

# Chandler Lions Club - Event Vendor Information

Thank you for your interest in wanting to be a part of this special event. The Chandler Lions Club in partnership with the City of Chandler prides it self in having vendors at this event that represent the concept of the event and a vast diversity of what the community has to offer. This one page information sheet should answer most questions about the event.

## Event: Tumbleweed Tree Lighting & Parade of Lights

Date: Saturday, December 1, 2012

Location: Historic Downtown Chandler

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

Vendor Application Deadline: Friday, November 9, 2012

**Event History:** This event is in its 56<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 12,500 to 15,000 guests visit the event.

### Available Areas for Vendors:

**Nonprofit Organizations Informational – \$50.00** - This is for non-profit groups that want to provide information about their organization to the community. There is no selling of items.

**Business/Company Informational – \$50.00** - This is for businesses or for-profit organizations that want to provide information about their organization to the community. There is no selling of items.

**Food/Beverages – \$100.00** - This is any organization or business that wants to sell food, snacks or beverages.

**Merchandise Sales – \$50.00** - 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.

**Booth Fee** – 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.

**Applications** – The Chandler Lions Club 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 Chandler Lions Club 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 Chandler Lions Club 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.

For questions, please contact the John Stewart, Chandler Lions Club, at 480-236-9123.

# Tumbleweed Tree Lighting & Parade of Lights Vendor Application

## Applicant's Information

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Company/Organization Name

Contact Name

Address, City, State, Zip

Daytime Phone  Cell Phone

Email Address

## Booth Information

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Please Check One:

Nonprofit Informational     Business/Company Informational     Food/Beverages Sales     Merchandise Sales

Please provide an in depth description of your booth.

**Please check all needs that apply:**     Electrical Source Needed     Water Source Needed

Is your company/organization a 501(c)(3) nonprofit?     Yes     No    **If yes, please attach a copy of IRS status form**

Will you be asking for monetary donations?     Yes     No

Do you have a Maricopa County Health Permit?     Yes     No    License #

Do you have a Chandler City Sales Tax License?     Yes     No    License

Do you generate revenue over \$5000.00 in a calendar year?     Yes     No

Please provide a list of all items being sold and their price range.

**Booth Fees** (please check the one that applies)

- Nonprofit Informational – \$50.00
- Business/Company Informational - \$50.00
- Merchandise Sales - \$50.00
- Food/Beverage Sales - \$100.00

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.

Signature  Date

Printed Name

**Return Application To:**  
*Mail*  
John Stewart  
Chandler Lions Club Coordinator  
2670 S. Yucca St.  
Chandler, AZ 85248