

HISTORIC **FOURTH** AVENUE

SPRING STREET FAIR ~

MARCH 24-26, 2023

FOOD BOOTH APPLICATION

DEADLINE: FEBRUARY 15, 2023

It is the applicant's responsibility to read and understand all information in this application. Application does not guarantee acceptance.

Name: _____

Business Name: _____

Address: _____

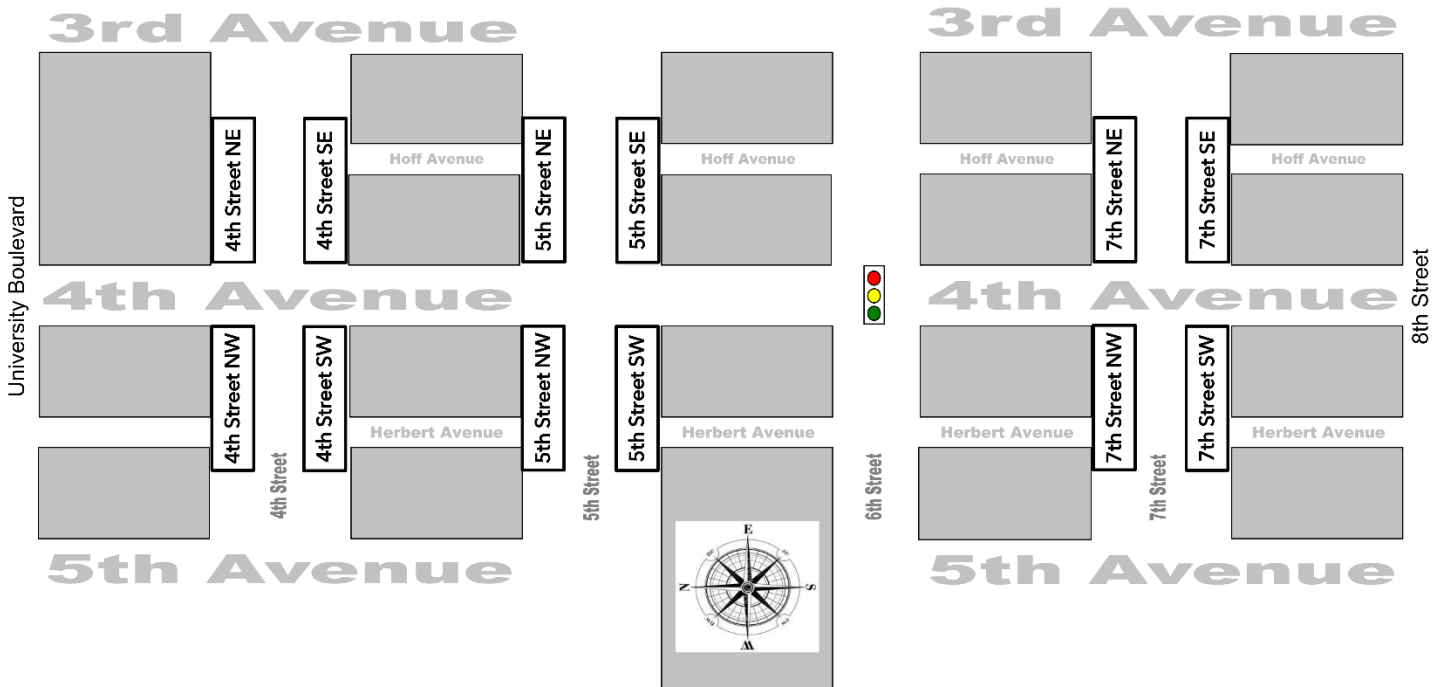
Phone: _____ Email: _____

~~~~~ Fees ~~~~~

| Booth Requirements                                                                               | Cost per Booth |           |           | Total |
|--------------------------------------------------------------------------------------------------|----------------|-----------|-----------|-------|
|                                                                                                  | 10' x 10'      | 10' x 20' | 10' x 30' |       |
| Food Booth Fee                                                                                   |                |           |           |       |
| Corner                                                                                           | \$1700         | \$3350    | \$5000    |       |
| Second from Corner                                                                               | \$1425         | \$2800    | \$4175    |       |
| Third from Corner                                                                                | \$1150         | \$2250    | \$3350    |       |
| Fourth & beyond from Corner                                                                      | \$875          | \$1700    | \$2525    |       |
| Each additional linear foot                                                                      | \$100/ft.      | \$100/ft. | \$100/ft. |       |
| Food Vendor Storage Trailer/Vehicle Parking (Limited Availability within Fair Permit Boundaries) | \$10/ft.       | \$10/ft.  | \$10/ft.  |       |
| Electricity Fee                                                                                  |                |           |           |       |
| 110V/20 amps x 1                                                                                 | \$230          | \$230     | \$230     |       |
| 220V/40 amps x 1                                                                                 | \$315          | \$315     | \$315     |       |
| Each additional 20 amps                                                                          | \$105          | \$105     | \$105     |       |
| REQUIRED - Water                                                                                 | \$25           | \$50      | \$75      |       |
| REQUIRED Non-Refundable - Clean Up Deposit                                                       | \$75           | \$125     | \$225     |       |
| REQUIRED - Street Fair and Community Special Event License                                       | \$20           | \$20      | \$20      |       |
| Non-Refundable Processing Fee                                                                    | \$50           | \$50      | \$50      |       |
| <b>TOTAL</b>                                                                                     |                |           |           |       |

Enclose a check, cashier's check or money order payable to "FAMA" for all fees. All payments will be deposited upon receipt. All fees, excluding the \$50 Processing Fee, will be refunded if the application is declined. All returned checks are subject to a \$35 service charge. Applications postmarked after February 15, 2023 may be returned. Application does not guarantee acceptance.

~~~~~Location~~~~~



Please circle your booth location and mark order of preference:

- 4th Street NE 5th Street NE 7th Street NE
 4th Street SE 5th Street SE 7th Street SE
 4th Street NW 5th Street NW 7th Street NW
 4th Street SW 5th Street SW 7th Street NE

Please note there is no electricity or water available on 4th Street. Electricity is limited on the west side of 7th Street Contact FAMA for more information. Food trucks are only allowed on 4th Street and are not permitted on 5th or 7th Street. Requesting and paying for a specific location does not guarantee that location. Application does not guarantee acceptance.

Booth Dimensions:

Length: _____ Depth: _____ (maximum depth allowed is 10')

Special needs: _____

Booths are placed end-to-end. All measurements must account for the complete unit, including but not limited to, overhangs, storage, cooking area, entrance/exit, hitches, etc.

Failure to provide an accurate measurement will result in additional fees. Expulsion from the event without a refund will occur if the booth cannot be loaded during setup because of inaccurate measurement or description of special needs were not provided.

Check List: please make sure these are completed before mailing your application!

- Completed Application with Signature Page (pages 1 – 3 of this document)
- Certificate of Liability Insurance naming North Fourth Avenue Merchants Association, Inc. as additionally insured for one million dollars (\$1,000,000), required 30 days prior to the fair if accepted
- Complete menu
- Photo of booth setup, including overhangs, storage, cooking area, entrance/exit, hitches, etc. if applicable
- Payment of all fees
- Copy of the Pima County Health Department Permit, required 30 days prior to the fair if accepted

Acceptance emails will be sent on February 28, 2023.

PLEASE READ AND SIGN THE APPLICATION AGREEMENT:

I hereby release the North Fourth Avenue Merchants Association, Inc. (FAMA) from all liability because of personal injury, loss, or property damage caused by theft, fire, public catastrophe, act of God or other causes. I agree to indemnify FAMA and the Fair if it suffers any loss or damage because of any act on the part of the applicant or their agents and to provide FAMA with a Certificate of Insurance naming the North Fourth Avenue Merchants Association, Inc. as additionally insured for one million dollars (\$1,000,000).

I acknowledge that I have received, read and understand the Food Booth Information & Rules included with this application and agree to abide by all rules and requirements of FAMA.

I understand FAMA, at its sole discretion, may prohibit the conduct of any activity whatsoever which it deems detrimental or not in the best interest of the event.

I understand there are no refunds within thirty (30) days of the Fair's opening day.

Applicant's Signature

Date

~~~~~For Office Use Only~~~~~

Postmark Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Check #: \_\_\_\_\_ \$ \_\_\_\_\_

# FOOD BOOTH INFORMATION & RULES

## **Booth Placement**

Menu variety and time of application determine the placement of all food vendors.

Any specific location requests will be evaluated on the mix of all food vendors, booth size and power requirements.

Requesting and paying for a specific location does not guarantee placement in that location. Application does not guarantee acceptance.

FAMA Merchant Members and beer booth participants have location priority.

## **Food Booth Rules**

### **Health Permits**

Food Vendors must abide by all Pima County Health Department Regulations and secure all permits required to operate.

Failure to obtain a Pima County Health Permit or follow their regulations will result in immediate expulsion from the show without a refund of any fees or deposits.

**DO NOT SEND YOUR PIMA COUNTY HEALTH PERMIT APPLICATION TO FAMA!**

All health permit application must be completed with the Pima County Health Department. Permit applications, fee schedules and guidelines are available at:

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=783>

A copy of your Pima County issued health permit for this Fair must be submitted thirty (30) days prior to the Fair.

### **Menu**

To maintain diversity of options for our guests, menu items are limited to three (3) time/temperature control foods. Applicants must limit their menu to three (3) items and provide us with their menu. Prices MUST be included on menu. NO exceptions. Although not required, we suggest offering a kids' menu with reduced portions and pricing. This will be taken into consideration at the time of jurying.

### **Booth Space**

Food booth space is determined by the entire length of the booth/setup, including overhangs, storage, cooking area, entrance/exit, hitches, etc.

Vendors may not store supplies or any other materials on the sidewalk. Units needing additional space will be assessed \$100.00 per additional linear foot - no units can be deeper than 10'.

Booths must be attractive, and photographs of the booth must be submitted with the application. All booths must comply with [Tucson Fire Department Cooking Booth Regulations](#), which are separate from the requirements of the Pima County Health Department.

All applicants are required to check in prior to setting up. Set-up must be completed by 9:00 a.m. on opening day, at which point no more vehicular traffic will be allowed on the avenue for the duration of the fair. Booths must be open by 10:00 a.m., and remain open until the official close on all three days. Food vendors must claim their assigned booth space no later than 8:00 a.m. on Friday, or it may be forfeited.

Food vendors are required to provide a fire extinguisher (see [Tucson Fire Cooking Booth Regulations](#)). Special extinguishers are required for deep fryers. No flames are allowed beneath canopies.

## **STYROFOAM PRODUCTS ARE BANNED FROM THE FOURTH AVENUE STREET FAIR!**

**WATER AND GREASE MUST NOT BE DUMPED ON THE STREET, INCLUDING STORM DRAINS OR ANY OTHER PUBLIC FACILITY.** This includes load-out, as water rolls downhill and can cause damage to our artists' work. Please be mindful of those around you. Grey-water containers and separate grease containers are provided at the end of each food court area.

Vendors must provide one 30-gallon trashcan with a lid for their own garbage, which must be emptied regularly into designated dumpsters. **VENDORS MAY NOT USE MERCHANT OR NEIGHBORHOOD DUMPSTERS/BINS. VENDORS FOUND USING THESE WILL BE REMOVED FROM THE FAIR WITHOUT REFUND OF ANY FEES/DEPOSITS.**

Vendors are responsible for keeping their area clean and for disposing of charcoal and grease in designated barrels. **VENDORS FOUND DUMPING GREASE ON THE STREET OR DUMPING CHARCOAL IN NON-APPROVED TRASH CANS/DUMPSTERS WILL BE REMOVED FROM THE FAIR WITHOUT REFUND OF ANY FEES/DEPOSITS.**

**Please note: all overhead tents, canopies, umbrellas, etc. MUST be weighted down. No exceptions.**

## **Sales Tax License/Permits**

The Arizona Department of Revenue (ADOR) and the City of Tucson Revenue Division require contact information for everyone participating in the event. All participants are required to fulfill their legal, statutory obligations and will be contacted by the state and city for filing procedures and payment of all sales taxes and fees.

- **Street Fair and Community Special Event License.** This fee is included in the application and is required for each event. A physical license is included in the registration packet at check-in and needs to be displayed in your booth.
- **City of Tucson Municipal Tax License.** This is an annual fee of \$20 **in addition** to the "Street Fair and Community Special Event License." It is not included with the application and is good for one calendar year, January 1 to December 31.
  - Participants new to Arizona need to apply to ADOR for an [Arizona Transaction Privilege Tax \(TPT\) License](#). The city code is "TU" for the City of Tucson.
  - Participants who already have an Arizona TPT must add Tucson (TU) as a location in the City Column of the TPT return and pay the annual \$20 fee and any collected city taxes when submitting their return.
  - All state and city taxes are reported and paid using one of the state's TPT returns. Taxpayers can use the TPT-EZ if they have only one location but must file the TPT-2 online at [AZTaxes.gov/Home](http://AZTaxes.gov/Home) if they have multiple locations. [Tutorials are available here.](#)
- [Arizona Transaction Privilege Tax \(TPT\) License.](#) If you already have an Arizona TPT license, you need to make sure and follow all rules for renewal and collection. All fees and taxes are collected by AZDOR and are not included in the booth fee.

Participants should register for their tax license prior to the event.

The final responsibility for the license and collecting/paying sales tax is on the participant. The State of Arizona Sales Tax is 6.1%. The City of Tucson Sales Tax is 2.6%.

## **Utilities**

*Electricity:* Only UL listed equipment is allowed and electrical overloading is not permitted. Vendors must provide their own cable. Vendors needing 220-volt power must clearly indicate it on the application, as this may determine placement in the Fair. Generators are only allowed on 4<sup>th</sup> Street and not are allowed in the 5<sup>th</sup>

Street and 7<sup>th</sup> Street food courts. Three-phase power is not available. Please include all fees with the application. FAMA provides an onsite electrician during set-up.

Water: Payment for water is mandatory, except on 4<sup>th</sup> Street. Vendors must provide at least 25' of potable water safe hose.

## **Lemonade and Iced Tea**

### **THE SALE OF LEMONADE AND ICED TEA BY ANY FOOD VENDOR IS ABSOLUTELY PROHIBITED.**

Our staff attempts to create a balanced food court so every vendor has an opportunity to provide their products with minimal competition. We have lemonade and iced tea vendors whose sole income is based on the sale of these products. We are asking you to respect their business the same way they respect yours.

## **Packaged Beverages**

All packaged beverages which are sold or used at the Fair must be provided by the food vendor. FAMA does not determine what brand of soda or water you choose to sell.

**Ice MUST be purchased through FAMA.** Pre-orders can be made beginning Monday, March 20, 2023, by texting your name, business name, booth number, and quantity needed to FAMA at 520.591.5900. Any food vendor found using their own ice will be billed accordingly for all bags used and not purchased through FAMA.

Please Note: Pre-ordered ice will be delivered each morning, and it is possible that they will drop-off your order prior to your arrival on site.

***Those vendors, who pre-order ice prior to the fair will have priority for delivery. Vendors who do not pre-order will receive their ice once all of the pre-orders are filled. Please take advantage of the pre-order service.***

### **NO GLASS IS ALLOWED ANYWHERE ON THE STREET.**

## **Insurance**

Vendors are required to provide a Certificate of Liability Insurance showing the North Fourth Avenue Merchants Association, Inc. as additionally insured for a minimum of \$1,000,000 per person per accident/claim. Insurance certificate must be sent to FAMA thirty (30) days prior to event and may be mailed to the office or emailed to [events@fourthavenue.org](mailto:events@fourthavenue.org).

## **Fees**

All fees must be included with the application and the insurance certificate, city tax license (if applicable), menu and photograph. Please total all fees, including the \$50 processing fee and include in one check/money order. If your application is declined, all fees except the \$50 application fee will be refunded as soon as possible.

## **Cleaning Deposit**

Every Food Vendor must provide a non-refundable Clean Up Deposit. Clean-up of the food court areas costs us a great deal of time and money. Therefore, as of January 1, 2022, cleaning deposits will be non-refundable.