

# 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 one page information sheet should answer most questions about the event.

**Event: Woofstock**

**Date: Saturday, November 16, 2019**

**Location: Tumbleweed Park**

**Time: 9am to 1:30pm**

**Priority Deadline: Thursday, August 1, 2019**

**Vendor Application Deadline: Friday, September 27, 2019**

Priority deadline applies to vendors who participated in last year's (2018) event through the City of Chandler to reserve their space. Once the deadline passes, applications will be taken in order they are received.

**Event History:** This is the 12<sup>th</sup> annual event that is focusing on families, children and dogs. The main emphasis is to have an event that the entire family can enjoy. Numerous organizations have joined together to create a large fun event for the community. Last year over 4,500 guests were in attendance.

## Available Areas for Vendors:

**Business/Nonprofit Informational (\$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.

**Food/Beverage (\$150)** – This is any organization or business that wants to sell food, snacks or beverages.

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

## Responsibilities of the Vendor:

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

**Vendor Contribution 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 (tables, chairs, canopies, etc.) must be provided by the vendor.

## 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. If space is available, requests will be considered on a first come first serve basis.

**Dog or Pet Related** – Vendors with an emphasis in providing some aspects of dog/pet related items or options would have priority during the review process. A limited number of vendors who do not meet this emphasis will be considered for the event.

**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 acceptance email.

**Duplication of Vendors** – The City of Chandler strives to keep duplication of booth items or activities down to a minimum. Our goal is to have no more than two or three of the same or similar booths.

**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 Special Events Coordinator at 480-782-2669.**