

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

Friday, November 10, and Saturday, November 11, 2017

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

**Vendor Application Deadline: 5 p.m., Friday, September 15, 2017**



**Event Description:** The 8<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. It includes unique vendors who will operate both days as well as a Farmer's Corner on Friday morning. The Chandler Chuck Wagon Cook-Off is an alcohol-free event. The event is coordinated by Chandler Museum, a division of the City of Chandler, and the non-profit organization, Partners of Tumbleweed Ranch.

**Event hours:** Friday, November 10, 9 a.m.- 4 p.m. and Saturday, November 11, 9 a.m.- 4 p.m.

**New this year! Farmer's Corner:** Friday, November 10, 10 am- 2 p.m.

### Vendor Categories:

This event attracts an audience who is interested primarily in **western style cooking, locally derived foods, and western or history-related items**. The event committee reviews all vendor applications **based on their fit with the theme of the event**.

**Friday Only:** Farmer's Corner (10' x 10': \$20) – (Profit or non-profit) Welcomes local farmers; fresh food makers; Local bakeries; organizations with local grains, beans or seeds; or organizations focusing on backyard growing or gardening.

### Friday- Saturday

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

**Merchandise/ Artist Sales** (10' x 10': \$100) – Any organization (profit or non-profit), or business, selling any type of merchandise; or artists selling their own works of any medium.

**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 Jean Reynolds by **Friday, September 15, 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. Vendor pays fee by check or card upon notification of acceptance. Fee must be paid by the deadline that will be provided in your confirmation, or your booth space is forfeited.

**Space size of booth must coincide with dimensions of display. If your vehicle, trailer or display exceeds the 10” x 10” dimensions, you will need to pay the appropriate additional fee according to your dimensions. A 50’ extension cord is suggested for each vendor requiring electrical access to the electric boxes.**

**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.

**State of Arizona Sales Tax License-** All vendors must operate with a State of Arizona Sales Tax License which includes the City of Chandler (CH) as a city of business operation. It is the vendor’s responsibility to secure your Sales Tax License. **License must be paid for and obtained prior to event set up.** If you already have a State of Arizona Sales Tax License, please provide the license number on your application as proof. Please call the City of Chandler Tax and License Division at 480-782-2280 or email [salestax@chandleraz.gov](mailto:salestax@chandleraz.gov) with any questions.

**501(C) (3) Non-profits** must obtain a Non-Profit Solicitors license through the City of Chandler Tax and License Division.

**(For food sales and Farmer’s Corner food vendors) Maricopa County Health Permit is required.** You will need to provide proof of the permit during the event. If you are a mobile food unit, please also provide that associated license number on the application.

**Use of Open Flame – If you are selected as a vendor, we will provide you a Food/Beverage Vendor Application which you must complete and return by the deadline. A fee is not required.** Note: If using an open flame, you may be required to use certain fire suppressant equipment—please contact 480-782-2156 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. **Space size must coincide with dimensions of display. For example, food trucks may be charged an additional fee if applicable. A 50’ extension cord is recommended for each vendor requiring electrical access to the electrical box. Canopies, tables, and chairs will not be provided.**

**Notification of Acceptance** – The Chandler Museum will notify the accepted vendors **by Friday, September 22.** At the time of notification of acceptance, the vendor must pay the fee as well as submit any additional paperwork such as the Food/Beverage Vendor application. In the confirmation you will be provided a deadline for the fee and any paperwork.

**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 10, 7-8:30 a.m.**



# 2017 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  
  Farmer's Corner Vendor  
  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 #

If you are a mobile food unit, please provide your Mobile Food Unit License #

Will you use an open flame? No  Yes

Do you have a State of Arizona Tax License? No  Yes  License #

Is the City of Chandler listed as a city business operation in your AZ State Sales Tax License? No  Yes

If your company/organization is a 501(c)(3) nonprofit, please provide your Non Profit Solicitors license #



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

Booth Fees (please check the one that applies) Remember: Space size must coincide with dimensions of display.

- 10' x 10' space for Food/Beverages Sales - \$150.00
- 10' x 10' space for Merchandise Sales/ Artist- \$100.00
- 10' x 10' space for Farmer's Corner (Friday only) - \$20.00
- 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 during the required days/ hours.

Signature  Date

Printed Name

**Return application to:**

**Mail:**  
Jean Reynolds  
Mail Stop 601  
PO Box 4008  
Chandler, AZ 85244

**Hand Deliver to:**  
Chandler Library Administration  
22 S. Delaware St.  
Chandler, AZ 85225

**Email:**  
[jean.reynolds@chandleraz.gov](mailto:jean.reynolds@chandleraz.gov)