



**ELOY MAIN STREET - SATURDAY, NOVEMBER 4TH, 2023 2:00PM – 9:00PM**

**VENDOR SPACE AGREEMENT**

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

**VENDOR SPACES:**    \_\_\_\_\_ 10x10 - \$250    \_\_\_\_\_ 10x20 - \$350

**NON-PROFIT rate:** \_\_\_\_\_ \$50 (if product or service is being sold)

- **FOOD VENDORS – must provide own power (pkg food vendors excluded)**

**Please submit a description of vending space, include menu for approval & photo of set up.**

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**NOTE: Please include your total payment with the submission of your application.**

Total fees due: \$ \_\_\_\_\_

Payment by: (Circle One) VISA   MC   Discover   AMEX

Cardholders Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

## **Vendor Regulations & Guidelines**

The ELOY GLOW will provide space only.

- Space set-up: 8am to Noon on Saturday, November 4th. Set up must be completed by Noon for fire and health permit inspections.
- All vendors must be open and vendor space must be staffed throughout the event.
- You must provide a flame-resistant tent or canopy in your designated space.
- All vendors will be required to carry liability insurance, listing Arizona Events Group, LLC as additional insured. Event dates must be included.
- The event producer will predetermine booth location. Vendors may request a certain location; however, the event cannot guarantee a specific location.
- Vendors are responsible for the cleanliness of their designated area.
- Event is outdoors and takes place in daylight and evening times. Rain or Shine Event.
- If retailing products, you must have the required business license from the City of Eloy. Including all health permits from Pinal County if selling food.
- Force Majeure – Except for payments due, neither party shall be in default by reason of any failure in performance of this agreement if such failure arises out of causes beyond their reasonable control and without their fault or negligence, including Acts of God, extreme high or low temperatures, winds, rain, power failures, flooding, fire, epidemics, pandemics, communicable disease, or quarantine restrictions. If the event becomes unavailable, sponsors, food vendors and/or retail vendors only available remedy is for the parties to agree to alternate replacement of a future event/s.
- Deadlines – All agreements, payments, permits and certificates of insurance are due no later than Monday, October 16, 2023, at 5pm. Limited space available. Space is "first come, first served". Space is only held with payment received and signed agreement

### **CHECKLIST TO SUPPLY**

- ❑ Completed agreement form
- ❑ Signature of agreement form (below)
- ❑ Agreement fee
- ❑ Certificate of Insurance to read exactly as follows below:

**Re: Arizona Events Group, LLC,  
2<sup>nd</sup> ANNUAL ELOY HOT AIR BALLOON GLOW & FESTIVAL  
NOVEMBER 4, 2023**

**RELEASE**

This agreement is non-refundable/No Chargebacks regardless of the retailer's performance or event expectations. Participant is fully responsible for all charges as outlined herein whether using the agreed upon space or not. Participants agree to utilize assigned space during published event hours and will confine all display activity to assigned space. All space assignments are final decisions of the producer and reserves the right to change space locations, as they may deem necessary. All tents, canopy, power cords, furniture, signs, and materials must meet fire codes. The event producer reserves the right to require the modification of any display. I agree to parking in designated parking areas. I hereby release and discharge the Arizona Events Group, LLC, staff, interns, volunteers, all sponsoring organizations and the City of Eloy from any responsibility, personal liability, claims, loss, suits, or damage arising out of or in conjunction with my participation in the ELOY HOT AIR BALLOON GLOW & FESTIVAL. The event and the above listed associates will not be responsible for any injury sustained by participants and guests or damage to products and materials belonging to participants. I agree to abide by all the regulations and guidelines set forth by the event, written or oral, and understand failure to do so could result in my removal from the event and that all decisions are final. I take full responsibility and understand that my entire display must be sturdy and safe and that a representative must occupy the space during posted event hours.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CONTACT:** Nanette Duncan, [info@azeventsgroup.com](mailto:info@azeventsgroup.com), 480.600.4743

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