

Green Festival Guidelines for Vendors

Commercial Vendor and Food Vendor Requirements:

1. Each commercial vendor is responsible for computing and paying all State and City sales tax.
2. The AZ Dept. of Revenue requires that each vendor have a valid Business License. Call 1-800-634-6494 to request an application form. This takes about two weeks.
3. For-profit organizations selling non-food items must have a City Retail License. Call 791-4566 for an application.
4. Food vendors must clearly post a copy of a Pima County Temporary Food Permit. Call 740-2760 for more information. The permit must be obtained two weeks in advance of the event.
5. Nonprofit organizations should have a copy of their IRS 501(c)(3) Form.
6. Food vendors and exhibitors selling products must send a copy of their event insurance to Susan at address below.
7. The Vendor Permit required by City of Tucson Parks and Recreation can be purchased at the Administration Office at 900 S. Randolph Way.

Booth Spaces and Check-In:

1. Exhibitor check-in and setup time is 10:30 – 11:30 a.m. on Saturday morning.
2. Check-in at the Festival Information Booth for your booth area.
3. Booth spaces will be assigned according to activity as determined by the Festival Committee.
4. Booth spaces are 10' x 10'.
5. Tablecloths or running water are **not** available, except from restrooms and drinking fountains.
6. Tables and chairs are **not** provided.
7. Bring any supplies you will need.
8. Electricity is available on a limited basis and will be held based on submission of agreement.

Rules:

1. All vendors must agree to these rules/guidelines by completing, signing and **returning the attached Application and Agreement Form by October 10, 2007**
2. Vendors must be completely set up by Noon.
3. Vendor's display must stay within their assigned area.
4. Decorations and displays must be fire-safe.
5. All shade tents / canopies must be tethered at the support posts. Stakes may not be in ground deeper than 8 inches.
6. Each booth must be staffed for the duration of the event.
7. Offensive or disruptive behavior will not be tolerated. Displays or signs negatively depicting other organizations are inappropriate for this family audience and are prohibited from the exhibit area.
8. Sound amplification at vendor booths is not allowed as it interferes with the performances on the main stage. Vendors should be prepared that live entertainment will be performed from the main stage during the Festival.
9. Any group or individual in violation of these rules and guidelines will have their permission to participate revoked on the spot.
10. **Vendors agree to minimize and conscientiously dispose of waste at the Festival as well as minimize or eliminate handing out plastic bags. Participants will have a Festival bag made from sustainable materials. Let's encourage them to use it as an alternative to plastic.**

For more information: Susan Williams, Tucson Green Festival Committee, 2561 N. Richey Blvd, Tucson, AZ 85716 susanleewilliams@cox.net , 520-400-4117

Living la Vida Verde! ~Tucson's Inaugural Green Festival