



Thank you for your interest in becoming a vendor at the **5<sup>th</sup> Annual Mesa Music Festival** to be held on **Saturday, November 16, 2019** from **12PM – 10PM** in *Downtown Mesa, AZ*. Please read through all of the information carefully.

The Mesa Music Festival is a free admission music and arts festival that celebrates the culture of Downtown Mesa. With performances by over 200 artists from around the country, the Mesa Music Festival is the premier emerging artist festival in Arizona.

Please review this submission checklist before sending in your application and any applicable fees:

**SUBMISSION CHECKLIST**

- Completed and signed application (each page initialed)
- Applicable Fees (check or money order, or request for PayPal invoice; no partial payments)
- Diagram or photo of booth space, product details, and other set up details

Please forward to [motormediaorders@gmail.com](mailto:motormediaorders@gmail.com) or mail to:

Motor Media  
ATTN: MMF Vendor Application  
602 Higgins Ave, #294  
Brielle, NJ 08730

For assistance with this application or any other questions, please call 732-203-7787 or email [info@mesamusicfest.com](mailto:info@mesamusicfest.com). We look forward to seeing you in Mesa!

**COMMERCIAL VENDOR WORKSHEET**

Mesa Music Festival – November 16, 2019 – 12PM-10PM

**APPLICATION INFORMATION**

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

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please provide a description of your products to be sold or promoted:

\_\_\_\_\_  
\_\_\_\_\_

Did you participate in the Mesa Music Festival last year? \_\_\_YES \_\_\_NO

Do you require power? \_\_\_YES, I bring a generator (**NOTE** – Only quiet Honda generators) \_\_\_NO

Length of experience vending at events/ previous events attended:

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? (Please indicate if someone referred you to the festival.)

\_\_\_\_\_

FOR INTERNAL USE ONLY:

ENTERED	APPLICATION	PAYMENT	INSURANCE

## **BOOTH SPACE FEES**

Fee is for **SPACE ONLY**. Vendors are required to provide all needed equipment including tents, tables, stations, extension cords, lighting, etc. Vendors **MUST** stay within their purchased space boundaries. Your booth should include a canopy and storage.

**\_\_\_ 10' x 10' Commercial Space - \$100**

Space only, includes (1) 110/20 amps

**\_\_\_ 10' x 20' Commercial Space - \$175**

Space only, includes (1) 110/20 amps

**\_\_\_ Food Truck Space - \$250**

Space only

Please list any special requests:

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## **BOOTH LAYOUT**

In order to properly assign your booth space, you must submit a photo of your booth layout AND a detailed sketch including dimensions, etc. Vendor layout may not exceed the paid booth space. If interested in a larger space than listed above, please contact the festival.

## **SALES TAX, LICENSING & PERMITS**

If you are planning retail sales, you must acquire your own City of Mesa sales tax permit and pay City of Mesa sales tax. You are responsible to obtain any other business licenses and permits that may be required.

Please see below for Tax License contact information:

**City of Mesa – Tax License Office:** City of Mesa Municipal Building  
55 N Center St., Mesa, AZ 85201  
Phone: 480-644-2316 Fax: 480-644-3999  
[www.MesaAZ.gov/salestax](http://www.MesaAZ.gov/salestax)

## **INSURANCE**

All vendors must include proof of insurance once space has been confirmed. Insurance Levels: \$2 million general liability and product liability.

The following entities must be named as additionally insured for the date of November 16, 2019:

- City of Mesa, AZ, Officers, Volunteers, Employees, Agents & Elected Officials, 20 E Main St., Mesa, AZ 85201
- Motor Media, LLC – 602 Higgins Ave., #294, Brielle, NJ 08730

## **RULES AND REGULATIONS**

**SELECTION PROCESS:** Once you have submitted your application, it will be reviewed and you will receive notice of your selection status. If your application is accepted, you will be contacted by Motor Media to facilitate next steps.

**FEES:** If and when your application is approved, payment is due in full. Check or money order should be made out to Motor Media. Vendors who select PayPal as the method of payment will receive an invoice to the email listed on this form. Upon the receipt of payment, the Festival will send an email confirmation.

**ASSIGNMENT OF SPACE:** If accepted, space will be assigned based upon booth footprint and layout. Vendors must submit a photo of your booth layout, and a detailed sketch including dimensions, cooking and serving areas (if applicable), etc. A current photo of food trucks must be submitted for consideration (if applicable).

**SETUP AND BREAKDOWN:** Location, setup times and parking information will be included in your Setup Information Packet, which will be emailed 7-10 days prior to the event. You must setup and breakdown your own booth. The event will inform you of set up and breakdown times. A coordinator from the event will be on-site to assist you in locating your booth space as well as addressing special needs that 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 onsite during event hours.

**BOOTH SPACE STRUCTURE AND SIZE:** Due to space limitations, you will not be allowed to expand beyond your designated booth space. You are responsible for providing all of your own equipment and dressing for your booth. You must provide all items needed to decorate your space including signage. You may not sublet your space.

**SECURITY:** Overnight security will not be provided and the event 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 the walls, the ground, or any part of the exhibit area. You are required to be equipped with a 2A10BC fire extinguisher. All equipment will be inspected for proper charge.

**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.

**VENDING SUCCESS:** The event does not guarantee revenue for vendors.

**ITEMS FOR SALE:** You must submit a complete list of items for sale (with pricing) with your application. You must sell only those items listed. Any substitutions must be submitted in advance for approval.

**WASTE AND CLEANUP:** Keep all areas clean of debris for the safety of event attendees. Trashcans, 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. Any damage to rental equipment will also be assessed a fee. All vendor equipment must be removed from event site by 11:30PM after the event ends. Any equipment left overnight will be disposed of and a cleaning fee may be assessed.

**ELECTRICAL USAGE:** Access to electrical is available to those vendors that paid for it. Fees and electrical requirements are listed on the application. All vendors must provide a Heavy Duty 100' extension cord for your hookup. List all items and the correct amperage for each item in order to avoid power outages. All power hookups will be checked and if you are drawing more power than requested, additional fees may be incurred. Overnight power is not available.

**ENTRY INFORMATION:** Load-in and other information will be emailed to you 7-10 days before the event.

**CANCELLATIONS AND REFUNDS:** If you cancel due to unforeseen circumstances more than 21 days before the event, you will receive a credit for next year's event. There will be **NO** refunds.

**INCLEMENT WEATHER:** No refunds will be given due to inclement weather or any other uncontrollable act of nature. The event will occur rain or shine.

**UNAUTHORIZED PROMOTION/ MARKETING:** Only accepted exhibitors will be allowed to participate in the event. Outside vendors or promotional efforts are strictly prohibited, including distribution of flyers, sampling, selling, use of unauthorized PA systems, etc.

**BOOTH SIGNAGE:** Booth signage must be uniform, clean and 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 readjust signage to meet requirements.

**AMPLIFIED SOUND:** By completing, signing and returning this form, the vendor agrees not to produce additional amplified sound from your booth display. The contact name(s) on this application will be held responsible for relaying this rule to your on-site staff. **THIS POLICY WILL BE STRICTLY ENFORCED.**

**ATTRACTIONS:** ALL times, acts and attractions are subject to change.

**PAYMENT**

Payment can be made by check, money order or credit card. The deadline for all applications is **Friday, October 4, 2019**. NOTE – Vendor space is available on a first come, first serve basis and sells out early. Application is not considered complete until payment is submitted. **Payments are non-refundable.**

     **CHECK OR MONEY ORDER (MADE PAYABLE TO MOTOR MEDIA)**

MAIL PAYMENT TO:

MOTOR MEDIA  
602 HIGGINS AVE, #294  
BRIELLE, NJ 08730

     **CREDIT CARD VIA PAYPAL ([INFO@MESAMUSICFESTIVAL.COM](mailto:INFO@MESAMUSICFESTIVAL.COM))**

IF YOU SELECT PAYPAL AS THE METHOD OF PAYMENT YOU WILL RECEIVE AN INVOICE TO THE EMAIL LISTED ON THIS FORM.

TOTAL DUE: \$ \_\_\_\_\_

**SIGNATURE AND AGREEMENT**

I, \_\_\_\_\_, have read and agree to abide by the rules and regulations that by submitting this application and respective fees, I am not guaranteed acceptance into the event. All non-accepted applicants will receive a refund for all fees.

\_\_\_\_\_

**Signature (required)**

\_\_\_\_\_

**Date**