



Saturday, February 26, 2022

8 a.m. – 11 a.m.

Odyssey Junior High Cafeteria

(1495 S. Verrado Way, Buckeye, AZ 85326)

## SERVICE & INFORMATION PROVIDER VENDOR APPLICATION

BUSINESS NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ DOB: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ TPT LICENSE #: \_\_\_\_\_

TYPE OF PRODUCT OR SERVICE: \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

WILL YOUR ORGANIZATION BE USING ITS OWN TABLE COVER?  YES  NO

*Booth spaces include one (1) six foot table and two (2) chairs. Booth spaces are filled on a 1<sup>st</sup> come / 1<sup>st</sup> served basis. Booth spaces are confirmed when application is received.*

**Space is made available at no charge to any company, business, organization, non-profit that provides FREE, no obligation information, products or services to Veterans.**

I do hereby release and hold harmless the event sponsors, The City of Buckeye and any other party involved in this event, from any and all liability, including but not limited to: any claims, liabilities, losses or damages, costs and expenses whatsoever, ordinances or legal authority or cause, theft, personal injury, bodily injury, or act of God, arising out of any loss, injury, death, or damage that may arise during this event. I agree to comply with all event regulations. \*Please initial you have read and accept the attached event vendor regulations including cancellation policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline for application submittal is February 3, 2022**

Mail:  
City of Buckeye  
Attn: Tonia Edmundson  
110 E. Irwin Ave.  
Buckeye, AZ 85326

Email:  
[tedmundson@buckeyeaz.gov](mailto:tedmundson@buckeyeaz.gov)

Phone:  
623-349-6323



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**REGULATIONS & CANCELLATION POLICY:**

1. **Set up Details:** Vendor check-in and unloading/loading information for the event will be provided via e-mail 1 week prior to the event. It will also cover space assignment, arrival time and vendor parking.
2. **Tear down rules:** We ask all vendors not to take down booth(s) until the event is over, unless told otherwise. Vendors will be responsible for any damage caused to City/venue property during the event, set-up and/or tear down.
3. **Electrical Power:** If you have electrical needs, please let us know. Electrical extension cords must be brought by the vendor. Any questions regarding these requirements, please feel free to contact us.
4. **Hold Harmless Agreement:** Organizations agree to indemnify and hold harmless **City of Buckeye, AZ** and their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release COB from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. COB is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with COB management and not openly discussed with other organizations or patrons.
5. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
6. **Waste and Clean-Up:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
7. **Inclement Weather:** In the event of inclement weather, City Staff will decide whether to cancel the event; however, all vendors are inside a building.
8. **First Right of Refusal:** Vendors will go through a selection process to ensure the best selection of PRODUCTS and SERVICES at the event. Vendors will be notified after final review. The City of Buckeye will have first right of refusal.
9. **Covid-19 Cancellation:** Applicant, vendor, sponsor, understands and acknowledges that due to COVID-19, event may be suspended or cancelled by the City, in its sole and absolute discretion, depending on public health guidance from Federal, State, and Local health authorities, and any executive and/or emergency orders or protocols from the Centers for Disease Control and Prevention and the Arizona Department of Health Services. *Approval of the event is conditional and subject to change.*
10. **Notice of Cancellation and Assumption of Risk:** Any decision by the City to suspend or cancel the event in order to protect public health and safety will be provided to applicant/vendor/sponsor with as much advance notice as is practicable in light of the public health emergency. As a condition of approval, Permittee assumes all risks of cancellation of the event.