

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: Day of Play
Date: Saturday, October 22, 2016
Location: Tumbleweed Park
Time: 9am to 1pm

Priority Deadline: Friday, May 27, 2016
Vendor Application Deadline: Friday, August 12, 2016

Priority deadline applies to vendors who participated in the past years' events through the City of Chandler application process. Once the deadline passes, applications will be taken in order they are received.

Event History: This event is in its tenth year and focuses on presenting the children of our community an avenue for physical and mental activity, healthy living options, and the ability to know that this community is providing educational opportunities to achieve a healthy lifestyle.

Available Areas for Vendors:

Business/Non-profit Informational – (Rate: \$50) This is for businesses or non-profit organizations that want to provide information about their organization to the community. There is no selling of items.

Merchandise Sales – (Rate: \$75) This is for any organization (profit or nonprofit) or business that wants to sell any type of merchandise they produce.

Food Sales/Beverage – (Rate: \$150) This is any organization or business that wants to sell or hand out free samples of healthy food, snacks or beverages.

Activity Booth- This is for any organization or business that wants to incorporate an approved activity at their booth. The activity will need to be submitted with application in order to receive approval and the incentive. **Incentive:** *You will receive \$10 off your booth price and the opportunity to have an extra 10'x10' space for providing an activity for FREE.*

Responsibilities of the Vendor:

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

Vendor Rate – A non-refundable fee is charged to participate in the event.

This fee is not paid until the vendor has been notified of its acceptance into the event.

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

*Vendors will be provided one (1) table and two (2) chairs at their booth (this is included in the booth cost)

Event Notes:

Available Space – 10' x 10' space will be allocated to all approved vendors.

Field Access Pass- this pass will allow you to gain access onto the field to unload/load your items at your booth. You will be allotted a timeframe to unload prior to and following the event. There are a limited number of passes, so if you mark the box on your vendor application it **DOES NOT** guarantee you a field access pass. The cost of the pass is \$10. (DO NOT send payment with application)

Health, Wellness or Fitness Related – All vendors must have an emphasis in providing some aspect of healthy living or options. Only those vendors that meet this requirement will be considered.

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 given in the acceptance email.

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.

For questions, please contact the Recreation Coordinator- Special Events at 480-782-2665.