



# TEMPORARY SALES AND PROMOTIONAL EVENTS HANDBOOK

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**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.

! 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](mailto:TSPE@chandleraz.gov)
3. Upon committee review additional documents may be requested of the applicant, with corresponding deadlines.
  - Open Flame Permit and Fee (**Fire**)
  - Food/Beverage Vendor Application (**Fire**)
  - Canopy or Tent Application and Fee (**Fire**)
  - Generator Permit Application (**Building**)
  - Liquor License and Fee (**Tax and License**)
  - Vendor Registration Sheet including Transaction Privilege Tax Number and City Business Registration Number, if applicable (**Tax and License**)
4. Pay all applicable Fire Fees.
5. Pay all applicable Liquor Fees.

***For questions, inquiries, and concerns, please contact:***

Amanda Jensen (TSPE Primary Contact)

Special Events Sr. Specialist

[TSPE@chandleraz.gov](mailto:TSPE@chandleraz.gov)

(480) 782-2649

# TSPE Timeline Flowchart

60 Days

Completed Application, Site Map, Property Owner Permission Letter, and COI must be submitted to [TSPE@chandleraz.gov](mailto: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 NO. EXT.:	FAX:
	ADDRESS:		INSURER(S):
			INSURER B:
			INSURER C:
			INSURER D:
			INSURER E:

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	DATE WHEN	POLICY NUMBER	INSURER(S)	COVERAGE	LIMITS
GENERAL LIABILITY					EACH OCCURRENCE \$1,000,000
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTALS \$
<input type="checkbox"/> CLAMSHELL <input type="checkbox"/> OCCUR					DEDUCTIBLE (Any amt. per occ.) \$5,000
AGGREGATE LIMIT APPLIES PER:					MULTIPL. & ADV. RALRY \$1,000,000
POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOSS					GENERAL AGGREGATE \$2,000,000
AUTOMOBILE LIABILITY					PRODUCTS - COMP/PROP/AGG \$1,000,000
<input checked="" type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (TA RALRY) \$1,000,000
<input checked="" type="checkbox"/> ALL OWNED AUTO					ROOF & RALRY (Per policy) \$
<input checked="" type="checkbox"/> HERD AUTO					ROOF & RALRY (Per policy) \$
<input type="checkbox"/> SCHEDULED AUTO					PROPERTY DAMAGE (Per policy) \$
<input type="checkbox"/> NON-OWNED AUTO					PROPERTY DAMAGE (Per policy) \$
UMBRELLA LIAB					EACH OCCURRENCE \$
EXCESS LIAB					AGGREGATE \$
CLASSIFICATION					\$
INDUSTRY CODE					VALUATION - TORT LIMITS PER
EMPLOYERS LIABILITY					E.L. EACH ACCIDENT \$ \$ 1,000,000
EMPLOYEE BENEFIT					E.L. EMPLOYER - EA EMPLOYEES \$ \$ 1,000,000
DESCRIPTION OF OPERATIONS					E.L. VEHICLE - 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	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Business Address	AUTHORIZED REPRESENTATIVE
Attn:	

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## PROPERTY OWNER PERMISSION LETTER

### EXAMPLE



November 4, 2022  
 City of Chandler  
 235 S. Arizona Avenue  
 Chandler, AZ 85225

Re: [Redacted] **Property Location**

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,

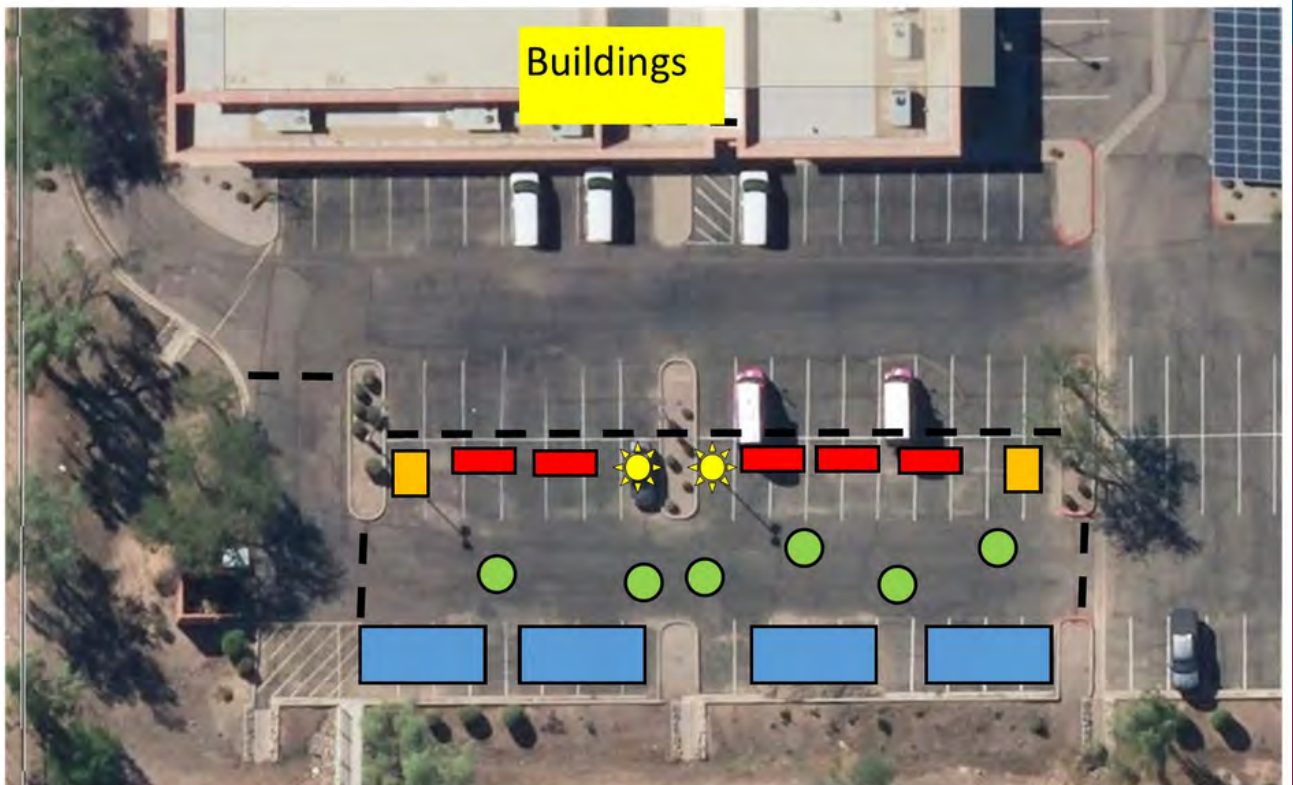
[Redacted Signature] **Event Name**  
 [Redacted Phone Number] **Property Owner Name/Signature Phone Number**

# SITE MAP: EXTENSION OF PREMISE



- KEY:**
- Bar
  - Tables/Chairs
  - Enter/Exit
  - Security
  - Band/Stage
  - Portable Restrooms
  - Emergency Exits
  - 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





**KEY:**

-  Light Tower
-  Entrance/Exit
-  Fencing
-  Emergency Exit
-  Trees
-  Loading Zone
-  Cutting Station
-  Storage

# SITE MAP: CARNIVAL/FAIR



**KEY:**

-  Carnival Rides/Games
-  Tables and Chairs
-  Parking
-  Tents/Canopies—10x10
-  Vendors
-  Food Trucks
-  Security
-  Restrooms
-  Generators
-  Entrances/Exit
-  Road/Parking Closure Barricades
-  Fences
-  Light Towers
-  Emergency Exit