



2024 Anthem Days

24th Annual Anthem Days will take place on March 16-17, 2024 from 10 a.m.-4 p.m. in the Anthem Community Park, 41703 N. Gavilan Peak Pkwy. This year's event will kick off with the Frazier Shows Carnival, followed by a business expo, live entertainment, kid zone, egg hunt, food court with the Rotary beer garden, and much more!

FOOD VENDOR REGISTRATION FORM

Business Name:	Contact Name:
Business Mailing Address (No PO box):	
Phone #:	Cell #:
Email:	

Product/Service Description (Please be specific):

<p>BOOTH SPACE FEE-----DEADLINE IS FEBRUARY 19, 2024 (Please check one)</p> <p><input type="checkbox"/> \$400.00 (10'X10' rental space) If you have a food TRUCK, please only select a 10x10 rental space.</p> <p><input type="checkbox"/> \$675.00 (10'X20' rental space)</p> <p><input type="checkbox"/> \$1250.00 (20'X20' rental space)</p> <p style="text-align: center;">There is a \$50.00 late fee</p>	<p style="text-align: center;">Additional fees (optional)</p> <p><input type="checkbox"/> \$75.00 Electrical Fee (for two standard outlets)</p> <p>Specify your electrical needs in amps or kw _____</p> <p>Extra outlets or power will incur additional fees. For needs greater than what is offered, please notify us.</p> <p style="text-align: center;">*Ground outlets are not available for vendor use*</p> <p style="text-align: center;">*Generators DO NOT run overnight/personal generators not permitted*</p>
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FORM OF PAYMENT	<p><input type="checkbox"/> Check (made payable to Anthem Community Council)</p> <p><input type="checkbox"/> Credit Card (NOTE: If your application is accepted, a payment link will be sent to the email listed above. The payment link will be sent by the Anthem Community Council from a noreply@rec1.com address. After payment is made, you can print a copy of your receipt.)</p>
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TOTAL PAYMENT ENCLOSED:	<p>Payable to: Anthem Community Council Email to: bkelly@anthemcouncil.com Mail to: Attn: Briah Kelly 3701 W Anthem Way, Ste. #201 Anthem, AZ 85086</p>	<p>Event Contacts: Isabel Juarez ljuarez@anthemcouncil.com Phone/Fax: 623-742-4510</p> <p>Briah Kelly bkelly@anthemcouncil.com Phone/Fax: 623-742-6064</p>
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REGISTRATION PROCESS: Registrations will be processed if they are complete with the following documents...

Completed & Signed Registration Form
 Menu w/pricing (YES, a new one)
 County Health/special event permit
 Fees paid in full
 Certificate of Liability Insurance
 (due at least one week prior to the event)

Those registrations that are missing information and/or documentation will not be processed and/or accepted into the event.

By submitting this signed form, I acknowledge that I have received the Vendor Guidelines and agree to comply with the guidelines set forth. Failure to provide complete and accurate information on registration form(s) can result in forfeiture of booth approval without refunding of fees. I understand that I am responsible for full payment by the established deadline and authorize charges to my credit card. In the event of vendor cancellation, I agree to provide written notice four (4) weeks in advance of the event. In doing so, I agree to forfeit a \$50 processing fee. If cancellation notice is received less than four (4) weeks before event, I agree that any fees already paid will be forfeited.

I understand that my registration fees are non-transferable and non-refundable. Event will be held rain or shine. Submittal of this form does not guarantee participation in the event. By submitting this registration form and engaging in participation, all applicants release and hold harmless the Anthem Community Council, Maricopa County, the State of Arizona, and all event sponsors from any and all liability.

Signature _____ **Date** _____



Vendor Information & Guidelines

Anthem Days

March 16-17, 2024 • 10 a.m. - 4 p.m.

Event Registration

- **All registration materials are due February 19, 2024.**
- Once a registration form has been received, vendors may not change booth space size preference or electrical requirements.
- Anthem Community Council is not responsible for inclement weather or attendance on event day; attendance is an estimate and based on previous year's attendance, planned promotions and various other factors.
- Vendors are not permitted to share, sell, sublet or donate their booth space.
- Event location, booth locations and event layout are subject to change per the Event Director
- Registration form, liability insurance, payment and permits are all due by the deadline. Failure to do so will result in non-acceptance into the event.
- All NSF check returns and/or invalid credit card transactions will be subject to a \$25.00 service fee. Be sure to check your card numbers and card balances before submitting your information.
- Failure to cooperate with the Anthem Community Council staff may result in removal from the event without a refund.

Event set up

- **Exhibitor/vendor set up (loading and unloading) is from 11-4 p.m. on Friday March 15 and 7-9 a.m. on Saturday March 16. Tear down starts at 4:00 p.m. on Sunday. Food vendors may start set up as early as 11 a.m. on Friday if they notify the events coordinator that you will be arriving early.**
- All exhibitors are required to be open both days during the duration of the posted operating hours of the event.
- Anyone tearing down before the event officially closes may not be eligible to participate the following year.
- No vehicles of any type will be allowed in or around your booth space unless directed by the event staff.
- Vehicles may unload supplies & equipment curbside and return vehicle to designated vendor parking area.
- Please plan to bring a garbage can to keep at your booth and help maintain a clean and presentable space. You're responsible for cleaning up any trash and debris at your booth area throughout the event.
- Food Trucks will stay parked in designated spot within the upper parking lot overnight.
- All exhibitors are responsible for ensuring that their booth, equipment, and all contents are presented and stored in a manner that is safe for all patrons to avoid the risk of accidents or injury.
- Bring hand carts to transport your supplies to your booth for easier access... **CARS ARE NOT PERMITTED** to drive on the grass or non-designated vehicle access areas.
- Your display area must stay within the booth space size that you registered & paid for (plus any additional space behind your booth that may have been included in the layout.)
- All signage hanging in a booth must be professionally made (including menus). Hand written signage is not acceptable.
- Grease and wastewater is to be properly disposed of in your own containers and carried out. *Dumping on Council property is strictly prohibited and may result in dismissal from future events!* This has happened in the past and caused severe damage to the turf, resulting in unnecessary expense to the Council and homeowners for repair. Your cooperation is greatly appreciated.

Vendor Parking

- Vendor parking will be in the middle lot (second lot south of Anthem Way) or in the Community Center lot (Anthem Way & Freedom Way).
- Vendors are not authorized to park on the roadway or in the Safeway plaza lot.
- Vendors will be allowed to use the upper lot for loading and unloading only at the times mentioned above.
- Please be considerate of where you park. Prime parking is for our patrons, as we wish to make this event pleasurable and memorable for them to return to in years to come.
- It is trusted that exhibitors/vendors will honor the parking guidelines set forth as a courtesy to their fellow business associates.

Security

- Security will be on site from 5 p.m. Friday night until 5 a.m. Sunday morning as a deterrent.
- The Anthem Community Council is *not responsible for lost, stolen or damaged goods – to your booth or its contents.*

General Event Information

- Vendor agrees that all workers will be dressed tastefully and appropriately for the event with a family-friendly atmosphere in mind.
- Exhibitor space will be presented in a professional and tasteful manner, free of debris, worn or damaged equipment. Event staff reserves the right to dismiss any vendor not presenting themselves, their employees or their space in a professional and appealing manner.
- Event will be held rain or shine, and no refunds or transfer of fees will be granted due to weather or low sales. Vendors are required to remain at their tents until the event closes for the day (unless otherwise directed by event management.)

General Event Information

- No offsite (outside of rented space area) banners, A-frames, or signage is allowed anywhere on festival grounds or entrances.
- Vendors are permitted to sell food and beverage products only based on a pre-approved menu by Event Coordinator. **Menu must be submitted with your registration application.**
- Musical, video and audible devices are not permitted.
- All fire codes, laws, ordinances, permits and regulations pertinent to health, fire preventions and public safety shall be strictly obeyed. **Food vendors utilizing electricity & propane are required to provide their own properly rated fire extinguisher; and, an additional Class-K fire extinguisher is required where deep-fat frying occurs.**
- The Daisy Mountain Fire Department & Maricopa County Health Services will be onsite conducting inspections; any citations noted by them must be immediately rectified or vendor may lose vending privileges.
- The Anthem Community Park is a "smoke-free" community. There is no smoking or using tobacco products in the Park at any time.
- The Anthem Community Council requires and enforces a drug/alcohol free environment for all of its employees. To ensure the safety and standards established by the ACC, all vendors and their representatives are required to be free of any influence from drugs or alcohol at all times while working on ACC property.
- The Anthem Community Council, in their sole discretion, may reserve the right to refuse participation by any applicant, entertainer, food vendor or any other such participant for any reason.
- Please review Anthem Community Park rules prior to submitting your registration.
- Dumping and/or spilling of grease from fryers is **strictly prohibited**. Any equipment that damages the park turf will result in forfeiture of future opportunities to vend at the ACC Community Park.
- Vendors may use breathable/mesh protective flooring surfaces in their booth area. All others are prohibited.

Insurance Requirements

Certificate of Liability (naming the Anthem Community Council as an additional insured) is a requirement for all businesses/vendors FOR EACH EVENT. If you do not carry general liability insurance, you will be required to obtain it for the event.

Certificate Holder:

Anthem Community Council/Attention: Isabel Juarez
3701 W. Anthem Way, Ste #102
Anthem, AZ 85086
Fax: 623-742-4510

Commercial General Liability Insurance minimum requirements

Each Occurrence Limit:	\$1,000,000 combined single limit
General Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate Limit:	\$2,000,000
Personal Injury Limit:	\$1,000,000

Cancellations/Refunds

- Vendor agrees to give at least four (4) weeks advance written notice if unable to participate in the event.
- A \$50 processing fee will be imposed on all eligible refunds.
- Fees paid are non-refundable and non-transferable after March 4, 2024.

Vendor Code of Conduct

1. Treat customers, staff, volunteers and fellow vendors with courtesy, respect, honesty and cooperation.
2. Provide assistance to fellow vendors, whenever possible.
3. Refrain from disparaging, derogatory or negative comments to a competitor or about competitors or competitor's products or services. The same is expected as it relates to Anthem Community Council employees, volunteers or event vendors.
4. Abstain from offering products or services in exchange for "favors" or "special circumstances."
5. Courteous behavior is expected of vendors, especially during set up/tear down so as not to monopolize unloading/loading spaces, or designated booth spaces.
6. All products offered for sale must be safe, have a decent life expectancy and exhibit quality.
7. Honor the integrity of contractual agreements or vendor guidelines.

Failure to comply with any component of the Code of Conduct or participation in other inappropriate conduct as determined by the Event Director may lead to dismissal as an exhibitor/vendor at Anthem Community Council Events and future events.

Contact Information

Special Events Coordinator

Isabel Juarez
3701 W. Anthem Way, Ste. 201
Anthem, AZ 85086
ijuarez@anthemcouncil.com
Phone/Fax 623-742-4510

Special Events Coordinator

Briah Kelly
3701 W. Anthem Way, Ste. 201
Anthem, AZ 85086
bkelly@anthemcouncil.com
Phone/Fax 623-742-6064