

2018 V ITALIAN FESTIVAL

**SET-UP: FRIDAY MARCH 23, 2018
FESTIVAL: SATURDAY MARCH 24, SUNDAY MARCH 25.**

SCOTTSDALE CIVIC CENTER MALL

3939 N DRINKWATER BLVD. SCOTTSDALE, AZ 85251

NON CONSUMABLE VENDOR AGREEMENT

SUMMARY

1. Participation Form and Price Chart, page 2.
2. Participation Agreement, page 4.
3. Deadlines, page 6.

2018 V ITALIAN FESTIVAL - PARTICIPATION FORM

Name of Business (as it should appear on promotional material):

Products and Products Sales Price:

Primary Contact

Name: _____

Email: _____

Personal
Contact: _____

Cellular: _____

Secondary Contact

Name: _____

Email: _____

Personal
Contact: _____

Business Info

Address: _____

Contact: _____

Website: _____

LIST OF NECESSARY PRICED BOOTH ITEMS

Check all that applies

- \$600.00 NON-Consumable Vendor space 10x10, tent, one light, 120V electrical outlet.
- Additional 10x10 space: \$350.00
- Additional Items.

Item	2 Day Rental Cost	Quantity	Total Cost
10x10 Tent	\$250		
8' Table	\$40		
Folding Chair	\$15		
Black Table Linen	\$30		
Overhead Light	\$40		
Umbrella	\$150		
Total			

If you need help, please call: (602) 418 9788

Other supplies **NOT** provided: extension cords, carts/hand trucks, ladders, signage, disposable products, etc.

2018 V ITALIAN FESTIVAL NON-CONSUMABLE VENDORS
PARTICIPATION AGREEMENT
TERMS AND CONDITIONS OF PARTICIPATION

Requirements

- Submission of Participation Form indicating the list of needed booth items and options.
- Submission of \$400.00 deposit.
- Submission of vendor logo by the end of January 2018 and permission to the Italian Association to use logo during festival promotion. For permission initial here:_____
- Obtain/have all necessary City/State and Maricopa licenses
- Provide proof of insurance with the minimum of \$1 million general liability.
- Participate to Exhibitors' teleconference meeting that will be called by the Italian Association, two to three weeks before the Italian Festival, date to be defined.
- The Festival will be open to the public Saturday, March 24, 2018 from 11:00 am to 9:00 pm and Sunday, March 25, 2018 from 11:00 am to 5:00 pm. Vendor's participation to whole duration of the festival is required unless agreed otherwise with the Italian Association (I.E. Your Vendor Booth Can not be left unattended during Italian Festival hours).

Operations

- I will advertise the 2018 V Italian Festival by exhibiting in my Shop and Business the 2018 Italian Festival Poster and by distributing to my customers the Italian Festival Postcards, for the first three months (January to end of March), of 2018.**
- I will not sell any beverage.
- I understand no exclusivity is granted to any vendor for any product.
- I understand that any products not listed in the above Participation Form may not be allowed for sale.
- I will comply with any requirements set by the Italian Association before the set Italian Festival dates by submitting any required paperwork.

-I will set-up my space on Friday March 23rd, from 5:00 pm to 9:00 pm at the Civic Center Mall, 3939 North Drinkwater Blvd., Scottsdale, AZ, 85251. Security will be provided for the nights of Friday, March 23rd and Saturday, March 24th. Products may also be moved to the Booth on Saturday and Sunday morning from 8:00 AM to 10:00 AM. The booth must be ready for Visitors by 11:00 AM, Saturday March 24th and Sunday March 25th.

-My vendor space will be open for business on Saturday March 24, 2018 from 11:00 am to 9:00 pm and Sunday March 25, 2018 from 11:00 am to 5:00 pm.

- My Display items will not be taken down until the end of the festival on Sunday, March 25, 2018 at 5:00 pm.

-My space will be empty and in clean conditions by Sunday, March 25 2018 at 8:00 PM. Unclean areas will be subject to the cleaning fee that the Civic Center will charge to the Italian Association. The fee will be assessed on the basis of the condition of the space.

-I comply with Maricopa County Environmental Services' regulations and no actions undertaken by my business shall constitute a hazard to the health or general well-being of any other person.

-I am responsible for obtaining all necessary State, County and local sales tax licenses as well as collecting and remitting the proper taxing authorities of all sales tax.

-My vendor space will comply with the Scottsdale Fire Department regulations.

-I am responsible for providing and setting up all display inside my space. No displays will be out of my 10x10 Booth area.

-I understand that the Italian Association does not issue any refunds.

- I hereby acknowledge that I have read, understood and will comply with the terms and conditions as provided in this NON-Consumable Vendor Participation Agreement.

Signature

Date

DEADLINES

-Logo image must be submitted in low resolution (jpg) and high resolution (EPS /AI) to info@italianassociation.org by Wednesday, January 31 2018.

-Proof of insurance must be submitted to the below address with the minimum of \$1 million general liability by Wednesday, February 28 2018.

-The submission of the Participation Form and NON-Consumable Vendor Participation Agreement must be received by the Italian Association at the latest by Wednesday, January 31st, 2018 with \$300.00 Deposit. See payment instructions here following.

- To maintain your space at the Italian Festival, Balance Payment of the participation fee must be received by the Italian Association at the latest by Wednesday, February 28 2018.

- Forms must be mailed, with your check or your CC info, to:

Attention Mr. Rao,

Italian Association
8020 E. Gelding Drive,
Suite 108
Scottsdale, AZ, 85260.

Checks must be made payable to: ITALIAN ASSOCIATION>

For payments by Credit Card, please fill the following form:

Name On Credit Card: _____

Credit Card Type and No.: _____

CC Security Code: _____

CC Expiration Date:MM/YY

Address on Credit Card: No. & Street: _____

City, State, ZIP Code: _____

Amount:\$ _____

Dollars: _____

I herewith authorized the Italian Association to charge to my Credit Card the above stated amount:

Signature and Date: _____