



Marketplace Street Fair
 Annual Festival of Lights Kick-Off Party
VENDOR APPLICATION
 Contact: foothillslights@gmail.com

Saturday
November 30
Noon - 8:00pm

MARKETPLACE DETAILS

VENDOR INFORMATION

Date & Time: Sat. 11/30/19
 Noon - 8:00 PM
Set-Up: Friday 11/29 2:00 PM or
 Saturday 11/30/19 8:30-10:30 AM
Location: Marketplace St. S.W., at
 edge of Desert Foothills Park ,
 Phoenix (in Ahwatukee Foothills)

Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
Website: _____
AZ TPT License Number _____

FEES & DEADLINES

DESCRIBE PRODUCTS & LIST BRANDS

- 10'x10' Space: \$110 for Early Submission (rcd. By 10/31/19)**
- 10'x10' CORNER Space: \$135 for Early Subm. (by 10/31/19)**
- Late Submission Fee (11/1-15/19): Add \$25, any space.**
- To be considered for possible available space after 11/15/19, add \$50, any space.**

- Crafter/Artisan
- Buy/Sell Vendor
- Service Provider
- Packaged Food Vendor

Please apply early! Limited spaces are available for jewelry and for reps. of direct sales brands. Attach extra sheet for description, if needed.

ABOUT US

SUBMISSION CHECKLIST

www.folaz.org
 marketplace@folaz.org

- Completed, signed 2 Pages vendor application.
- Check, payable to Festival of Lights. **Add \$25 after 10/31/19.**

RULES & REGULATIONS (SEE ALSO ATTACHED PAGE)

VENDOR/PARTICIPANT ACCEPTANCE: The FOL Board has the right to reject any application. Businesses distributing information only may be referred to our Sponsorship Committee. Acceptance will be sent by email. Around 11/18/19, **space assignments** will be e-mailed out. **Violators of rules herein and on Rules and Regulations attachment will not be invited back.**

DISPLAYS: Vendors provide their own canopies, tables, chairs, booth lights & furnishings, which **must not extend outside the assigned 10'x10' space.** One electrical outlet per booth is provided. Bring a heavy extension cord.

PAYMENT: A check for the fee, including late fee if applicable, to FESTIVAL OF LIGHTS, must accompany the application to reserve a space. Payments are non-refundable. Mail (only) to our box at **PostNet: Festival of Lights: Attn: Marketplace Street Fair, 4605 E. Chandler Blvd. #110-125, Phoenix, AZ 85048.** \$25 late fee applies if *received* after 11/01/19; \$50 for receipt after 11/15.

PUBLICITY: The Festival of Lights publicizes the Kick-Off Party through flyer distribution, signs, local media, our website, and social media.

YOUR SIGNATURE SIGNIFIES ACCEPTANCE OF ALL RULES AND REGULATIONS AND RELEASES THE FESTIVAL OF LIGHTS FROM ANY AND ALL LIABILITY FOR ANY DAMAGES, INJURY, OR LOSS TO ANY PERSON OR GOODS FOR ANY CAUSE.

VENDOR SIGNATURE _____
DATE _____

FOL use only

Postmark date _____
 Check number _____ Amount paid _____



MARKETPLACE STREET FAIR

VENDOR APPLICATION, PAGE 2: RULES

REV 7/19

Applicants: Please initial on lines, and return a copy, along with page 1 and full payment.

SET-UP PROCEDURES (FRIDAY AFTERNOON OR EVENT DAY: SATURDAY 8:30 AM)

____ 1. Vendors may set up either after 2 PM on Friday -OR- on Saturday from 8:30 AM until 10:30 AM. No entry to the street after 10:30 AM on Sat., and unloading must be completed by 11:00AM. Please be sure not to block another vendor's access to their space. Special arrangements must be made if you need to use a large truck to bring in your products; contact marketplace@folaz.org. All booths must open by NOON.

____ 2. If you choose to set up on event day, there *will be* a lot of traffic. You must follow FOL traffic safety directions! Vehicles must *ENTER Marketplace Street SW FROM DESERT FOOTHILLS PARKWAY, *check in with FOL Member, * **DRIVE on the RIGHT side of the road to NEAR the assigned space**, then, *to unload, **PULL OVER as far as possible on the LEFT side**. When unloaded, *ALL CARS MUST BE MOVED to the vendor parking lot (or leave via Chandler Blvd). When your car is gone, you may set up your booth. **NO BLOCKING THE RIGHT SIDE OF THE STREET. NO PARKING ON STREET DURING SET-UP! ONLY ONE VEHICLE IS ALLOWED PER BOOTH.**

____ 3. If you set up on Friday afternoon, please weight and secure your tent and furnishings in case of wind or rain. A Boy Scout troop is usually present (camping) in the park Friday PM-Saturday AM, but no security is in the park. You leave your items at your own risk, and you are entirely responsible for your tent and contents.

____ 4. For public safety, your tent, all furnishings, and all products must not extend outside of your 10'x10' space to the right, left or front, regardless of booth space location.

____ 5. Some event-day-only volunteers can guide you to your space, and help unload if needed. We recommend bringing a dolly and some friends to help if you have a lot of items to unload. Please talk to an FOL Committee Member if you have any questions that morning.

ETIQUETTE AND SPECIAL CONSIDERATIONS

____ 6. Vendors may not play loud music nor create distractions affecting any other vendor's dealings with customers.

____ 7. Please be aware of a favorite tradition: the holiday **Lighted Motorcycle Parade**, which will roar down the middle of **Marketplace Street from 6:30-7 PM**. We will clear the street of all pedestrians starting at 6:15 for the parade, so please allow customers to either join you inside your booth, or point out a place for them to watch **from behind the caution tape** that will go up just before the parade. This is for everyone's safety.

____ 8. Afterwards, all vendor booths must **reopen for business until closing time, which is 8:00 PM**.

____ 9. During tear-down, you must remove all trash from your booth area. Pack it out or use a park receptacle.

DEPARTURE PROCEDURES (8:00 PM)

____ 10. Begin to *tear down, pack and clean up* at 8:00 PM. After you're all packed, retrieve your car to load up.

____ 11. Bring your car in on Marketplace Street SW from the vendor parking area (or from Chandler Boulevard). Marketplace Street is again one-way only during loading and departure, **BUT** it is the reverse of the morning direction. Remember: All 100-or-so vendors want to drive in to load up in a very short period of time. That's a lot of traffic! ☺ We appreciate everyone's patience and attention to safety.

____ 12. For safety's sake, the traffic rules are the same as for set-up, **BUT** starting FROM THE OPPOSITE END of Marketplace Street SW: ***DRIVE** into the booth area **ON THE RIGHT side of the road**, *then **PULL WAY OVER to the LEFT and stop** as close to your booth as you can, *don't block right lane with open car doors, *as quickly as possible, load your materials into your car, then *carefully **drive out** onto Desert Foothills Pkwy. **on the right side of the road**.

After the event, we invite you to drive out of the neighborhood on Chandler Blvd. to enjoy the million white lights!

THANK YOU AND ENJOY THE HOLIDAYS!