

# 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 3, 2016

Location: Historic Downtown Chandler

Time: 4:30 p.m. to 9:00 p.m.

Priority Deadline: Friday, September 9, 2016

Vendor Application Deadline: Friday, November 4, 2016

**Event History:** This event is in its 60<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. *(This is for HALF of a Ramada space: 4.5'x 14', an extra half space is an extra \$25)*

**Merchandise Sales –\$75.00** - This is for any organization (profit or nonprofit) or business that wants to sell any type of merchandise they produce. *(This is for HALF of a Ramada space: 4.5'x 14', an extra half space is an extra \$25)*

**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.*

**\*\*Vendors will need to select their preference on booth location from: East= East side of Arizona Avenue, with music and activities or West= West side of Arizona Avenue with the main stage, Santa's House and activities. Location determination will be made by the City of Chandler and will be FINAL, preferences submitted will be taken into account.\*\***

### 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:

**Available Space –** Half Ramada spaces will be allocated to all approved vendors. Food Vendors will receive a 10'x15' space on West Side and a Full Ramada 14'x14' space on East Side.

**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.

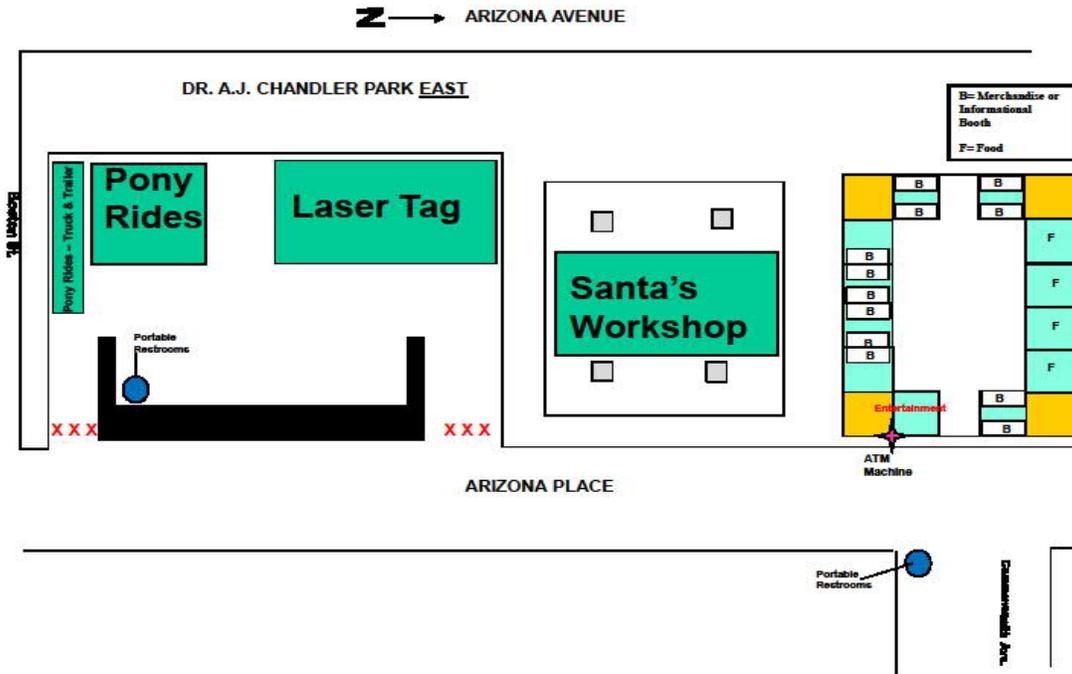
**Duplication of Vendors –** The City of Chandler strives to keep duplication of booth items or activities down to a minimum. Our goal is to keep the number of same or similar booths down to a minimum.

**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 Hermelinda Llamas at 480-782-2665.**

# Arizona Avenue- East Side Map



# Arizona Avenue- West Side Map

