



TEMPORARY SALES AND PROMOTIONAL EVENTS HANDBOOK



CHANDLER
arizona



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To assist you in the planning of your Temporary Sales and Promotional Event (TSPE) we have compiled this helpful handbook for your reference. Inside you will find information on what qualifies as a TSPE, how to complete and submit your application, helpful contact information, and examples of additional documentation. We have worked diligently to streamline the permitting process while continuing to provide vital information that helps to make your event safe and successful.

TEMPORARY SALES AND PROMOTIONAL EVENT

Temporary Sales and Promotional Event (TSPE) is a special event that deviates from the permitted use of the space. Approved TSPE permitted events cannot exceed a total of 48 calendar days in any calendar year.

Types of events include:

- Seasonal vendors (fireworks, Christmas tree lots, and pumpkin patches)
- Activities promoting a special event, product, merchandise or other promotion
- Food Truck Events (Exceeding 3 Trucks)**
- Sidewalk Sales, Farmer's Markets, Marketplaces, etc.
- Extension of Premise
- Other events on private, nonresidential property
- Parking Lot/Sidewalk Extension
- Temporary Extension or Special Events Liquor Sales

Or any combination but not limited to the above items

Please note that **ALL food trucks and food truck events, regardless of the number of food trucks in attendance, are still **REQUIRED** to have a Chandler Fire Department inspection prior to operating within the City of Chandler **

! Applications must be submitted 60 days prior to the event. If submitted 59 days or less for a proposed event date, expedited fees will apply (see page 3 for details).

! The Permitting Committee reviews, approves, denies, or conditionally approves all submissions.

! All submitted application must be approved and permitted three weeks prior to the scheduled event.

! For specific details related to TSPEs please reference Chandler City Code Chapter 32-6.



HOW TO APPLY

1. Complete the TSPE application.
 - a. Items required as part of the application
 - i. Site Property Owner Permission Letter
 - ii. Site Map
 - iii. Certification of Insurance (COI)
 - iv. General Fire Form
 - v. Signed Covenant of Indemnification

*****Sections not relevant to proposed event, put "N/A"*****
 2. Email completed application packet to TSPE@chandleraz.gov
 3. Application Timing & Expedited Fees (**Effective Date: June 14, 2026**)
 - a. Applications submitted 60+ days prior to the event: No fee (free service)
 - b. Applications submitted 59 days or less: expedited review fees below apply
 - i. 46–59 days: \$50
 - ii. 31–45 days: \$100
 - iii. 20–30 days: \$200
 - c. Applications submitted 19 days or less before proposed event date: Not accepted
- * Important Notes***
- Applications are **not reviewed until payment is received, should they apply**
 - Fees are based on the **date payment is made with a completed application (not submission date)**
 - Incomplete applications may move into a **higher fee tier if delays occur**
4. Upon committee review additional documents may be requested of the applicant, with corresponding deadlines.
 - a. Open Flame Permit and Fee (**Fire**)
 - b. Food/Beverage Vendor Application (**Fire**)
 - c. Canopy or Tent Application and Fee (**Fire**)
 - d. Generator Permit Application (**Building**)
 - e. Liquor License and Fee (**Tax and License**)
 - f. Vendor Registration Sheet including Transaction Privilege Tax Number and City Business Registration Number, if applicable (**Tax and License**)
 5. Pay all applicable Fire Fees.
 6. Pay all applicable Liquor Fees.

For questions, inquiries, and concerns, please contact:

Austyn Ruppel

Special Events Sr. Specialist

TSPE@chandleraz.gov

(480) 782-2649

TSPE Timeline Flowchart

60 Days

****Applications submitted less than 60 days prior to event are subject to expedited fees. Applications under 20 days will not be accepted.**

Completed Application, Site Map, Property Owner Permission Letter, and COI must be submitted to TSPE@chandleraz.gov

45 Days

Applicant receives results of review and is provided with additional items and deadlines needed to completed approval process

30 DAYS

All outstanding items are due. Liquor Application is due to Tax and Licensing

3 Weeks

Application is approved and permit is issued contingent upon fire inspection; if required.

1 WEEK

If applicable, Neighborhood Notification must be distributed.

Enjoy your event

*****If your Liquor License application is submitted to Tax and Licensing less than 30 days prior to event, your application is NOT guaranteed approval**

CERTIFICATE OF INSURANCE (COI)

EXAMPLES

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME PHONE FAX E-MAIL ADDRESS	FAX (AG. REG.)
INSURED	INSURER A INSURER B INSURER C INSURER D INSURER E INSURER F	INSURER(S) AFFORDING COVERAGE NAIC #

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ACORD FORM	POLICY NUMBER	POLICY PERIOD (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY				
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000
<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (As Occasional) \$
				MED EXP (Any one person) \$ 5,000
				PERSONAL & ADV INJURY \$ 1,000,000
				GENERAL AGGREGATE \$ 2,000,000
				PRODUCTS - COMP/OP AGG \$ 1,000,000
AUTOMOBILE LIABILITY				
<input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT (As Occasional) \$ 1,000,000
<input checked="" type="checkbox"/> ALL DRIVEN AUTOS	<input type="checkbox"/> SCHEDULED AUTOS			BODILY INJURY (Per person) \$
<input checked="" type="checkbox"/> HERD AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS			BODILY INJURY (Per accident) \$
				PROPERTY DAMAGE (Per accident) \$
UMBRELLA LIAB	<input type="checkbox"/> OCCUR			EACH OCCURRENCE \$
<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE			AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				
ANY PERSONS (EMPLOYEE, EXECUTIVE, OFFICER/OWNER) EXCLUDED?	<input type="checkbox"/> Y/N			WC STATE - STATUTORY LIMITS \$
Insurability in N/A				E.L. EACH ACCIDENT \$ 1,000,000
If yes, describe each: DESCRIPTION OF OCCASIONAL WORK				E.L. EMP/OP - FA EMP/OCC \$ 1,000,000
				E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation.

Event name, date & location:

CERTIFICATE HOLDER	CANCELLATION
Business Name Business Address Attn:	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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PROPERTY OWNER PERMISSION LETTER



EXAMPLE

November 4, 2022

City of Chandler
235 S. Arizona Avenue
Chandler, AZ 85225

Re: [Redacted]

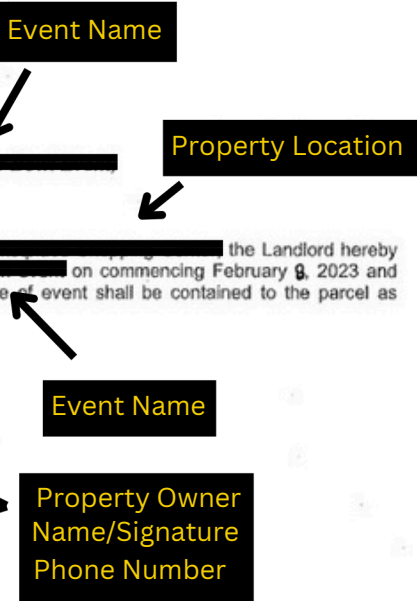
To Whom It May Concern:

As property manager for [Redacted] the Landlord hereby approves [Redacted] on commencing February 9, 2023 and ending February 12, 2023. The scope of event shall be contained to the parcel as attached.

Any questions, please call me.

Sincerely,

[Redacted Signature]

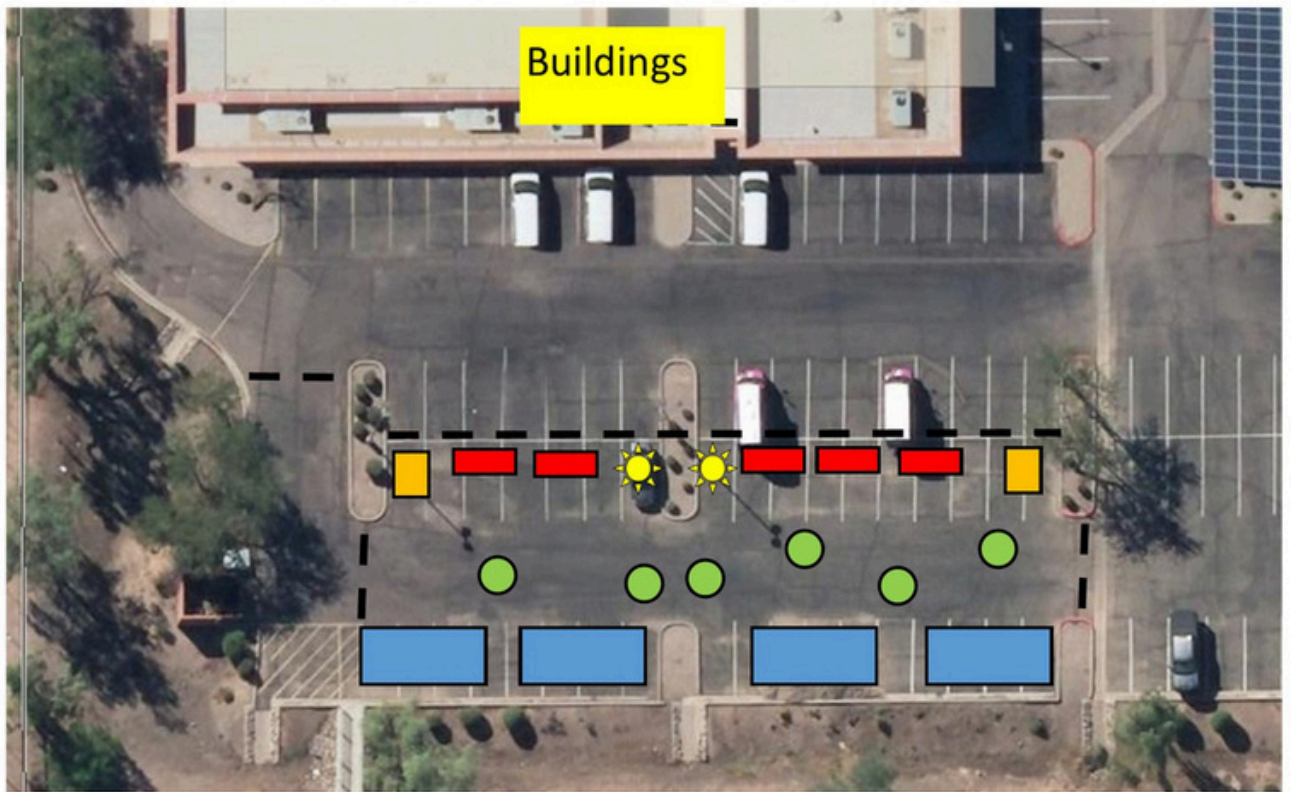


SITE MAP: EXTENSION OF PREMISE



- KEY:**
- Security
 - Emergency Exits
 - Portable Restrooms
 - Bar
 - Tables/Chairs
 - Enter/Exit
 - Band/Stage
 - Fencing
 - Food Tent Sales
 - Band/Stage
 - Fencing
 - ***Everyone entering will be ID and given a wristband*****

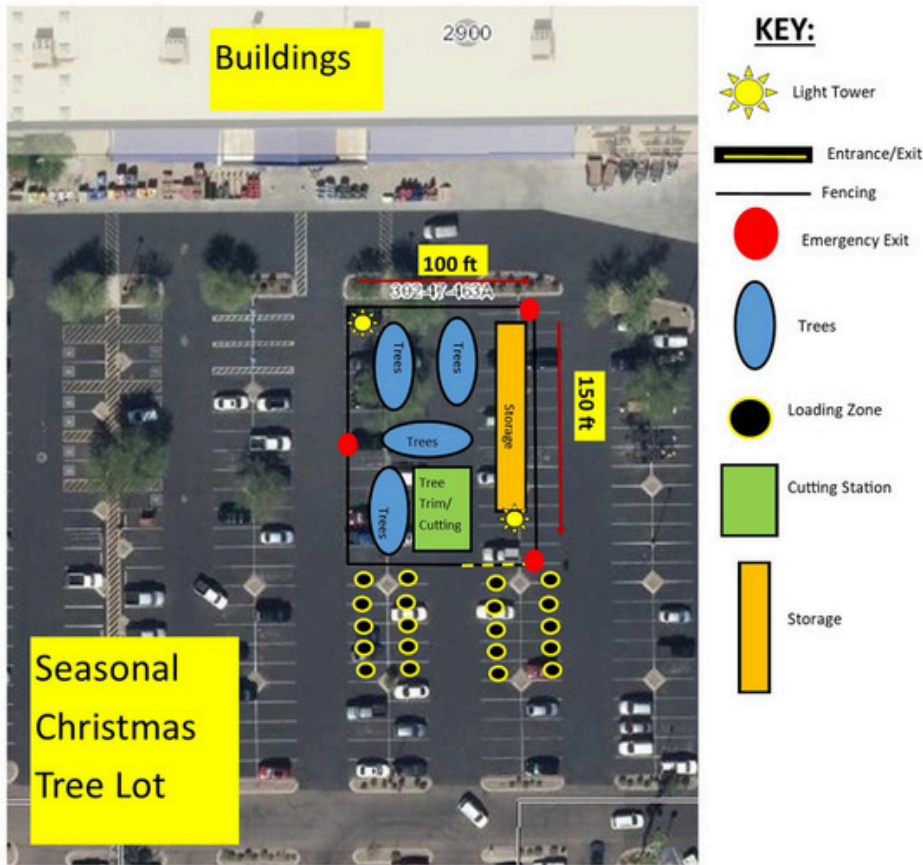
SITE MAP: PARKING LOT



Parking Lot Event

- Key**
- Light Tower
 - Portable Restrooms
 - Vendors
 - Tables and Chairs
 - Food Trucks
 - Barricades

SITE MAP: SEASONAL



SITE MAP: CARNIVAL/FAIR

