



Gilbert Promotional Corporation – Vendor
Application Event: Gilbert Days Rodeo 2024

Location: Horseshoe Park & Equestrian Centre
20464 E Riggs Rd. Queen Creek, AZ 86142
PO Box 665 Gilbert AZ 85299

The Vendor Chairperson and Committee will review all applications based on booth presentation, prior participation, and what is being sold. Vendors will be notified via email or phone of their status. **All applications are due by October 1st with all paperwork completed. Please DO NOT send payment at time of submission. Vendor Chairperson Sandy will review your application and send an invoice to your e-mail once you are approved. No one will be guaranteed a spot until all paperwork is turned in and payment is received. We are limited on space and it will be a first come first serve from payments being made after approval.**

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Mobile Phone # _____ Business Phone # _____

E-mail address _____

Event Food Vendors – Submit application with the following required items:

- Completed application
- Attach menu with prices
- Booth size with photo of setup
- Description of products (only products that are approved will be allowed)
- Vendor permit number for Maricopa County
- Gilbert Promotional Corporation and Horseshoe Park and Equestrian Centre added and an additional insured (due to Sandy by October 1st)

All food vendors MUST have:

- Fire extinguisher (must be current with tags)
- Certificate of insurance naming Gilbert Promotional Corporation, Friends of Horseshoe Park, and the Town of Queen Creek.
- A list of all workers (all vendors and workers will check in at main gate)
- All food handlers must have current food handler cards. **NO EXCEPTIONS!**

NO REFUNDS if a vendor is shut down by the health department or fire Marshall. It is your responsibility to be current on all requirements.

Please provide a detailed drawing of your vendor spot set up:

Do you have a trailer that will remain on your spot to sell food from (not a stock trailer)?

What is the total length? (from hitch hook up to the end). If your load gate will be left down what is the length to that spot? _____^{***}

Subjected to additional charges if you do not fit in the requested space Available spaces – 10 X 10 (\$300.00) 10 X 20 (\$425.00) 10 X 30 (\$525.00) 10 X 40 (\$625.00)

Retail Electrical Requirements – Yes _____ No ____ (if yes additional fee \$50.00) Food

Vendors Electrical Requirements – Yes _____ No ____ (if yes additional fee \$50.00) ^{***} Additional power request during the event will be a \$100 fee

Please specify AMPs needed (as of now HSP only offers 20amp to food spots only).

All Food Vendors with electricity in excess of 110v will be \$100.00

Please check off that you have completed these:

- Provided a diagram of layout
- Attached Menu with prices (for Food Vendors)
- Choose if electrical will be needed
- Vendor permit number provided
- Provide COI listing Gilbert Promotional Corporation and Horseshoe Park

E-mail application and required items to Sandy Martin-Vendor Chair
Phone: 480-848-0594
E-mail: vendor.gilbertdays@gmail.com Payment will be made via invoice

Times and dates of performances: Please keep these times in your phone to refer to.

- November 22nd, 2024 – Gates open at 5:00 pm, Performance at 7:00 pm
- November 23rd, 2024 – Gates open at 3:00 pm, Performance at 5:00 pm
- November 24th, 2024 – Gates open at 12:00 pm, Performance at 2:00 pm
 - Lil Dudes Rodeo will take place 2 hours before performance each day

Power will be turned on 1 hour prior to gates opening

Set up –

- Thursday November 21st, 2024 from 10:00 am – 4:00 pm
- Friday November 22nd, 2024 from 10:00 am – 3:00 pm

All vendors will enter the "set-up" area through the south entrance and exit through the north entrance. When setting up all vehicles please stay on the east side of vendor row as we can not block the roadway.

Please list a specific date and time request and we will do our best to accommodate you. You will be notified by the Vender Chair by phone or email to confirm your date and check-in time.

DATE _____ TIME _____

If vendors are restocking supplies, ALL vehicles must be out of vendors area 1 hour before gates open (please see the opening times above).

We are now operating at a Pepsi sponsored facility, all beverage products must be Pepsi and they must be purchased on site from Horseshoe Park & Equestrian Centre at cost and sold at the same price that will be set.

Vendors will be subject to on-site inspections prior to the event by Maricopa County Health Department. Those who fail to pass the inspection will be shut down by inspectors and will not be allowed to participate in the event **(no refunds will be issued for MCHD or QCFM non-compliance).**

Vendors and Exhibitors are responsible for the complete clean-up of their space. Food vendors using grease must dispose of it outside of the Horseshoe Park & Equestrian Centre. If your area is not left in the condition which you found it; you will not be invited back in the future. All Vendors and Exhibitors will park in area the Vendor Chair assigns them (there will be no parking in event area). All booths are required to be open and manned from the time the gates open and for the duration of the rodeo.

Payment will be requested via invoice once approved and all paperwork is received. No spot will be guaranteed until payment is fulfilled.

Inspection by Maricopa County Health Department and the Queen Creek Fire Marshall.

The Vendors and Exhibitors acknowledge they are responsible for any permits and licenses which may be required. Rain or shine rodeo will go on, therefore there will be NO REFUNDS

Signature of Vendor Organization Representative _____ Date

Vendor or Exhibitor Representative – Print

Date

Invoice sent: _____ Invoice Paid: _____