

# City of Chandler Vendor Information

Thank you for your interest in wanting to be a part of our special events. The City of Chandler prides itself in having vendors at our events that represent the concept of the event and a vast diversity of what the city has to offer. This information sheet should answer most questions about the event.

## Event: Tumbleweed Tree Lighting & Parade of Lights

**Date: Saturday, December 2, 2023**

**Location: Historic Downtown Chandler**

**Time: 4:30 p.m. to 9 p.m.**

**Vendor Application Deadline: Friday, October 20, 2023**

**Event History:** This event is in its 67<sup>th</sup> year and focuses on showcasing the community's diversity in holiday entertainment, float building and community pride. The annual lighting of the City's Tumbleweed Tree is the highlight of the evening. The main emphasis is to have an event that the entire family can enjoy and a fun evening together. Approximately 13,500 to 16,000 guests visit the event.

### Available Areas for Vendors:

**Business/Nonprofit Informational** – \$50.00 - This is for nonprofit groups or businesses that want to provide information about their organization to the community. There is no selling of items.

**Merchandise Sales** –\$75.00 - This is for any organization (profit or nonprofit) or business that wants to sell any type of merchandise they produce.

**\*\*Business/Nonprofit Informational & Merchandise Sales Vendors: *The assigned space will be either a HALF of a Ramada space: 4.5'x 14', or a 10'x10 space on the street pavement.***

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**Food/Beverages** – \$150.00 - This is any organization or business that wants to sell food, snacks, or beverages. ***This includes a full Ramada at 14' x 14' or 10'x 15' space on the street pavement.***  
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**SPECIAL NOTE: All vendor booths will be located on the East side of Arizona Avenue on Arizona Place or Commonwealth Place. Vendor booth placement will be made by the City of Chandler and will be FINAL.**

### Responsibilities of the Vendor:

**Application** – An application must be completed and turned in by the deadline above.

**Booth Fee** – A non-refundable fee is charged to participate in the event.

***This fee is to NOT BE paid until the vendor has been notified of its acceptance into the event.***

**Supplies/Materials** – All supplies and materials (tables, chairs, canopies, etc.) must be provided by the vendor.

### Event Notes:

#### Additional Space Request –

**Business Information/Merchandise Vendor Space:** additional requested space is 4.5'x14'if placed in ramada or is 10'x10' if placed on the street pavement.

**Food Vendor Space:** additional requested space is 10'x10' if placed on street pavement. If booth is placed in Ramada, no additional space can be provided.

**Request for all additional space is \$25. Placement of vendor booth will be made by the City of Chandler.**

**Applications** – The City of Chandler will accept vendor applications until 5:00 p.m. on the date of the deadline. Applications submitted or received after the deadline will not be eligible for consideration.

**Notification of Acceptance** – The City of Chandler will notify the accepted vendors within 7 business days of the application deadline. All fees and additional requested information must be submitted by the new deadline.

**Duplication of Vendors** – The City of Chandler strives to keep duplication of booth items or activities down to a minimum. Our goal is to keep the number of same or similar booths down to a minimum.

**Waiting List** – A waiting list will be kept from the eligible applications and these vendors will be contacted if any of the accepted vendors do not meet the requirements.

Payment will need to be made once accepted into event.

For questions, please contact the Special Events Coordinator at 480-782-2669.