



VENDOR POLICIES & PROCEDURES

Saturday, December 1, 2018

10am-5pm

Please read the Vendor Policies & Procedures before submitting your application. No person has the authority to change any rules unless it is in writing & has been approved by Casino Management & is attached to the Vendor's Application on file for the event:

1. GENERAL

- Vendor applications can be picked up at the Club Sol booth and/or printed from online. Applications must be fully completed, all necessary documentation must be attached & submitted no later than Monday, November 19, 2018, along with the full payment (**CASH ONLY**) directly to the Club Sol booth.
- Booth/spaces are based upon availability. Once all booth/spaces are full applications will no longer be accepted. This will be determined by the Event/Vendor Coordinator(s).
- Vendors must read the Venues Policies & Procedures & abide by them.
- Vendors must submit names of all participants. (2) people maximum for Artisans/Farmers Market Vendors & (6) people maximum for Food Vendors.
- Vendors may **not** leave the booth unoccupied during the event.
- Vendors **must** submit a full description of all items to be sold or displayed for approval. Any items not approved prior to the Event will **not** be allowed.
- Vendors **cannot** sell items that are being sold by the Venue's Concession Stands such as; nachos, hot dogs, water, soda and/or alcoholic beverages.
- The Venue is not responsible for lost or stolen items belonging to the Vendors.
- Vendors will refrain from the use of alcoholic beverages, illegal drug consumption and/or other illegal activities during the Event. The conduct of the Participants should in no way reflect negatively on the integrity of the Pascua Yaqui Tribe, Enterprises, Employees and/or the Event.
- Casino Management/Event Coordinators reserve the right to **immediately** remove any Vendors from the premises if they have violated any Event Policies & Procedures or for any other reason(s) determined.
- Vendors must have their own 5lb Fire Extinguisher in the booth at all times.
- Vendors are subject to a pre-event inspection by the CDS Safety Officer, PYT Fire Dept, Indian Health Services Inspector(s), Event Coordinators and/or Casino Management.
- Vendors cannot begin to sell without a booth inspection & final approval is granted.

- Food handlers must follow the food handling guidelines that are set. The Vendors must obtain a Food Handler's card/permit from the Indian Health Services Division & must maintain the card in their possession at all times during the Event.
- The Festival is an all-weather event. All sales are final. There will be **NO REFUNDS** for a canceled booth/spaces or no shows.
- Vendors will be required to sign an Indemnification Agreement (pg5). The document relieves the Tribe & its Enterprises of all liability caused by a Vendor's wrong doing, either intentional or unintentional. Vendors will not be permitted to set-up unless the indemnification waiver has been signed & submitted beforehand.

2. FEES

- Food Vendors - the venue will provide one 10'x10' tent, 1 extension cord, 1 table with linen & 2 chairs (Vendors are not permitted to take these items off property): **\$275.00**
- Food Vendors with their own carts: **\$185.00**
- Verified Pascua Yaqui Tribal Members/Casino Employees/Tribal Employees (no one is permitted to use the above mentioned for a discounted rate, may be asked to provide proof): **\$125.00**
- Artisans & Farmers Market Vendors space inside the venue - the venue will provide 1 table with linen & 2 chairs. (Vendor **cannot** bring in a canopy): **\$75**
- Artisan & Farmers Market Vendors outside the venue (must come prepared with their own set-up; canopy, table, chairs, etc.): **\$55**
- Corporate Partnership/Sponsorship levels are available: **\$300 - \$4000**

3. CHECK-IN & SET UP

- **Check In:** All Vendors must check in between **7am-9am** on the day of the event.
Arrival: Vendors that **do not** arrive before the scheduled time of 9am will be considered as "No Shows" & in the best interest of the event their booth/space will be re-assigned. They will be subject to being turned away & will **not** receive a refund.
- **Set Up:** Vendors will set up only after they have checked in or as directed by the Event/Vendor Coordinator(s). Set up must be completed by 9:30am to ensure Vendors avoid walking thru the crowd once the gates have opened to the Public at 10am. All of your items must be unloaded by this time. This will be strongly enforced & those violating this rule will be subject to removal from the Event, with no refund.
- **Decorations:** Booth decorating should be presentable & to the standards of the Venue or you may be asked to take it down. Event Coordinator(s) have final say on approval.
- **Booth:** Vendors are **not** to exceed their booth space dimensions of the 10'x10' tent enclosure, unless otherwise approved previously by Event Coordinator(s). Any additional needed tables/chairs/linen will be the responsibility of the Vendor. All tables must have linen & be kept clean of trash at all times during the event, 10am-5pm.
- **Tear Down:** No booth/space may be taken down until after the closing hour of 5pm. Vendors who sell out prior to the Festivals closing will be required to wait until after 5pm to tear down both inside & outside of the Venue. There will be an oil bin where you can dispose of your oil behind the AVA stage located by the parking spots near the West rolling gate.
- **Other needs:** Arrangements for additional set-up time must be conveyed prior to event day, to Laura Andrade: Email laura.andrade@casinodelsol.com or 520-324-9241.

4. OTHER INFO

- Vendors must use designated areas to transport items to the display areas.
- Vendors must supply their own booth water & trash receptacles.
- Vendors can park on the West & East side gates to check-in but must immediately remove their vehicles once unloaded.
- Vendors must follow the Venues electrical requirements: You may only bring 1 power strip, not to exceed 2200 watts & & NO extension cords (1 will be provided in each Food Vendor booth).
- Vendors must maintain a safe & hazard-free work area.

5. SIGNAGE

- Vendors must provide their own material for their booth signage, which will be subject to approval or denial by the Event Coordinator(s).
- Hand written signs such as; booth name, menus and/or price lists must be legible & in good taste. (No writing on the back of paper plates, card board cut outs, etc...)
- Oversized signs or banners must be pre-approved by the Vendor/Event Coordinator (s).
- Soliciting for personal business/companies during the event will **not** be permitted.

6. INDEMNIFICATION

- Vendors will be required to sign the Indemnification Agreement which is attached to the Vendor Application (pg5). This Agreement ensures that the Vendor not the Pascua Yaqui Tribe, Enterprises, Employees or Event will be held liable in the event that the Vendor, either intentionally or unintentionally, causes harm to a Festival Patron and/or the Venue.

7. VENDOR RESPONSIBILITIES

- All Vendors are responsible for costs of all labor, materials, equipment, supplies & any other items necessary for the performance of their participation in the Event. The Pascua Yaqui Tribe, Enterprises, Employees or Event will not be held liable for any debt, tax or assessment accrued by any Vendor in the operation of their booth & participation.

8. BEST TAMAL CONTEST

- All Tamale Vendors are required to participate in the contest at no additional cost to them. Four (4) categories will be judged.

CATEGORIES

1. Traditional Red Tamal (*i.e. Beef, Pork or Venison*)
2. Traditional Corn Tamal
3. Sweet Tamal
4. Gourmet Tamal (*i.e. Chicken, Seafood, Vegetarian, etc.*)

PRIZES PER CATEGORY

- Best of all around tamale - \$750
 - 1st place - \$500
 - 2nd place - \$300
 - 3rd place - \$150



VENDOR APPLICATION

The Venues Policies & Procedures are applicable to all Vendor Participants involved in the selling of food, merchandise and arts & crafts. Casino Management requires full cooperation & support. Anyone found in violation of the stated Policies & Procedures **will be** removed from the premises & not allowed to return, no refund. The booth/spaces available are on a first come first served basis. This agreement is good for this specified event. I, _____ on the _____ day of _____, 2018, *(Print name of Vendor Representative)*

Acknowledge that I have read the Policies & Procedures & will adhere to them. If at any time a violation occurs, I will be held fully responsible.

PRINT NAME: _____

SIGNATURE: _____

Event Name: 14th Annual Tucson Tamal & Heritage Festival **Event Date:** Saturday, December 1, 2018

Please print the names of all Vendor Participants:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

BOOTH NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL ADDRESS:** _____

Please select one:

- | | |
|---|---|
| <input type="checkbox"/> Food Vendor | <input type="checkbox"/> Food Cart Vendor |
| <input type="checkbox"/> Artisan / Farmers Market | <input type="checkbox"/> Pascua Yaqui Tribal Member or Employee |

List the items to be sold or displayed (attach an additional sheet if needed): _____

For questions contact:

Casino Del Sol
Attn: Laura Andrade • (520)324-9241
laura.andrade@casinodelsol.com
5655 W. Valencia Rd., Tucson, Az. 85757



INDEMNIFICATION
(Attach to Application)

I, _____ as the below signed Vendor participating in the
(Name of Vendor)
2018 Casino Del Sol's "Tucson Tamal & Heritage Festival", do hereby agree to indemnify, hold harmless & defend the Pascua Yaqui Tribe, its Officers, Divisions & Employees against any & all claims for damage, loss, demand, cause of action, liability, injury, punitive damages, costs & expense of every type, arising directly or indirectly from any act or omission of Vendor, Vendor's Employees, Associates, Agents or Representatives.

I further acknowledge that this Indemnification is being provided in exchange for good & valuable consideration, the receipt & sufficiency of which is hereby acknowledged, & that the terms & provisions of this Indemnification shall survive the conclusion of the Event.

By:

(SIGNATURE OF VENDOR)

(PRINT NAME)

(DATE)

NOTE: Submitting an application does not guarantee participation into the Festival. Vendors will be notified of status after application has been reviewed & approved.