



## 7<sup>th</sup> Annual Chandler Chuck Wagon Cook-Off

Friday, November 11<sup>th</sup> and Saturday, November 12<sup>th</sup>, 2016

Tumbleweed Ranch at Tumbleweed Park, 2250 S. McQueen Rd. Chandler, AZ 85286

**Vendor Application Deadline: 5 p.m., Friday, September 23, 2016**

Vendors will be notified by Friday, October 7, 2016



**Event Description:** The 7<sup>th</sup> Annual Chandler Chuck Wagon Cook-Off features history, cooking, and the feel of the Old West. Competitors work from authentic chuck wagons as they cook in the style of 1880s cattle drives. This event also features stage entertainment and family activities. The Chandler Chuck Wagon Cook-Off is an alcohol-free event. The event is coordinated by the Chandler Museum, a division of the City of Chandler, and the non-profit organization Partners of Tumbleweed Ranch.

**Event hours:** Friday, November 11<sup>th</sup>, 9 a.m.- 4 p.m. and Saturday, November 12<sup>th</sup>, 9 a.m.- 4 p.m.

### Vendor Categories:

Vendors having a demonstrated emphasis in **cooking, providing locally derived foods, and/or displaying western or history-related items** will be given priority during the review process.

**Food/Beverage Sales** (10' x 10': \$150) – Any organization (profit or non-profit) or business selling food, snacks or beverages.

**Artist** (10' x 10': \$100)- Any Western Artist selling their own works of any medium.

**Merchandise Sales** (10' x 10': \$100) – Any organization (profit or non-profit), or business, selling any type of merchandise.

**Non-Profit Organizations** (10' x 10': \$15) – Non-profit groups providing information about their organization to the community. These booths **will not sell** merchandise, food, or other items.

**Business/Company Information** (10' x 10': \$50) - Businesses or profit organizations providing information about their company. These booths **will not sell** merchandise, food, or other items.

### Responsibilities of the Vendor:

**Application** – All applications must be submitted to the Chandler Museum by **Friday, September 23 at 5 p.m.** Applications are considered on a first come, first serve basis. Incomplete applications, applications that duplicate services of an already submitted application, or applications which meet our criteria but are received after the deadline will be placed on a waiting list.

**Booth Fee** – A non-refundable fee is charged to participate in the event. See application for fee listing. **Fee must be submitted with the application.** Fee will be processed only if vendor is accepted to participate. Fee will be returned if vendor application is declined.

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

**Required Presence**-- Vendors are required to attend the event on both Friday and Saturday. Vendor set-up begins at 7 a.m. and all vehicles must be off event grounds by 8:30 a.m. Event ends at 4 p.m.



**Chandler City Sales Tax License-** It is the vendor's responsibility to secure your City Sales Tax License. Please call 480-782-2280 or email [salestax@chandleraz.gov](mailto:salestax@chandleraz.gov) to determine your license eligibility. License must be paid for and obtained prior to event set up. If you already have a Sales Tax License, please provide the license number as proof.

**(For food sales) Maricopa County Health Permit is required.** You will need to provide proof of the permit during the event.

**Open Flame Permit for City of Chandler-** If your booth contains an open flame please go to <http://www.chandleraz.gov/default.aspx?pageid=906#PermitsFees> for an Open Flame Permit. Submit this permit application (8" x 11" sheet) with your vendor application to the Museum. **Fee is not required.** Note: If using an open flame, you may be required to use certain fire suppressant equipment—please contact 480-782-2157 for more information.

### **Event Notes:**

**Available Space** – 10' x 10' space will be allocated to all approved vendors. Those needing additional space may request it on their application for an additional fee. If space is available, requests will be considered on a first come, first serve basis.

**Canopies, tables, and chairs will not be provided.**

**Notification of Acceptance** – The Chandler Museum will notify the accepted vendors by Friday, October 7th. At time of notification of acceptance, application fees will be processed for accepted vendors. Application fees will be returned for declined vendors.

**Duplication of Vendors** –Chandler Museum's policy is to reduce duplication of booth themes, items or activities. The event should have no more than two or three of the same or similar booths.

**Waiting List** – Chandler Museum will maintain a waiting list of eligible applications and these vendors will be contacted if any of the accepted vendors do not meet the requirements.

**Security-** While the event area is fenced and gates are closed at night, overnight security is not provided.

**Check in-** Vendors can check in and set up on Friday, November 11<sup>th</sup> from 7-8:30 a.m.



PARDNERS OF  
TUMBLEWEED RANCH



# 2016 Chandler Chuck Wagon Cook-Off Vendor Application

## Applicant's Information

Company/Organization Name

Contact Name

Business Street Address

City  State  Zip

Daytime Phone  Cell Phone

Email Address

## Booth Information

Please Check One:

Food/Beverage Sales     Artist     Merchandise Sales     Non-Profit Organizations     Business/Company Information

Please provide a detailed description of your booth and displays (attach photographs as needed):

Check if you need any of the following resources: Electrical Power  Water Source

*\*Please know that both electrical power and water are limited and all efforts will be made to accommodate your request.*

(Food/Beverage Sales) Do you have a Maricopa County Health Permit? No  Yes  License #

Do you generate revenue over \$5,000 in a calendar year in Chandler? No  Yes  If yes, complete the next line.

Do you have a Chandler City Sales Tax License? No  Yes  License #   
(If needed, contact City Sales Tax Dept. to determine eligibility)

Will you require an open flame permit? No  Yes  If yes, please include permit form with application.

Is your company/organization a 501(c)(3) nonprofit? No  Yes  If yes, please include a copy of IRS status form with application.



Please provide a list of all items being sold and their price range:

Booth Fees (please check the one that applies)

- 10' x 10' space for Food/Beverages Sales - \$150.00
- 10' x 10' space for Artist- \$100.00
- 10' x 10' space for Merchandise Sales - \$100.00
- 10' x 10' space for Non-Profit Organization - \$15.00
- 10' x 10' space for Business/Company Information- \$50.00

**Additional Vendor Rental Option:**

- Extra 10' x 10' Booth Space - \$50.00

Please read carefully and sign below.

I certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the city of Chandler Municipal Code. Applicant agrees to comply with all requirements of the City, County, State, and Federal Government. Applicant has read all Vendor Responsibilities and commits to participation on Saturday and Sunday during required hours.

Signature  Date

Printed Name

**Please make check payable to: City of Chandler**

**Check List:**

- Application
- Fee payment
- If required, make sure you include: County Health Permit number; City of Chandler Tax License number; Open flame permit form; non-profit IRS status form.

**Return application and payment to:**

**Mail:**  
Chandler Museum  
Mail Stop 305  
PO Box 4008  
Chandler, AZ 85244

**Hand Deliver to:**  
Chandler Museum  
300 S. Chandler Village Drive  
Chandler, AZ 85226

**Email:**  
jean.reynolds@chandleraz.gov