



Care Fair Tempe

2018 FOOD VENDOR INFORMATION



In partnership with  **Tempe**
Quality services to the desert

On April 21st Tempe Community Council (TCC) is holding its first “Care Fair Tempe.” We invite you to apply to be a vendor for this event.

Care Fair Tempe is being held in partnership with the **City of Tempe** to provide the Tempe community a one-stop place to obtain information about services and resources available to those who may need them and offer an opportunity for community members to connect with local nonprofits about how to volunteer and simple ways to give help.

Information booths will be filled with organizations who offer programs and services for areas such as food resources, crisis support, youth and family needs, financial stability, senior services and elder care, health care, prevention, dementia, substance abuse, safety, disability assistance, housing, transportation & more. To make the event enjoyable and encourage attendance, we are offering food and activities for all ages.

All vendor applications will be reviewed and selected based on providing a variety of food selections, pricing and space availability.

Attached is an application, expectations and details for food vendors.

Tempe Community Council appreciates your interest and support of this event.

Questions? Contact cindy_kominska@tempe.gov or 480.858.2310

Event Date

Saturday, April 21, 2018

9:30am-1:00pm

Tempe Community Complex

3500 S. Rural Road, Tempe (SW Corner of Rural & Southern)

Event Info

The event is FREE and will feature information booths from City of Tempe departments and local nonprofits providing human services and programs to Tempe residents. In addition to info booths, there will be live entertainment and demonstrations, kid’s fun zone, mobile on-site services, food vendors, giveaways and more.

Due to this being the first event, expected attendance is unknown; however, the Care Fair will immediately follow the **City of Tempe’s 2018 State of the Neighborhoods Awards** which has a general attendance on-average of 150-200. Extensive marketing of the event will also take place through TCC and City of Tempe media outlets, schools, neighborhoods, business, posters, flyers, digital and social media, street banner on Southern Avenue at event site, and more.

Cost

For the right to be one of the only five exclusive food vendors, there is a \$45 deposit required with the application. The deposit will be refunded/returned upon full participation or if not selected. Due to the purpose of the event, we ask that you keep your menu at family-friendly affordable pricing. Tempe Community Council approves all menu pricing and vendors.

Vendor Booth Specifics

- Each food vendor, if needed, will be provided with one 10 x 10 covered booth, including one 8' table, two chairs and small sign stating your organization's name.
- Set-up can begin as early as 6:30 am. All vendors are to be completely set-up no later than 9:00 am and remain completely operational through 1:00 pm.
- All vendor amenities and purchase opportunities must be disability/wheelchair accessible.
- Food trucks have the capacity to park under a parking shade structure and preferably self-contained (some electricity options are available upon request).
- All food vendor items are encouraged to utilize recyclable materials and/or be waste-reducing. Per City of Tempe's special events trash requirements, no styrofoam products are allowed. Recycle bins will be available and strongly encouraged for use by attendees. Trash receptacles are for use by event attendees only. Waste and water products from food production is to be removed from property and disposed of off-site.
- Applications do not guarantee a vendor spot. Space is limited. All vendor applications will be reviewed and selected based on providing a variety of food selections, pricing and space availability. All selected vendors will be notified by March 26.

Disclaimer:

- Tempe Community Council is not responsible for theft or damage of vendor's display or property. Vendors are responsible for their own space and agree to provide payment for any damage caused by unloading, loading and operations during Care Fair Tempe.
- Tempe Community Council or the City of Tempe is not liable for any damage to your equipment, merchandise, yourself or your family, friends, employees or volunteers working at your booth.

Tempe Community Council Reserves the Right to:

- Reassign/change a space if necessary. Spaces are not transferrable to other organizations or causes.
- Deny a space without a refund to any vendor/participant in violation of any rule.
- Prohibit display of certain products/distribution of materials based on its acceptability to the general public.
- Eject vendors/visitors from the event grounds where there is cause.

Help Make the Event a Success

All organizations are asked to maximize your exposure and the event by promoting your appearance through your social media networks, on your website, and any newsletter/mailings to your constituents. Promote your appearance multiple times leading up to the event and share our posts, too!

[Facebook](#)

@tempecommunitycouncil

[Twitter](#)

@tempecommunity

Use Hashtags:

#CareFairTempe, #Tempe, #TempeCommunityCouncil

Please include a link to:

[Care Fair Tempe](http://www.TempeCommunityCouncil.org/Care-Fair) (www.TempeCommunityCouncil.org/Care-Fair)

Registration

Applications are being received until March 23 – space is limited. Confirmation of booth participation and assignments will be provided by March 26 and location assignments by April 14. To participate, please complete and fax, mail or email the attached application and required documents along with your deposit by the application deadline.

2018 FOOD VENDOR APPLICATION

Organization _____

Booth Name _____

Address _____

Contact _____ Phone _____

Email _____

APPLICATION CHECKLIST

Sign and complete the application along with following items:

- Maricopa County Temporary Food Service Establishment Permit*
- Maricopa County Food Handlers Permit*
- City of Tempe Sales Tax License* (you may obtain a one-time event license for \$25)
- Proof of insurance, naming Tempe Community Council and the City of Tempe as an additional insured*
- A copy of your proposed menu with pricing
- \$45 deposit: ___ Enclosed ___ Purchased by Credit Card Online (check one)

*Vending will not be accepted without proof of these items.

DEPOSIT

Deposit checks to be made payable to *Tempe Community Council*. Credit card deposits can be made online at www.TempeCommunityCouncil.org/Care-Fair.

Return application, deposit and forms by mail, email, or fax:

Tempe Community Council
34 E. 7th Street
Tempe, AZ 85281

cindy_kominska@tempe.gov
480.858.2319 (fax)
480.858.2300 (office)

Deadline for applications: March 23, 2018

SET UP TIME & BOOTH NEEDS

Booths can be set up as early as 6:30 am and must be ready for sales no later than 9:00 am. Booths must stay open until 1:00 pm.

- I will need: 10 x 10 booth 8 foot Table Two Chairs Electricity Outlet (if available)
- I have services that require larger or alternative space option
- I have a food truck. The space I need is _____
- Other _____

I have read and understand the booth participant/vendor information provided:

Signature _____

Print Name _____



Organization/Vendor Waiver & Media Release

Please read & complete, then sign, make a copy for yourself and mail with application and related items:

WAVIER: *I assume all risks associated with participating in Care Fair Tempe including but not limited to merchandise being damaged, broken or stolen; inclement weather and all such risks being known and appreciated by me or my organization. I have read this waiver, and knowing these facts and in consideration of my entry being accepted, I, for myself and anyone entitled to act on my behalf, waive and release Tempe Community Council, City of Tempe and all event partners and sponsors, their representatives and successors, from all liabilities of any kind arising out of my participation in the event, even though the liability may arise out of carelessness on the part of the person named in this waiver.*

MEDIA RELEASE: *I grant permission to all the foregoing to use any photography, videography or other record of this event for any legitimate purpose.*

By signing below, I agree that I have read this wavier, media release and all rules and regulations, and understand the conditions of the application.

Print Name Authorized Representative	Signature	Date
---	-----------	------

Register by March 23, 2018, by mailing or delivering a copy of this completed application, waiver/media release and deposit to:

Tempe Community Council
34 E. 7th Street
Tempe, AZ 85281
480.858.2300 • 480.858.2319 (fax) • cindy_kominska@tempe.gov
www.tempecommunitycouncil.org/care-fair

Please keep a copy of all documents for your records.