



**ARIZONA AMERICAN INDIAN TOURISM ASSOCIATION(AAITA)  
Arizona Indian Festival Food Vendor Application Information**

**2025 Arizona Indian Festival Scottsdale  
Scottsdale Civic Center  
3939 N Drinkwater Blvd Scottsdale AZ  
85251**

**Arizona Indian Festival  
Feb 1-2, 2025  
Important Dates & Times**

Friday: January 31, 2025 Load in .....1:00 pm – 6:00 pm  
Saturday: February 1, 2025 Event Hours..... 9:00 am – 6:00 pm  
Sunday: February 2, 2025 Event Hours.....10:00 am – 4:00 pm  
Sunday: February 2, 2025 Load Out:.....4:00 pm – 6:00 pm  
APPLICATION ACCEPTANCE DEADLINES ..... January 3, 2025

**PARTICIPATION CHECKLIST**

- \_\_\_\_\_ All applicable fees.
- \_\_\_\_\_ All menu items or inventory list with prices.
- \_\_\_\_\_ Picture or diagram of booth layout with dimensions.
- \_\_\_\_\_ Food Mangers Permit and Food Handlers permit for all workers.
- \_\_\_\_\_ Insurance Certification & Tax.
- \_\_\_\_\_ Sign Release and Indemnity Agreement

**NOTE:** Make copy of the application for your records.

Mail completed applications with payments to: **Money Order payable AAITA**  
**AAITA Arizona Indian Festival 2025**  
**C/O Virgil James**  
**4350 E McDowell Rd 290**  
**Phoenix, AZ. 85008**

Or Pay-Online at <https://arizonaindiantourism.org/>

**For questions, please contact Virgil at 928-640-0405 or [jamesvirgil27@gmail.com](mailto:jamesvirgil27@gmail.com)**



**ARIZONA AMERICAN INDIAN TOURISM ASSOCIATION**  
C/O Virgil James 4350 E McDowell Rd 290 Phoenix, Az. 85008  
928-640-0405, Email: jamesvirgil27@gmail.com

**Application for Food Vendor Space**

**APPLICANT INFORMATION**

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

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

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Have you participated in other Arizona American Indian Tourism Association events in the past? \_\_ YES \_\_ NO

Please list any previous AAITA events that you've participated in: \_\_\_\_\_

\_\_\_\_\_

I understand and agree to be open during the stated time of food vending operation noted in Important Dates and Times (Initial) \_\_\_\_\_

In case of emergency, contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**SPACE FEE**

White canopy with sidewalls: \$692 Booth package includes 2 white canopy, 3 sidewalls and 2 covered 8ft tables, 4 chairs, power is available in certain areas.

Food Truck (Based on Space Availability) power is available in certain areas: \$390

Food Truck Snack Vendor (Based on Space Availability) power is available in certain areas \$345

Non-Profit (Based on Space Availability) power is available in certain areas \$558

**VENDOR BOOTH LAYOUT**

To properly assign your booth space, you must submit EITHER a photo of your booth layout OR a detailed sketch including dimensions, cooking and serving areas, etc.

**EQUIPMENT RENTALS**

Food vendors are required to use provided booth package equipment. Any additional equipment should be provided by vendor or rented from our approved equipment provider. Any colored or specialty branded tent is not permitted.

**POWER REQUIREMENTS**

Please list all items requiring electricity with their amperages:

Item: \_\_\_\_\_ Amps: \_\_\_\_\_

Item: \_\_\_\_\_ Amps: \_\_\_\_\_

Item: \_\_\_\_\_ Amps: \_\_\_\_\_

Item: \_\_\_\_\_ Amps: \_\_\_\_\_



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**THIS IS AN IMPORTANT LEGAL DOCUMENT WHICH MUST BE SIGNED AND RETURNED**

**RELEASE AND INDEMNITY AGREEMENT**

**(PRINT NAME HERE)** \_\_\_\_\_, hereafter “Applicant” agrees to indemnify and hold the 2025 Arizona Indian Festival, the Arizona American Indian Tourism Association (AAITA) and its officials, harmless for all claims of lawsuits for personal injuries, illness, wrongful death or property damage arising from the acts or omissions of Applicant which is related to Applicant’s sale of products or services or Applicant’s booth or exhibit area in the festival. Applicant shall be solely responsible for providing product liability insurance, completed operation insurance or other liability insurance which would provide coverage for the acts or omissions of Applicant or for Applicant’s activities at the 2025 Arizona Indian Festival. If Applicant chooses not to purchase such liability insurance Applicant understands that applicant shall be corporately and individually responsible for holding the 2025 Arizona Indian Festival, AAITA and it officials harmless and for defending and lawsuits or claims made by insured persons. Applicant’s indemnification of the 2025 American Indian Festival /AAITA and its officials, shall include all the costs of defense including reasonable attorney fees, expert witness’ fees, travel, food and lodging expenses related to the defense and other costs incurred by the 2025 Arizona Indian Festival/Arizona American Indian Tourism Association and its officials in defending such claims and lawsuits. If Applicant has liability insurance, Applicant agrees to add the 2025 Arizona Indian Festival/AAITA and its officials as an additional named insured for this event only.

Applicant further agrees that it will abide by all Federal, State and local laws and ordinances related to its use of the booth or area during the Festival. Applicant further states it will defend and hold the 2025 Arizona Indian Festival/ AAITA harmless for any violation of law relating to Applicant’s activities or Applicant’s use of the booth or area. Likewise, the 2025 Arizona Indian Festival/AAITA agree to indemnify and hold Applicant from the acts or omissions of the 2025 Arizona Indian Festival/AAITA.

Further, the 2025 Arizona Indian Festival/AAITA will provide insurance coverage limits for losses which occur in the common areas of the Festival. While the 2025 Arizona Indian Festival/AAITA, accepts primary responsibility for the common areas, Applicant has the sole responsibility for its booth or area where Applicant’s customers stand to purchase Applicants products and services.

**(MUST DATE)** Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**(APPLICANT MUST SIGN HERE)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Sign Name**

## Booth Drawing



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**INSURANCE REQUIRED:** All vendors must issue a certificate of insurance naming Arizona American Indian Tourism Association and the City of Scottsdale as Additional Insured as the certificate holder showing proof of the following coverages:

Commercial General Liability \$2,000,000 (two million). The insurance shall be written on an occurrence form and shall, at a minimum, include coverage for all the following: bodily injury, death (\$1,000,000), and property damage and fire (\$300,000) as well as Medical Payment Insurance in the amount of five thousand dollars (\$5,000). This insurance, by specific endorsement, using a form at least equal to Insurance Service Office (“ISO”) CG2010, shall include the following as additional insured:

<b>Arizona America Indian Tourism Association</b> <b>3370 N. Hayden Rd. Box 268,</b> <b>Phoenix, AZ 85251-6632</b>	<b>City of Scottsdale</b> <b>7447 E Indian School Road Suite 301</b> <b>Scottsdale, AZ 85251</b>
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**Workers’ Compensation Insurance**

Vendor shall maintain workers’ compensation and employers’ liability insurance in accordance with the Federal and State statutes having jurisdiction over the vendor’s employees. The limits of liability for employers’ liability coverage shall not be less than \$500,000 each accident for bodily injury by accident and \$500,000 each employee for bodily injury by disease. If the vendor doesn’t have employees, this requirement will be waived with proof that the vendor does not employ other individuals.

Vendor waives all rights of subrogation or similar rights against Arizona American Indian Tourism Association and its Members, State of Arizona and their respective consultants, representatives, agents, officers, employees, and directors, its subsidiaries, shareholders, directors, officers, employees and agents.



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## **RULES & REGULATIONS**

**SELECTION PROCESS:** Once you have submitted your application, it will be reviewed by the Arizona Indian Festival Committee and you will receive notice of your selection status within 30 days of receipt of application. If your application is accepted, you will be contacted by AAITA to facilitate the on-site logistics for your set up.

### **CRITERIA FOR SELECTION:**

- Locally Owned/Operated groups – Preference will be given to businesses or groups that are based in each AZ American Indian Nations. The primary objective of this process is to give American Indian businesses an opportunity to market themselves to the Arizona Indian Festival crowds.
- Tent or Area Content – Programming involving political affiliations and/or candidates is not permitted.
- Application Received Date – Apply early! There is limited space at this celebration for participants. Space WILL run out.

**FEES:** A bank issued cashier's check or money order should be made payable to Arizona American Indian Tourism Association and must be received no later than 30 days following notification of selection. Credit Card payment through AAITA website is accepted. Only one completed application is required per vendor and payment.

**Sales Tax:** Artists need only apply to AZ Revenue Department ([azdor.gov](http://azdor.gov)) and complete the TPT Form listed as JT-1 (Joint Tax Application). There is a nominal fee. There is a page which lists cities and artist needs to check-off City of Scottsdale.

**ASSIGNMENT OF SPACE:** If accepted, space will be assigned based upon booth footprint and layout. Vendors are required to use provided equipment and any additional equipment as needed. You must submit a photo of your layout or a detailed sketch including dimensions, cooking and serving areas (if applicable), etc. foodtrucks are not subject to rental equipment policy. A current photo of food trucks must be submitted for consideration.

**SETUP AND BREAKDOWN:** Set up times and parking information is included in the packet. You must set up and breakdown your own booth. A site coordinator from AZ INDIAN FESTIVAL 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 Saturday and Sunday 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 your own equipment and for dressing your booth. You must provide all items needed to decorate your space including signage. You may not sublet your space.

**SECURITY:** AZ Indian Festival will provide overnight on-site security on Friday and Saturday after event hours (6 PM to 6AM); AZ Indian Festival assumes no responsibility for lost, stolen or damaged equipment.

**VENDOR SUCCESS:** AZ Indian Festival does not guarantee revenue for vendors. In the event of online payment issues, artists are encouraged to bring alternative payment items such as knuckle busters or hot spots to help alleviate problems with running payment cards when customers are not making a cash transaction.

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



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**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 walls, the ground or any part of the area. You are required to be equipped with a 2A10 BC 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. Food vendors are prohibited from selling and serving alcoholic beverages.

**WASTE AND CLEANUP:** Keep all areas clean of debris for safety of the event goers. Trash cans, 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. Direct hook up to water WILL NOT be available; although access to water will be available, you would need to provide a means to transport water to your location. Grease and gray water removal is NOT available. Please bring your own proper container for each item. All vendor equipment must be removed from event site by 6pm, Sunday night after the event ends. Any equipment left will be disposed of and a cleaning fee may be assessed.

**ELECTRICAL USAGE:** Access to electricity is available. All vendors must provide a Heavy Duty 50' 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. Overnight power is not available. Personal generators are prohibited.

**PARKING AND ENTRY INFORMATION:** Parking will be available in the parking lot east and west of the event area. There will be no parking passes.

**CANCELLATIONS AND REFUNDS:** If you cancel more than 30 days before the event, 50% of your money will be refunded. If you cancel less than 30 days before the event, no refunds will be issued.

**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 applicants will be allowed to participate in the events. Outside vendors or promotional efforts are strictly prohibited, including 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 adjust signage to meet requirements.

**AMPLIFIED SOUND:** By completing, signing and returning this form, the vendor agrees to not produce additional amplified sound from your booth or area at the Arizona Indian Festival. The on-site contact and the contact names on this application will be held responsible for relaying this rule to your on-site staff. **THIS POLICY WILL BE STRICTLY ENFORCED.**