



**CALEDONIAN SOCIETY**  
of Arizona

## 55th Annual Phoenix Scottish Games

March 2<sup>nd</sup> and 3<sup>rd</sup>, 2019  
Steele Indian School Park  
300 East Indian School Rd  
Phoenix, AZ 85012

### 2019 MERCHANDISE VENDOR APPLICATION

This application form is submitted for consideration by the Games Committee of the 55th Annual Phoenix Scottish Games by:

Business Name	
Contact Person	
Address	
City, State & Zip	
Phone # / Cell #	
Email Address	
Type of Merchandise (Please include description of business, and include a picture of booth if possible.)	
State Tax #	<b>Please bring a copy with you.</b>
Spaces are allocated based on size, type of merchandise and time of application, so please remit your application ASAP. Space Fee includes ONE reserved parking spot in the Vendor parking lot.	
Approximate length of set up time _____ hours	Preferred (NOT GUARENTEED) set up time _____
Indicate Space Size (please list below):	@ See Price List = \$
<b>10x10 \$ 240.00 Includes 2 admission passes</b>	If yes, how many 110 Volt Plugs will you need?
<b>10x20 \$ 300.00 Includes 4 admission passes</b>	# @ \$100 per plug = \$
<b>10x30 \$ 400.00 Includes 4 admission passes</b>	Do you need anything other than 110 Volt?
<b>20x20 \$ 500.00 Includes 4 admission passes</b>	Extra Admission Passes # @ \$10 each = \$
<b>20x30 \$ 600.00 Includes 6 admission passes</b>	Tables # @ \$17.00 each = \$
<b>20x40 \$ 700.00 Includes 6 admission passes</b>	Chairs # @ \$3.00 each = \$
	10 x 10 Canopy (no side walls) @ \$60.00 each = \$ Larger canopy sizes and sides can be rented for you at our cost <i>NOTE: No other tent rental sources are allowed.</i>
	<b>Total Due at the time of Application</b> \$

**PLEASE REMIT YOUR APPLICATION, REQUIRED PAPERWORK  
AND CHECK NO LATER THAN FEBRUARY 1, 2019  
FOR YOUR NON-REFUNDABLE APPLICATION FEE MADE PAYABLE TO:  
The Caledonian Society of Arizona  
Attn: Merchandise Vendor Chair  
PO Box 50092 Phoenix, AZ 85076**



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### HIGHLAND GAMES CHECK LIST

PLEASE SUBMIT ALL OF THE DOCUMENTS LISTED BELOW TOGETHER FOR APPROVAL BY THE  
55th ANNUAL PHOENIX SCOTTISH GAMES

Approval of your application and vendor space assignment will not be given until all documents have been submitted.

- Signed and Dated Games Committee Copy of the Vendor Application Form \_\_\_\_\_
- Copy of Arizona Dept. of Revenue Transaction Privilege Tax License \_\_\_\_\_
- Copy of Certificate of Insurance \_\_\_\_\_
- Check or money order for Electricity and Rented Items paid in full \_\_\_\_\_

Please make checks or money orders payable to the

Caledonian Society of Arizona  
and mail with all of the above items to:

Caledonian Society of Arizona  
Attn: Food Vendor Chair  
PO Box 50092 Phoenix, AZ 85076



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### MERCHANDISE VENDOR CONTRACTUAL AGREEMENT 2019

The below signatures signify a binding agreement between the Caledonian Society of Arizona Inc., a 501(c) 3 Non-profit organization and producers of the 55<sup>th</sup> Annual Phoenix Scottish Games and \_\_\_\_\_, hereafter referred to as "Vendor".

The Vendor agrees to provide their products for sale to the competitors and spectators at the Phoenix Scottish Games on March 2<sup>nd</sup> and 3<sup>rd</sup>, 2019, at Steele Indian School Park, 300 E. Indian School Rd. Phoenix, AZ 85012.

1. **HOLD HARMLESS AGREEMENT:** The Vendor named in this contract hereby agrees for itself, its successors and assignees, to indemnify and hold harmless the Caledonian Society of Arizona, from all claims, suits or any other action for personal injuries, including death, and damages to property, real or personal, caused by the Vendor, and/or acts or omissions of the Caledonian Society of Arizona, arising out of Vendor's involvement in the Phoenix Scottish Games, and from all judgments and costs incurred in relation to said claims and suits; and, from all expenses incurred in defending said claims or suits. Vendor hereby releases the Caledonian Society of Arizona, all Sponsors and Officials, including their agents and employees, from liability, from any claim it might otherwise have for participating in the Phoenix Scottish Games, including but not limited to, any claim for personal injury or physical impairment or other claim of any type, arising out of participation or involvement in this event. Vendor also agrees to indemnify and hold harmless those released above from any such claims, damages, losses and expenses, including attorney's fees, and all court costs.

2. The Vendor further acknowledges that all **SAFETY** and **SITE RULES** must be adhered to. Safety Rules and Regulations (copy available to registered organizations), if applicable, apply to all individuals or organizations participating in the Phoenix Scottish Games. Safety Rules and Regulations include, but are not limited to, the following:

A. **NO** firearms or drugs are permitted on City property. Firearms for historic reenactment groups are exempt only with written permission from The City of Phoenix, obtained by the Games Committee.

B. **NO** vehicles other than permitted carts and vehicles, without written permission from Games Committee are allowed on any field, before, during or after the event, with the following exceptions, which are applicable **ONLY** during scheduled Friday set-up and Sunday tear-down periods. More information about set up day, parking & load-in will be forthcoming.

C. If you hire employees from a temp agency, you must meet them at the gate or give them their passes ahead of time. Please make sure they know the name of the vendor and where to report.

D. Dogs are permitted in Steele Indian School Park. Owners must comply with City of Phoenix and Maricopa County regulations including having the dog leashed, attended and licensed.

3. **CITY of PHOENIX TEMPORARY PRIVILEGE (SALES) & ARIZONA TAX LICENSES:** Required for all individuals or organizations selling merchandise or services unless said individual/organization is an IRS approved tax-exempt non-profit entity. You are responsible for providing proof of your tax-exempt status, upon request. All other individuals/organizations are required to obtain a Temporary Privilege License, collect City of Phoenix sales tax and complete the special return, AND obtain and fulfill the requirements of the Arizona State Tax License.

4. The Games Committee requires that all of our vendors show the **Caledonian Society of Arizona** as an **additional insured** on their liability policies and provide such a **certificate of insurance** to the Games Committee. If you cannot or do not wish to comply, please do not submit your application.



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5. The Vendor agrees to abide by the contractual space dimensions applied for on Page 1 of the Application and approved by the Games Committee.
6. The Vendor is required to set up on Friday, March 1<sup>st</sup>, 2019. The Games are open from 9AM to 7PM on Saturday and 9AM to 5PM on Sunday. Vendor tear-down will not be allowed until **6PM** on Sunday March 3<sup>rd</sup>. The Vendor is responsible for ensuring that all tents and property are properly secured in case of inclement weather. Every effort will be made to accommodate special requests if made in advance. Final space allocations are not negotiable. Please let us know as early as possible if you have special requests.
7. Vendors requiring electric power will be charged a \$100 fee for power during the hours that Games are open on Saturday and Sunday. If you need overnight power, you will need to provide your own generator. Private generators may not be used for power during times Games are open on Saturday and Sunday.
8. All Vendors requiring rental tents must rent through the Caledonian Society and pay in advance at the time of deposit.
9. **PHOTO RELEASE:** The undersigned does hereby give consent to the Caledonian Society of Arizona and assignees to take photographs, make audio recordings and/or video graphs of myself and/or my organization at the Phoenix Scottish Games and to use such photographs, audio recordings and/or video graphs for such promotion, publicity or other lawful purpose as the Caledonian Society of Arizona deems appropriate. I/we further waive any rights or claims as to content approval or damages that I/we may have for use of these reproductions.
10. All Entrants to the facility will wear the proper wrist band, pass or have the tickets that are specified for the day.
11. Vendors will be provided with **1** (one) parking pass. You will be entitled to only **1** (one) parking space. If you have a trailer or oversized vehicle you will need to park those vehicles or trailers in the north field parking area.  
Wrist bands, parking permits and site maps will be made available to the Vendors upon arrival on set up day.
12. In consideration of the above the Caledonian Society will provide the vendor with space for their sales area, use of trash receptacles, and restrooms.
13. **VENDORS WILL ENSURE THAT ALL TRASH IS PROERLY DISPOSED OF BEFORE LEAVING THE GROUNDS** on Sunday March 3<sup>rd</sup>. **There will be two large roll off containers in the 7<sup>th</sup> St parking lot for trash disposal.**
14. **NO BEVERAGES OF ANY TYPE CAN BE SOLD BY MERCHANDISE VENDORS WITHOUT PRIOR APPROVAL OF THE VENDOR CHAIR.**

We the undersigned understand the terms of this agreement, and possess and exercise the authority to enter this agreement.

PRINTED NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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### ADDENDUM TO VENDOR APPLICATION

Noted in this addendum are items of importance that must be followed for all vendors at the 55<sup>th</sup> Annual Phoenix Scottish Games.

- **The City of Phoenix Parks Department marks all of the irrigation lines under the field with white painted lines. These are "NO STAKE" areas.** Stakes cannot be driven into the ground within 5 feet of these white lines. If any part of your designated spot falls on a white line where you need to drive in a stake to secure your tent/ display, please let the Vendor Chair know as soon as possible and we will provide you with sand bags at no cost to you. These are 40lb bags. We will supply you with 2 bags for each stake point. **If you stake on a white line and there is resulting damage to the water line buried below, you will be held responsible for the cost of the repair. This can cost \$6,000 or more.**
- **You are responsible to dispose of your trash.** We supply two 40 yard roll off containers that are located in the 7<sup>th</sup> St lot where your parking pass allows you to park. If you leave your trash in the area of your spot after the event for our volunteers to clean up your deposit will be forfeited.
- **Soda and water sold by any vendor must be purchased from the Caledonian Society per the vendor agreement you have signed.** Merchandise vendors are not allowed to sell any food or beverage item without written permission from the Games Chairperson. Obvious exceptions are those specifically selling prepared food items. Any food vendor found to be selling soda and water not purchased from the CSA will be asked to stop selling that product immediately. If there is a second occurrence you will be asked to close down sales and remove your tent/ trailer/ display at the close of that day's event.
- Any merchandise vendor found to be selling food or beverage items not specific to their contract will be asked to stop selling the items. A second occurrence will be cause to ask the vendor to close down sales and remove your tent/ trailer/ display at the close of that day's event.
- **The fire lane in the Vendor parking lot MUST remain clear.** The fire lane will be marked but orange cones. Any vehicle parked in the designated fire lane will removed at the owner's expense after an initial attempt to locate the owner. For this reason, be sure that your phone number is on your parking pass.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_