

San Tan Heights Homeowners Association
Event Vendor Agreement



2022 San Tan Heights

Vendor Agreement

LOCATION OF EVENT: Mountain Vista Park at San Tan Heights (outdoor event)

Neighborhood N Mountain Vista Blvd. & W Santa Cruz Ave., San Tan Valley, AZ 85142

Saturday, March 26, 2022 – Spring Fling

10:00 AM – 2:00 PM

Hosted by: San Tan Heights HOA

APPLICATION

Upon approval and receipt of your application and payment, you will receive a confirmation email.

APPLICATIONS AND VENDOR FEES ARE DUE BY February 26, 2022

This event will take place outdoors, at a community park.

VENDING TYPES

CRAFT AND INFORMATIONAL VENDORS – Vendors may not subcontract space or allow any other entity to sell, distribute, display, and publicize materials or products from your space. ****Exclusivity Guaranteed** (i.e., only one Representative for Scentsy Candles, one rep from Wrap It Up, etc. will be accepted) **Vendors will be accepted on a first-come, first-served basis. Both the application and payment must be received at the HOA office to be considered.** All food vendors must provide their own Pinal County Food Permit and license.

INFORMATION

SPACES – Vendor spaces are limited. The use of additional space is not allowed unless additional space is requested and paid for. Sales must be made from the front of your space (no side or rear sales). Event spaces are 10ft. x 10ft. Should demand exist, overflow spaces may be added. There will be no soliciting of business (hawking or shouting) in front of or in the surrounding area of your booth. Vendors are responsible for their own set up and clean up.

The vendor fee covers vendor space only. **Vendors are responsible for bringing their own canopy, table(s), chair(s), and equipment to operate their booth.**

LIABILITY – The Social Events Committee and San Tan Heights HOA assumes no liability for refunds or any other liabilities for the failure to fulfill the terms and conditions of this contract, due to any reason the vendor does not attend the event, or the event is interrupted or destroyed by rain, wind, fire, public enemy, an act of God, or any other calamity.

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PERMITS & LICENSES –Vendors are required to provide the San Tan Heights HOA with a copy of their Pinal County Food Permit and to properly display their licenses at their booth. All fire codes, laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly observed. Vendors closed by a Pinal County Health Inspector will not receive a refund.

REFUND POLICY – **There are NO refunds.**

SIGNAGE – Booth signage must be appropriate and professional.

SET UP – Vendors will be allowed to drop off supplies at their booth beginning at 8:00 AM on the day of the event. All booths must be staffed, operational, and ready for inspection by 9:30 AM.

TEAR DOWN – All equipment and supplies must be taken down and removed from the property at the conclusion of the event and no later than 3:00 PM. Vendors will not be allowed to tear down their booth until the event concludes at 2:00 PM (unless there is an emergency).

CLEANLINESS – No glitter, confetti, birdseed, and / or rice is allowed. If these items are part of the vendor’s sales presentation, please ensure the area is left clear of said items. Vendors must keep the area inside and outside of their event space clean. Any unapproved dumping will result in a clean-up charge equal to time and material used; vendors who fail to clean the site will be prohibited from vending at future events.

MAP/PLACEMENT – Once vendors have been confirmed by the HOA Management Company, a map will be created and communicated to each vendor. If a vendor wishes to be set up beside a colleague, please submit applications together and we will do our best when putting the map together.

FURTHER INFORMATION – Upon receipt and acceptance of your Vendor Application and payment, a confirmation e-mail will be sent.

APPLICATIONS AND VENDOR FEES ARE DUE BY February 26, 2022

Reservations are on a first-come, first-served basis for each product/service category.

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Location: Mountain Vista Park at San Tan Heights (outdoor event)

32805 N Occidental Ave., San Tan Valley, AZ 85142

Saturday, March 26, 2022 – Spring Fling 10:00 AM – 2:00 PM

Hosted by: San Tan Heights HOA Social Events Committee

Company Name: _____

Contact Person: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Phone: _____ **Fax:** _____

Email: _____

Website: _____

Description of Product/Service: _____

Request power: () Yes () No

There will be an additional fee (\$25) if power is requested by vendor and request should be done in advance. Vendors will need to provide extension cord (50' feet min).

	# of Spaces	FEE	TOTAL
Non-Resident of SAN TAN HEIGHTS COMMUNITY: Product/Craft/Service/Informational Vendor - 10' X 10' Space	x	\$45.00 =	\$
Resident of SAN TAN HEIGHTS COMMUNITY: Product/Craft/Service/Informational Vendor - 10' X 10' Space	x	\$35.00 =	\$
Additional \$25.00 fee if an electrical outlet is required.	1 x	\$25.00 =	\$

GRAND TOTAL \$

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PAYMENTS:

Personal checks or cashier checks should be made payable to **San Tan Heights HOA** and must be received with your completed and signed application. There is a \$25 charge plus a \$15 administration fee for all returned checks. Credit card payments are accepted, please include an email address in application to receive link for online payment.

Mail or Drop Off payment and application to:

San Tan Heights HOA
32805 N. Occidental Ave.
San Tan Valley, AZ 85142

**For more information, contact the Lifestyle Coordinator via email:
sthlifestyle@brownmanagement.com or via phone 480-987-8780**

I, (print your name) _____ as the authorized agent for the above named organization, agree to hold the San Tan Heights HOA harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of the Craft Fair Event Vendor site. I also understand that the San Tan Heights HOA will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of Craft Fair patrons. I also certify that the above-named organization is compliant with all State health regulations and, if applicable, operations are appropriately permitted by Pinal County. I understand that my signature holds me responsible for the information included in all four pages of this application and its regulations.

I HEREBY STATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH ALL EVENT REGULATIONS. FAILURE TO ABIDE BY THESE RULES COULD RESULT IN THE PROBATION AND/OR EXCLUSION FROM ANY FUTURE SAN TAN HEIGHTS HOA COMMUNITY HOSTED EVENTS.

Signature _____ Date _____