

## **VENDOR DEADLINE - Friday, Dec. 12 at 5:00 p.m.**



Thank you for your interest in participating in the Annual Masik Tas Celebration. **Vending dates will be December 18<sup>th</sup>-21<sup>st</sup>, 2025**, in the Ak-Chin Indian Community. December 18<sup>th</sup> is Community Day, and is only open to attendance from Ak-Chin Indian Community Members; This is an optional vending date. December 19<sup>th</sup>-21<sup>st</sup> are mandatory vending dates and are open to the general public. **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 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 for vendor set-up will be open from 8:00a.m. – 8:00p.m. on Wednesday December 17<sup>th</sup>, and from 8:00a.m. - 2:00p.m. on Thursday, December 18<sup>th</sup>. Please review the submission checklist below before sending in your application and any applicable fees:

### **SUBMISSION CHECKLIST**

- ☐ Completed and signed Vendor Registration Form
- ☐ Pay applicable fees (cashier check or money order only)
- ☐ Diagram or photo of booth space/layout and generator, product items (menu), other set-up details and/or décor
- ☐ Completed and signed Fire Department Permit
- ☐ Review and sign the Temporary Food Establishment (TFE) Guidelines Acknowledgment Form (if applicable)
- ☐ Review and sign the Right of Entry form

## **VENDOR DEADLINE - Friday, Dec. 12 at 5:00 p.m.**

Application is not considered complete until payment is submitted in full, **in-person**. Vendor Information Packets will be emailed (or 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) 568-1640 or [bmartinez@ak-chin.nsn.us](mailto:bmartinez@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

<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>FOOD TRUCK/TRAILER</b></div><div style="color: red; font-weight: bold;">\$350</div></div> <p>Food Truck/Trailer size up to 25ft only. Space only.</p>	<ul style="list-style-type: none"><li>Fee includes <b>SPACE ONLY</b>. Vendors are required to provide all needed equipment including cooking items, tent, tables, hand-washing stations, extension cords, lighting, etc.</li><li>Vendors <b>MUST</b> 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</li><li>Vendors must provide their own power/generators for this event.</li></ul>
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>10' X 20' CONCESSION SPACE</b></div><div style="color: red; font-weight: bold;">\$350</div></div> <p>Space only.</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>10' X 10' CONCESSION SPACE</b></div><div style="color: red; font-weight: bold;">\$250</div></div> <p>Space only.</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>10' X 10' ARTS &amp; CRAFTS SPACE</b></div><div style="color: red; font-weight: bold;">\$200</div></div> <p>Space only.</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>5' X 5' TABLE/CART SPACE</b></div><div style="color: red; font-weight: bold;">\$75</div></div> <p>Bike or cart on wheels only.</p>	<div style="display: flex; justify-content: space-between; align-items: center;"><div style="display: flex; align-items: center;"><input type="radio"/> <b>10' X 10' CONCESSION SPACE</b></div><div style="color: red; font-weight: bold;">\$250</div></div> <p>Location is in the designated Vendor space at the Ak-Chin Circle Arena (Rodeo). (**Must be set up by 2pm, Thursday, Dec. 18 for inspection at 4pm**)</p>

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 MARSHALL / INDIAN HEALTH SERVICES (IHS) & VENDOR

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) mandatory dates: December 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. Vendor booths must be operational starting at 11 a.m. on Friday, December 19<sup>th</sup>, and ending Sunday, December 21<sup>st</sup> at 8:00 p.m. Vendors participating in the optional date of December 18<sup>th</sup> must be operational at 4:00 p.m. on Thursday, December 18<sup>th</sup> and ending Sunday, December 21<sup>st</sup> 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 1pm, Thursday, Dec. 18 and ready for inspection by 2pm. Rodeo Vendors must be available to provide vending starting at 8am Friday, 11 am (8 am Slack) Saturday, and 11 am (8am Slack) Sunday. \*\****

**Daily Event Hours:**

Thursday, Dec. 18 (Optional) :	4 pm - 10 pm
Friday, Dec. 19:	11 am - 10 pm
Saturday, Dec. 21:	11 am - 10 pm
Sunday, Dec. 22:	8 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 e.

**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, Dec. 18<sup>th</sup>-21<sup>st</sup>, vendors are encouraged to use carts/dollies for transporting supplies.

**CANCELLATIONS AND REFUNDS:** If vendor cancels before December 15, 2025; 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 15, 2025.

**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.

**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 December 12<sup>th</sup>.**

**\*\*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 Indian 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;

**ACKNOWLEDGEMENT / 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](mailto:jspezz@ak-chin.nsn.us)

#### FOR OFFICIAL USE ONLY

Date

Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Copy to: Tribal Gaming ☐ ACPD ☐ ACEPA ☐



# AK-CHIN INDIAN COMMUNITY

## Planning and Development Department

42507 West Peters & Nall Road • Maricopa, Arizona 85138 • Telephone: 520. 568.1070 • Fax: 520.568.1061



### Agencies/Businesses/Companies

### Instructions for Completing a Right of Entry Application

Thank you for your interest in wanting to conduct business with the Ak-Chin Indian Community. All interested parties proposing to do business with the Ak-Chin Indian Community are required to complete a Right of Entry (ROE) Application. This ROE Application is only for the Ak-Chin Indian Community. Please use the instructions below to help you complete your application. Please include a separate sheet of paper if more space is required.

#### **A. Business Name:**

Please list the name of your Agency/Business or Company, address, city, state and zip code. Please specify if the Agency/Business or Company is an LLC, Corporation, Incorporated, or d.b.a (Doing Business As).

\*If a Right of Entry Permit is approved, it will be issued in the name of the applicant listed and signing the application. Therefore, please list each individual included in your application with identification and make sure each person signs the approved Right of Entry Permit.

#### **B. Purpose and/or Reason (please specify complete scope of work):**

In this section, please include the purpose and/or reason for conducting business within the boundaries of Ak-Chin Indian Community.

1. What is the purpose/reason of conducting business with Ak-Chin Indian Community?
2. If applicable, please list the Community Department, Event, or Program that the project is affiliated with and include the designated contact person from the Community.
3. Will the project include ground disturbance? If so, this will require a Cultural Monitor. You will be required to notify the Cultural Resources Program five (5) business days in advance of entry. The phone number for the Cultural Resources Program is (520)568-1365.

#### **C. Estimated Start/End Dates and Time of Entry:**

Under this section, you will list the proposed start/end dates and time of entry. Please note the dates indicated are subject to approval by the Ak-Chin Indian Community Council.

1. Include a proposed list of dates for services.
2. Proposed hours of operation and schedule.
3. Include a set proposed list of dates for entry in the event we are unable to accommodate the first date(s).

If a Cultural Monitor is deemed necessary, proposed hours of entry are subject to the Cultural Resources Program hours which vary.

**\*Approval of all ROE applications take 3-4 weeks, please plan and schedule your project accordingly.**

# AK-CHIN INDIAN COMMUNITY

## Planning and Development Department

42507 West Peters & Nall Road • Maricopa, Arizona 85138 • Telephone: 520. 568.1070 • Fax: 520.568.1061



### **D. Names of People entering Community and their duties:**

Under this section, please list the names, job title, and job duties of all individual(s) who plan to be on site. Each person is required to have the following submitted along with the application:

1. Current Driver's License for all individuals listed on the application. Expired Driver's License running through ROE dates will not be accepted and application will be deemed incomplete unless Driver License is update.

**All individuals entering must have a current Driver's License throughout the time of entry.**

### **E. Vehicle Identification:**

Please include the following vehicle information on your application:

1. List the VIN Number
2. Make
3. Model
4. License plate
5. Provide a copy of the current Auto Insurance for the vehicle being listed.  
All insurance cards must be current throughout the time of entry.

**Expired Auto Insurance cards running through ROE dates will not be accepted and application will be deemed incomplete unless Auto Insurance card is updated.**

### **F. Description of Area of Entry:**

Please describe the location you propose to be located in. The proposed location is subject to the approval of the Community Council.

### **G. Contact Information:**

Please list Name, Address, Telephone #, Fax #, E-mail Address, sign and date the application.

Please be advised that should a ROE Permit be granted, you will be required to comply with the applicable provisions of the ROE Conditions.

**Approval of all Right of Entry applications may take upwards of 3-4 weeks, so please plan and schedule your project accordingly.**

Should you have any questions in completing your ROE application, please contact the Planning and Development Department at (520) 568-1070.

Right of Entry Application  
Revised 2/23/2023



## AK-CHIN INDIAN COMMUNITY REQUEST FOR RIGHT OF ENTRY ON RESERVATION

DESCRIPTION OF AREA OF ENTRY (include a map of location):

### CONTACT INFORMATION

NAME:

TELEPHONE OFFICE:

TITLE:

TELEPHONE CELLULAR:

Fax#:

EMAIL:

The applicant understands and hereby expressly agrees that, as a condition of any Right-of-Entry granted, the applicant must agree to indemnify the Ak-Chin Indian Community ("Community"), the owners of the land, and occupants of the land, against liability for loss of life, personal injury and property damage occurring because of or due to activities caused by the applicant, applicant's employees or contractors and their employees, or subcontractors and their employees.

The applicant further understands and hereby expressly agrees that, as a condition of any Right-of-Entry granted, the applicant must provide the Community with a copy of all notes, data, analysis, maps, and reports resulting from the work authorized by this application as it becomes available.

The applicant further understands and hereby expressly agrees that the Right-of-Entry Conditions listed below will apply to any Right-of-Entry granted. This application must be returned to the follow address:

Ak-Chin Indian Community  
Planning and Development Department  
42507 W Peters & Nall Road  
Maricopa, Arizona 85138  
Phone: 520-568-1070  
Fax: 520-568-1061

If this application is approved, a Right of Entry Permit will be returned to the above listed contact person.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## AK-CHIN INDIAN COMMUNITY

### REQUEST FOR RIGHT OF ENTRY ON RESERVATION

### RIGHT OF ENTRY CONDITIONS

1. Individuals granted a Right-of-Entry into the Community who are found in other areas outside of their specified job site(s) may be cited for civil trespass by the Community Law Enforcement Officers. In addition, individuals cited for civil trespass could be fined and have their vehicles and/or equipment confiscated.
2. Activities that are not related directly to the purpose stated above are a violation of this Right-of-Entry and may be cause for the Right-of-Entry to be revoked.
3. Individuals granted a Right-of-Entry are prohibited from carrying firearms onto Tribal land. (Tribal law prohibits hunting and fishing activities.)
4. Individuals granted a Right-of-Entry into the Community must be aware that there are ordinances protecting archaeological and historical sites, as well as for the protection of native plants. **In the event that any ground disturbance is conducted or if a Cultural Monitor is required, the Permittee of the Right- of-Entry must contact the Cultural Resources Office five (5) business days prior to engaging in any such activity.** Archaeological studies or clearances will be performed only by the Ak-Chin Cultural Resources Office. Individuals granted a Right-of-Entry into the Community should make an earnest effort to become knowledgeable of these ordinances, or make inquiries to the Planning and Development Department when in doubt concerning them.
5. Individuals granted a Right-of-Entry shall understand and expressly agree to indemnify the Community, the owners of the land, and occupants of the land, against liability for loss of life, personal injury and property damage occurring because of their activities and caused by the Permittee, Permittee's employees or contractors and their employees, or their subcontractors and their employees
6. Individuals granted a Right-of-Entry shall notify the Planning and Development Department at (520) 568-1070, at least twenty- four (24) hours in advance of any visit to the Community.
7. Individuals granted a Right-of-Entry into the Community must keep the approved Right-of-Entry in their possession at all times (copies of the approved Right-of-Entry are acceptable). Further, it is understood the participants in the permitted activity will abide by the laws and ordinances of the Community.
8. All individuals granted a Right-of-Entry shall provide the Community with a copy of all notes, images, video, data, analysis, maps, and reports resulting from the work authorized by the Right-of-Entry, as it becomes available.
9. Individuals granted a Right-of-Entry must restore the land as nearly as may be possible to the original condition upon the expiration or termination of the Right-of-Entry.