

City of Chandler Vendor Information

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

Event: 2012 Chandler Jazz Festival

Date: Friday, March 30 and Saturday, March 31, 2012

Location: Dr. A.J. Chandler Park/Historic Downtown Chandler

Time: March 30 – 4:30 p.m. to 9:30 p.m.

March 31 – Noon to 9:30 p.m.

Vendor Application Deadline: Thursday, March 1, 2012

Event History: This event is in its 13th year and focuses on jazz music that the entire family can enjoy. The event is two days and has approximately 10,000 guests attend. Music plays in various locations – the park, downtown establishments, and along the streets.

Available Areas for Vendors:

Vendor Categories

Informational – This is for any group that wants to provide information about their organization or business to the community.

Food/Beverages – This is any organization or business that wants to sell food, snacks or beverages.

Merchandise Sales – This is any organization or business that wants to sell any type of merchandise they produce.

Booth Location Areas

Green Area – This location is in the center and surrounding area of the plaza for Historic Downtown Chandler and south from the main festival stage. This area is a table only booth – no canopies permitted. 10' x 10' space provided. **NO ELECTRICITY AVAILABLE**

Orange Area – This location is in the center of the plaza for Historic Downtown Chandler and south of the main festival stage. 10' x 20' space provided with a canopy top. Electrical & water is available upon request.

Pink Area – This location is in the festival seating area and is to the north of the main festival stage. 10' x 10' space provided and space is extremely limited. Electrical is available upon request.

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. Once you are accepted and pay the fee, it will not be returned for not participating or leaving the event early.

There are three booth areas that are available and each area has a different fee.

This fee is not paid until the vendor has been notified of its acceptance into the event.

Green Area – \$50.00

Orange Area – \$100.00

Pink Area – \$175.00

Additional Space – There is no additional booth space available for purchase at this event.

Supplies/Materials – All supplies and materials - tables, chairs, canopies, etc. – must be provided by the vendor (*Exception* – Orange Area is provided with canopy).

Event Notes:

Applications – The City of Chandler has partnered with the Downtown Chandler Community Partnership who will accept vendor applications till 5pm on the date of the deadline. Applications submitted or received after the deadline will not be eligible for consideration.

Limited Space – Due to the limited space available for each vendor type, applications will be considered by first come, first considered.

Notification of Acceptance – The Downtown Chandler Community Partnership 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.

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 Downtown Chandler Community Partnership
Special Event Coordinator at 480-855-3539.**



2012 Chandler Jazz Festival Vendor Application

Applicant's Information

Company/Organization Name

Contact Name

Mailing Address

Daytime Phone Cell Phone

Email Address

Booth Information

Please Check One Box on Each Line:

Green Area Orange Area Pink Area

Informational Food/Beverages Product Sales

Please provide an in depth description of your booth and a list of all items being sold with price range.

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 within the Chandler City limits in a calendar year? Yes No

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:

Marnie Brookins
Downtown Chandler Community Partnership
PO Box 3356
Chandler, AZ 85244



Chandler ♦ Arizona
Where Values Make The Difference