

GOODYEAR LAKESIDE MUSIC FESTIVAL #GLMFest

April 18, 2020 4-9:30PM



Vendor Regulations & Cancellation Policy:

- CHECK-IN:** Vendor move-in will begin at **11:00am, Saturday, April 18, 2020**. We ask that your booth set up be completed and ready by **3:30 p.m.** All vendors must stay within their assigned space limits; variances must be pre-approved by West Valley Arts Council, herein after known as (“WVAC”).
- UNLOADING/LOADING ZONES:** At check-in you will be given your outdoor booth assignment. Please refer to the general map layout (**will be emailed by April 9th**), which will show where unloading zones are located. Please plan accordingly to have your own staff for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. It is important you move promptly when you are within the unloading zones to avoid unnecessary traffic congestion. **Vehicles WILL NOT be permitted to drive on the grass to set up.**
- VENDOR PARKING:** There is designated parking for vendors that will be included with your information email and booth assignment.
- TEAR DOWN RULES:** Vendors may break down when the sun is setting. Vendors will be responsible for any damage caused to property during the event, set-up and/or tear down.
- ELECTRICAL POWER:** You will be responsible for providing your own power for your booth.
- SPACE ASSIGNMENTS:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
- ARIZONA STATE TRANSACTION PRIVILEGE TAX LICENSE (TPT):** The Arizona Department of Revenue requires vendors to acquire (TPT) licenses. Please visit their website at www.aztaxes.gov or call (602) 542-4576 or 1-(800) 634-6494. All vendors that sell items must provide your TPT number with your application.
- FIRE AND SAFETY:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
- EQUIPMENT AND RENTALS:** Equipment or fixtures needed for your booth such as pop-up tents/canopies, fencing, tables, chairs, etc. is your responsibility and will not be provided by WVAC.
- WASTE AND CLEAN- UP:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor’s responsibility to clean their booth space prior to leaving the event.
- TENT REQUIREMENTS:** The City of Goodyear requires vendors to weight all tents. Sandbags, dumbbells or tent weights tapped to the 4 tent posts are allowed.
- CANCELLATION POLICY:** Vendors canceling prior to **March 27, 2020** will be entitled to 100% refund of their booth fee; vendors canceling on or after **March 27, 2020** will forfeit their entire booth fee. No refunds will be given if inclement weather is the cause for the cancellation of the event.