

VENDOR DEADLINE - Monday, Nov. 25 at 5:00 p.m.



Thank you for your interest in participating in the **Annual Masik Tas Celebration**. **Vending dates will be December 20-22, 2024**, in the Ak-Chin Indian Community. Please read through all of the information carefully and let us know if you have any questions.

Vendor placement will be determined based on unique setup and booth space footprint. Due to space limitations and the number of vendors, all spots will be pre-assigned and cannot be changed. **Upon check-in, you will receive your location and signed vendor permit. Check-in will be open from 8:00 a.m. - 7:00 p.m. on Thursday, December 19 for vendor set up.**

Please review the submission checklist below before sending in your application and any applicable fees:

SUBMISSION CHECKLIST

- Complete and sign Vendor Form
- Applicable fees (cashier check or money orders only)
- Diagram or photo of booth space/layout and generator, product items (menu), other set-up details and/or decor
- Complete and sign the Fire Department Permit
- Review and sign the Temporary Food Establishment (TFE) Guidelines Acknowledgment Form

VENDOR DEADLINE - Monday, Nov. 25 at 5:00 p.m.

Application is not considered complete until payment is submitted in full, in person. Vendor Information Packets will be emailed (mailed for those without email) to those paid vendors 1-week prior to the event. Parking & load-in details will be included.

If you have any questions concerning this application, contact Ak-Chin Indian Community Events at **(520) 568-1072** or **events@ak-chin.nsn.us**

We look forward to having you as a part of our celebration this year!!

Respectfully,

Ak-Chin Indian Community

VENDOR INFORMATION

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Vendor Type (truck/tent/trailer/cart, etc.): _____ Booth Space Size (ft): L _____ W _____

Additional Info: _____

Have you participated in the Masik Tas Celebration event in years past? Yes No

Are you a member of the Ak-Chin Indian Community? Yes No

BOOTH SPACE FEES

<input type="checkbox"/> FOOD TRUCK/TRAILER Food Truck/Trailer size up to 25ft only. Space only. \$350
<input type="checkbox"/> 10' X 10' CONCESSION SPACE Space only. \$250
<input type="checkbox"/> 10' x 20' CONCESSION SPACE Space only. \$350
<input type="checkbox"/> 10' X 10' ARTS & CRAFTS SPACE Space only. \$200
<input type="checkbox"/> 5' X 5' TABLE/CART SPACE Bike or cart on wheels only. \$75

- Fee includes **SPACE ONLY**. Vendors are required to provide all needed equipment including cooking items, tent, tables, hand-washing stations, extension cords, lighting, etc.
- Vendors **MUST** stay within their purchased space boundaries. Spaces are inclusive of a 10' x 5' prep area, outside of the pre-paid space. Anything outside that area will incur a boundary fee of \$50.00
- Vendors must provide their own power/generators for this event.

10' X 10' CONCESSIONSPACE \$250
Location is in the designated Vendor space at the Ak-Chin Circle Arena (Rodeo).
(**Must be set up by 2pm, Thursday, Dec. 19 for inspection at 4pm**)

Please list any special requests: *(Please note that although we will try to accommodate all reasonable needs, we cannot accommodate all requests)*

AK-CHIN FIRE MARSHAL/INDIAN HEALTH SERVICE (IHS) & VENDOR PERMIT

All vendors serving food or beverage are required to adhere to all rules and regulations setup by the Ak-Chin Fire Marshal and Indian Health Services (IHS). The Ak-Chin Fire Marshal in conjunction with IHS will be doing scheduled inspections of all vendors for safety and health reasons; by both or either prior to start of vending day, all infractions will need to be corrected prior to vending. All food booths are subject to IHS inspection on any given day. All food items must be prepared on-site per IHS.

Those using portable stoves and open fires must keep fires and smoke under constant control and supervision. **Fire Department Regulations require any vendor cooking with open flames, grease, oil, or potentially smoky cooking processes to have a fire extinguisher (K-Rated) present and in open view. All other vendors (Cooking/Non-Cooking) must have their own 2A10BC fire extinguisher in case of emergency.**

You must be able to participate in all three (3) dates; December 20, 21, and 22. Vendor booths must be operational starting at 12:00 p.m. on Friday, December 20; and ending Sunday, December 22 at 8:00 p.m. Fee is inclusive of all days regardless of attendance. Indian Health Services requires all employees obtain Food Handler's cards. **Copy of Food Handler's cards and Vendor Certificate must be displayed at all times.** ***Please note specific times regarding Rodeo Vendors. ***

RULES AND REGULATIONS

FEES: Payment is required, Cashier's Check or Money Order should be made payable to the Ak-Chin Indian Community. Must be received no later than deadlines listed. Credit Cards will not be accepted. If a different payment method is sent, payment will be returned and Vendor Form will be considered incomplete. Payment is required at the time of submission of Vendor Form.

ASSIGNMENT OF SPACE/BOOTH SPACE STRUCTURE AND SIZE: Due to space limitations, you will not be allowed to expand beyond your designated booth space and will be assigned based upon booth footprint and layout. Vendors must submit a booth layout, including generator size, menu, and a detailed sketch including dimensions, cooking and serving areas (if applicable), etc. A current photo of food trucks must be submitted for appropriate placing. You are responsible for providing all of your own equipment and for dressing your booth. You must provide all items needed to decorate your space including signage. You may not sublet your space.

SETUP AND BREAKDOWN: Events staff will determine pre-assigned vendor locations, which cannot be changed. All vendor booths should be set-up and ready for inspection by designated dates and times. Events staff will notify all vendors of their location and designated dates and times.

An Events staff member will be on-site to assist you in locating your booth space as well as addressing special needs you may have throughout the event. Due to security policies, no booths or structures may be left unattended at any time. **All vendors must remain operating on-site during event hours.**

***Please note Rodeo vendor hours vary. Rodeo Vendors must be set up by 2pm, Thursday, Dec. 19 and ready for inspection by 4pm. Rodeo Vendors must be available to provide vending starting at 8am Friday, 12pm (8am Slack) Saturday, and 12pm (8am Slack) Sunday. ***

FOOD /ARTS & CRAFTS VENDOR FORM
2024 MASIK TAS CELEBRATION | DECEMBER 20-22, 2024

Daily Event Hours:

- Friday, Dec. 20: 12 p m -10 pm
- Saturday, Dec. 21: 9 am-10 pm
- Sunday, Dec. 22: 9 am-8 pm

SECURITY: Overnight security will be provided for roaming sweeps through premises, although the Ak-Chin Indian Community, its Enterprises, employees/volunteers and/or affiliates assumes no responsibility for lost, stolen or damaged equipment.

FIRE AND SAFETY: You must obey all fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety. You must not nail, staple or otherwise affix anything to walls, the ground or any part of the vendor area. You are required to be equipped with a 2A10BC fire extinguisher. If cooking with open flame, grease, or oil you are required to have a K-rated fire extinguisher. All equipment will be inspected for proper charge.

ALCOHOLIC BEVERAGES: State law prohibits the consumption of all alcoholic beverages while an employee is on duty. No alcoholic beverages will be allowed in the confines of the event except in designated areas. Food vendors are prohibited from selling and serving alcoholic beverages.

WASTE AND CLEANUP: Please keep the area around your booth clean and safe from safety hazards/risks. At the conclusion of your day, please clean up area around booth, dispose of trash/grease in proper receptacles and remove all personal items/equipment. Trash cans, recycling receptacles and dumpsters will be provided at the event site. A fair cleaning fee will be assessed to any vendors that don't take reasonable care of their assigned areas. If YOU are a food vendor, grease traps and gray water tanks will be made available.

Please utilize the proper container for each item. All vendor equipment must be removed from event site by 11:30 pm after the event ends. Any equipment left overnight will be disposed of and a cleaning fee will be assessed.

PARKING AND ENTRY INFORMATION: Parking and load-in information will be provided in the Vendor Information packet which will be distributed via email 1 week prior to event. Additional passes may be requested but are not guaranteed. There will be a dedicated vendor entry that will be accessible to vendors before, during and after vending hours for no more than two hours before open and after close.

No vehicle traffic will be allowed during event operations the Dec. 20-22, vendors are encouraged to use carts/dollies for transporting supplies.

CANCELLATIONS AND REFUNDS: If vendor cancels before November 26, 2024; by 5:00 p.m.; they will receive 50% of the paid fee back. No refunds will be given for any cancellation after 5:00 p.m. on November 26, 2024.

INCLEMENT WEATHER: No refunds will be given due to inclement weather or any other unforeseen act of nature; the event will occur rain or shine.

FOOD /ARTS & CRAFTS VENDOR FORM
2024 MASIK TAS CELEBRATION | DECEMBER 20-22, 2024

AMPLIFIED SOUND: By completing, signing and returning this form; vendor agrees that they may not produce additional amplified sound from your booth display. The on-site contact and the contact person(s) on this application will be held responsible for relaying this rule to your on-site staff. **THIS POLICY WILL BE STRICTLY ENFORCED.**

WATER: Direct hook-up to water WILL NOT be available; however, access to potable water will be available. Vendor will need to provide a means to transport needed water to vendor location.

BOOTH SIGNAGE: Booth signage must be uniform, clean and/or professionally printed. Pole banner sign height may not exceed 10 feet tall. If signage is not uniform or does not follow regulations, the vendor will be asked to remove or re-adjust signage to meet requirements.

PETS: No pets are allowed except service animals with proper certification paperwork.

Overnight Accommodations: Harrah's Ak-Chin Hotel and Casino-(480) 802-5000.

**Reservations are recommended*

On-site vendor registrations may be accepted, ONLY if there is available space; NO GUARANTEES.

Pre-paid vendors will have dedicated spots if paid by November 25.

****No Drugs/Alcohol allowed within the Event area not designated for alcohol, NO EXCEPTIONS!!****

****The event does not guarantee revenue for vendors. ****

****Ak-Chin Indian Community reserves the final and absolute right to interpret its rules and to settle and determine all matters, questions, or differences in regard thereto or otherwise arising out, connected with or incident to, the Masik Tas Celebration. Management further reserves the right to determine unforeseen matters not covered by these rules by amending or adding onto these rules as in its judgment it may determine necessary. ****

PAYMENT

Only CASHIERS CHECKS or MONEY ORDERS will be accepted.

REMIT PAYMENT IN PERSON TO:

Ak-Chin Community Events Department
42507 W. Peters & Nall Rd.

Maricopa, AZ 85138

TOTAL DUE \$ _____

Hold Harmless

The Vendor hereby agrees to the following:

- Observe the laws, rules and regulations of the Ak-Chin Indian Community as established by the Ak-Chin Tribal Council;
- Indemnify and hold harmless the Ak-Chin Indian Community, its employees, volunteers, sponsors, and any affiliations from any damages, loss of property and/or claim or injuries that may arise; Read/agree to the Vendor/Arts & Crafts Guidelines;
- Leave the grounds in clean condition before leaving the premises;
- I (we) also give permission to use photographs, video and other representations while being part of the Ak-Chin Masik Tas for promotional and non-commercial purposes of the Ak-Chin Indian Community and/or it's enterprises;
- Ak-Chin Indian Community, Ak-Chin Employees, Ak-Chin Volunteers and/or it's enterprises; assume no responsibility for any property stored on premises. Vendor accepts total responsibility for the booth and the security/safety of their items;

Acknowledgment/Signature

I, _____, have read and agree to abide by the rules and regulations of the Ak-Chin Masik Tas Celebration. I further acknowledge that by submitting this application and respective fees, I am not guaranteed acceptance into the event.

Signature of Responsible Party (Required)

Date

THANK YOU!!

FOR INTERNAL USE ONLY:

PAYMENT IN FULL - YES/NO _____

Staff Signature _____

Date Received _____



AK-CHIN FIRE DEPARTMENT

FIRE PREVENTION

PERMIT APPLICATION – Plans Submittal Required *

Public Assembly (indoors)
* 10 days prior

Outdoor Assembly
* 30 days prior*

Fireworks Display
* 10 days prior

High Piled Storage
* 30 days prior*

Vehicle Display
* 30 days prior*

Trade Show/ Exhibits
* 30 days prior

Other _____
*30 days prior

BUSINESS INFORMATION

Name of Event: _____

Complete Event

Address: _____

Name of Venue: _____

Date(s)/Time of

Operation: Date _____ Time _____ Inspection Date _____

Site Contact: Name _____ Cell Phone _____

Responsible

Party: Name _____ Phone _____

Responsible

Party Address _____ City _____ ST _____ Zip _____

Application submitted on: ____/____/____

Application may be faxed to (520) 568-1301 or submitted in person from 8:00 a.m. to 5:00 p.m., Monday through Friday, or mailed to:

Ak-Chin Fire Department – Attn: Fire Marshal
42507 W. Peters & Nall Rd.
Maricopa, AZ 85138

Permit questions, please call (520) 568-1316 or e-mail jspezz@ak-chin.nsn.us

FOR OFFICIAL USE ONLY

Date

Received: _____ Received by _____

Copy to: Tribal Gaming ACPD ACEPA

