



HELLDORADO DAYS VENDOR GUIDELINES and APPLICATION **VENDOR RULES AND REGULATIONS**

GENERAL INFORMATION

On behalf of the Board of Directors for Helldorado Days, we would like to welcome you to the annual Tombstone Helldorado Days celebration! We are very happy to have you join us for the fun!

PRIOR TO EVENT

- 1) All forms must be completed and approved by the City of Tombstone and the Helldorado Board of Directors a minimum of three (3) weeks prior to the event. A checklist of necessary documents has been provided with the forms.
- 2) Payment of \$150.00 must be made in full at the time of document submission. Payment can be made by check, money order or cash. All city permits are included within the fee. There are no refunds unless the application was not approved. The event will continue rain or shine. Checks should be made to Helldorado, Inc.
- 3) No spaces will be held without full payment.
- 4) Vendor must provide a description of vehicle, trailer or tent along with foods that will be offered for consideration. Spaces are limited and are provided on a first-come, first serve basis.
- 5) Helldorado, Inc. will limit the number of duplicated food products to assist in vendor success. While the Helldorado Board of Directors make every attempt to limit the specific food offering to a single vendor, we cannot guarantee there may be some crossover.

CHECK-IN, SET-UP and BREAK-DOWN

- 6) All vendors must check-in with the food court volunteer upon arrival. They can be found at the Helldorado booth located on Allen Street. (The only tent on the street).
- 7) Tombstone Helldorado Days is a three (3) day event held annually on the third Friday, Saturday, and Sunday in October. While the food court will be open on all three days, vendors are only required to attend Saturday and Sunday. All vendors may attend on Friday at no additional charge but must commit to the days they will be attending a minimum of two (2) weeks prior to event.
- 8) Vendors must have their trailers, vehicles or tents set-up a minimum of two (2) hours prior to each days' event start time. Set-up times must be coordinated with the food court volunteer prior to arrival. Each vendor will be provided with either a 10' x 10' area or a 10' x 20' booth space and must remain within the confines of the area provided. Special consideration must receive prior approval at time of registration and must be in writing. Due to safety reasons, vendors who arrive late may forfeit their space.

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- 9) All booths, tents, food trucks or trailers must be professional in appearance.
- 10) Parking is limited and all vehicles must be out of the food court area a minimum of one (1) hour prior to each days' event start time.
- 11) Electricity outlets are very limited and are provided on a first-come, first serve basis. Each vendor must plan on providing their own means of electricity. Extension cords will not be provided. Electrical outlets may not be shared by vendors. (If applicable)
- 12) Water may not be provided so all vendors should be self-contained. Hoses will not be provided. (If applicable)
- 13) Vendors are responsible for their own display props, banners, signs or hanging materials.
- 14) Vendors can proudly display their company banner within the confines of their space.
- 15) Vendors may not sell merchandise outside of their approved food/beverage selections.
- 16) Hours of the event are as follows:
 - a. Friday: 11:00 am - 4:00 pm
 - b. Saturday: 10:00 am - 6:00 pm (Night shows are planned as well)
 - c. Sunday: 10:00 am - 4:00 pm
- 17) Vendors must be completely set-up a minimum of thirty {30} minutes prior to the event time each day.
- 18) Vendors MUST stay open during the hours listed above. Tearing down is not permitted during event hours. Failure to comply with these guidelines will result in a \$250.00 charge. (Friday is an optional day. See item number 7 for details). In the case of inclement weather, vendors will be notified by Helldorado, Inc should it be shut down early.
- 19) Break-down will commence immediately following the end of the show on Sunday, October 20, 2019.

ADDITIONAL INFORMATION

- 20) The City of Tombstone, the Helldorado Board of Directors and Helldorado, Inc. will provide no insurance; Any insurance must be placed and paid for by exhibitor. The City of Tombstone requires that you list them as additional insured. (See requirements in the registration packet).
- 21) Vendors and their employees shall use every measure to protect the event site from all damages. Vendor shall be responsible for all damage caused by them or their employees to buildings and grounds.
- 22) Vendors are responsible for keeping food area attractive before, during and after the event. While garbage receptacles will be provided for the patrons of the event, vendor is responsible for removal of their own waste.
- 23) Vendors are prohibited from selling alcoholic beverages.
- 24) Vendor and its' employees shall exercise courtesy and consideration while dealing with the public.
- 25) Comply with all health and fire permits at own expense.

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- 26) Responsible for collecting and reporting all sales tax and revenues.
- 27) Ensure all grease and abrasives will not be disposed on event property.
- 28) Ensure that food truck/tent/trailer be staffed at all times during the event times.
- 29) Vendors may not sell food/beverages/merchandise bearing the name of the event name or likeness without written consent by an authorized member of the Helldorado Board of Directors.
- 30} The City of Tombstone, Helldorado Inc., the Helldorado Board of Directors, their families or employees is not responsible for any injury or damage sustained by vendors, their personnel or their guests.
- 31} "Pushing" sales to passing customers is prohibited.
- 32} Vehicles will not be allowed to drive to their food truck/trailer/tent during event hours.
- 33} Vendors may distribute fliers, cards or other marketing materials directly related to their food offerings. All materials must be distributed at food site should the vendor elect to do so.
- 34} Vendors may not obstruct walkways with signage.
- 35} The City of Tombstone and the Helldorado Board of Directors reserve the right for placement of all booths, food trucks, trailers, signage or product. All booth placements are final.
- 36} All extension cords or hoses must be concealed or placed out of the way as to not be a tripping hazard.
- 37} Abide by all State, City and event rules and regulations. Abiding by the above rules and regulations will help provide a safe, comfortable and enjoyable event for all involved. We appreciate your cooperation.

Mail to: HELLDORADO, INC, C/O Tammi-Jo Wilkins P.O.BOX 282, TOMBSTONE, AZ 85638

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I fully understand the rules and regulations for Tombstone Helldorado Days and agree to adhere to all items outlined within this document.

Vendor (legal) Name: \_\_\_\_\_

Food Truck Name: \_\_\_\_\_

Authorized Signee (Print name): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Legal Business Name: \_\_\_\_\_

Food Truck/Trailer/Booth Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

MailingAddress: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Business License: \_\_\_\_\_ Non-Profit ID: \_\_\_\_\_

Menu Items (Sample): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Space Requested (i.e. Food Truck, 10 x 10, 10 x 20 etc) \_\_\_\_\_

| <b>Hellodoro Use Only</b>          |  |                                                        |  |
|------------------------------------|--|--------------------------------------------------------|--|
| <b>Copy of Solicitor's License</b> |  | <b>Copy of Insurance</b>                               |  |
| <b>Copy of Business License</b>    |  | <b>AZ TPT Form listing City of Tombstone</b>           |  |
| <b>Copy of Driver's License</b>    |  | <b>Payment in Full</b>                                 |  |
| <b>Copy of Health Inspection</b>   |  | <b>Signed acknowledgement of Rules and Regulations</b> |  |