

9th Annual Chandler Chuck Wagon Cook-Off

Saturday, November 10, 2018

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

Vendor Application Deadline: 5 p.m., Friday, August 31, 2018



Event Description: The 9th 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, family activities and unique vendors. The Chandler Chuck Wagon Cook-Off is an alcohol-free event. The event is coordinated by the Chandler Museum, a division of the City of Chandler, and the non-profit organization, Partners of Tumbleweed Ranch.

Event hours: Saturday, November 10th, 9 a.m.- 4 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.

Saturday

Food/Beverage Sales (10' x 10': \$50) – Any organization (profit or non-profit) or business selling prepared food, snacks or beverages.

Merchandise/ Artist Sales (10' x 10': \$30) – 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': \$10) – 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': \$25) - 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 Partners of Tumbleweed Ranch by **Friday, August 31 at 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 the email confirmation which you will receive,** 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 Saturday until breakdown at 4 pm.

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.

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

(For food sales) Maricopa County Health Permit is required. This must be included on the application. In addition, 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 provided to you. If incomplete or incorrect information is provided, it will result in the return of your application and can forfeit participation in the event. A fee is not required.

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 Partners of Tumbleweed Ranch will notify the accepted vendors **by Friday, September 14.** 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. Fee and any additional paperwork must be submitted by the deadline that will be provided in the email confirmation which you will receive, or your booth space is forfeited.

Duplication of Vendors –Our 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 – Partners of Tumbleweed Ranch 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 Saturday from 7 a.m. - 8:30 a.m. **Your vehicle must be removed from the event grounds by 8:30 a.m., as gates open at 9 a.m.**

2018 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 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.*

For Food/Beverage Sales: You must provide your Maricopa County Health Permit License #

If you are a mobile food unit, please provide your City of Chandler 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 - \$50.00
- 10' x 10' space for Merchandise Sales/ Artist- \$30.00
- 10' x 10' space for Non-Profit Organization - \$10.00
- 10' x 10' space for Business/Company Information- \$25.00

Additional Vendor Rental Option:

- Extra 10' x 10' Booth Space - \$25.00

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:

**Vendors do not pay fee until notified of acceptance.

Mail to:
Pardners of Tumbleweed Ranch
P.O. Box 812
Chandler, AZ 85244

Email: Maryellen.koda@gmail.com