



TOWN OF FOUNTAIN HILLS VENDOR LIST APPENDIX A

Event: _____

Date of Event: _____

Available online at <http://www.fh.az.gov/284/Special-Events>

SUBMITTING YOUR VENDOR LICENSE APPENDIX A FORM

- This completed VENDOR LICENSE application must be received by the Town of Fountain Hills no less than 30 days prior to the proposed event. If the permit packet is not complete at the time of submission, Town staff has the right to refuse to review and or reject the application.

ATTACHMENTS CHECKLIST

Refer to the code excerpts in this document as to whether or not you must submit the following. For a full listing of all attachments, visit <http://www.fh.az.gov/284/Special-Events>

When applicable, attach copies of:

- Extended Vendor Listing Sheet (**See Appendix A-1**)

VENDORS

The Town of Fountain Hills defines a “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three categories of vendors:

1. Food/Beverage
2. Merchandise
3. Information

A Town of Fountain Hills Business License is REQUIRED for vendors who wish to sell, expose for sale or offer for sale any food/beverage or merchandise in the Town of Fountain Hills.

Does your event include food vendors? Yes No

Will any food vendors be cooking or heating food on-site? Yes No

Additional Documentation Required: The County requires all vendors who are serving food to have a County issued health permit. Submit a copy of your health department permit to the Town before the start of your event.

Please list all vendors who are participating in your approved event no later than 30 days prior to the start of your event. Business Licenses cost \$50.00 and are good for any event participation for one year from the date of purchase. Business licenses must be renewed annually in order to be valid for vendor participation.

If you have more vendors than fit in the space provided, please download and fill out our extended vendor listing sheet (**Appendix A-1**).

If you need to apply for you vendor license, applications can be downloaded from the Town website at <http://www.fh.az.gov/400/Business-Licenses>

VENDOR LIST

	<u>BUSINESS NAME</u>	<u>CONTACT</u>	FOUNTAIN HILLS <u>ACCT ID #</u>	FOUNTAIN HILLS <u>LICENSE #</u>	<u>LICENSE</u> <u>EXPIRES</u>	AZDOR <u>TPT License #</u>
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WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event the area must be returned to a clean condition. Should you fail to perform adequate clean up or damage occurs to the Town property, you will be billed at full recovery rates.

What is your plan for disposing of grease, charcoal and/or waste?

How many trash receptacles will you be providing for proper food waste disposal? _____