be enclosed with the application in order for it to be processed and considered. All payments will be deposited upon receipt of the application and must clear before the application is reviewed. Depositing the check does not guarantee a space in the Festival! If you are not accepted, all paid fees will be refunded.

Please make checks payable to Arizona Aloha Festivals, Inc.

Mail to:
Arizona Aloha Festivals, Inc.
P.O. Box 24237
Tempe, Arizona 85285

Application Acknowledgement and Regulations Acceptance

- I hereby submit this application for consideration to participate as a Merchandise Vendor in the 2018 Arizona Aloha Festival. I understand that the cashing of my check does not guarantee acceptance into the Festival. In the event that my application is not accepted, all paid fees will be refunded.
- I acknowledge receipt of the Merchandise Vendor Regulations for Participation (“Regulations”) and agree that those Regulations are expressly included in this application. I also agree to fully comply with all event rules and regulations as stated in the Regulations and in this application form. I specifically agree to the Booth Space Usage policy incorporated into the Regulations.
- I understand that subletting is expressly prohibited and that all involved vendors will be barred from participation in the festival and no refunds will be provided.
- I understand that neither Arizona Aloha Festivals, Inc., the City of Tempe, nor any sponsoring or supporting organization carry accident insurance to cover vendors or their employees and/or helpers and that participation in the 2018 Arizona Aloha Festival is at your own risk!
- I understand that there is only roving overnight security at the park and that any items left overnight at the park are at my own risk. I agree that Arizona Aloha Festivals, Inc., the City of Tempe or any other sponsoring organizations are not responsible for theft, loss or damage!
- I agree to hold harmless and indemnify Arizona Aloha Festivals, Inc., its Board of Directors, Officers, Planning Committee and volunteers, the City of Tempe, and any sponsoring and supporting organizations from any liability, claim or demand due to injury to any person or property which may arise from my participation in the 2018 Arizona Aloha Festival.
- I understand that the security deposit will be returned (by mail) if all booth equipment is in place, all necessary clean-up performed upon checkout *after* 6 p.m. on Sunday, March 11, 2018, and all rules incorporated within this application have been complied with.
- I understand my current and future participation depends upon compliance with all rules and regulations herein.
- I understand that cancellations must be in writing and mailed, faxed or emailed (no phone calls) and there are no refunds for cancellations postmarked or dated (via date stamp of the receiving fax or email) after December 30, 2017. I understand cancellation after confirmation letters have gone out and before December 30 will be refunded minus a \$25.00 processing fee. I understand I may withdraw my application with a full refund before confirmations are sent.
- I understand that no fees will be refunded due to the cancellation of the event due to acts of God or because of events beyond the control of Arizona Aloha Festivals, Inc. This is a rain-or-shine event!
- I understand that in the event the City of Tempe or the State of Arizona denies my organization a tax license, Arizona Aloha Festival is not obligated to provide a refund of any vendor fees already paid.

Signature: _____ Date: _____

(Not valid without signature)

Please return the original signed application form (3 pages) with payment of total fees, by mail to:

**Arizona Aloha Festivals, Inc.
P.O. Box 24237
Tempe, Arizona 85285**

Please keep a copy for your records!

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MERCHANDISE VENDOR APPLICATION CHECKLIST

Use this handy checklist to make sure your application packet is complete. You don't need to enclose it with your application. You should also keep the Regulations for your reference.

- Did I read the Regulations and get any questions answered?
- Is my application completely filled out and enclosed? Including the required separate product list?
- Did I order enough booth space for my products to be both stored and displayed without going outside my 10x10' space?
- Did I order tables and/or chairs or am I bringing my own? (We do not supply them unless pre-ordered.)
- Do I need and did I order electricity? And did I explain why I need electricity on a separate sheet and enclose it?
- Do I want to request a Corner space?
- Did I enclose my signed Application Acknowledgement & Regulations Acceptance form? (page 3 of the application)
- Did I enclose a list, photos, or a link to a website to describe my products....or all three?
- Do I have enough postage on the envelope?

AND – DID I PUT THE CHECK OR MONEY ORDER IN THE ENVELOPE?