



# Tolleson's Luces de Navidad 2020

## *NON-FOOD RETAIL VENDOR APPLICATION PRODUCT – CRAFT - INFORMATIONAL*

### **Process of Application:**

Food truck vendors who wish to participate at the Tolleson's Luces de Navidad event must submit an application and be approved by the City of Tolleson. We limit the number of booth spaces to ensure a high quality show of vendors, Due to limited space and the process of selection, some otherwise qualified applicants may not be selected.

### **Required Forms and Licenses:**

City of Tolleson business license: <https://www.tollesonaz.org/DocumentCenter/View/2453>

State of AZ Transaction license: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>

For more information on license please contact Tolleson city hall at 623-936-7111.

(Credit cards are NOT accepted for business license or permits)

Vendor application must be complete. (Attached to this form)

- ❖ Application will not obtain final approval without proper permits and city and state licenses.
  - This applies to all retail sales and services rendered for profit

### **Selection Process:**

1. The City of Tolleson will select vendors based on quality and the needs of the city for this event. The vendor application needs to be mailed, emailed or dropped off by **due date October 2, 2020**. Payment will be due upon approval. Vendors will be selected and notified within 10 days of submittal. **\* Once selected, vendors have 10 days to submit all required permits and licenses or your retail spot will be forfeited.** You must pay for your City Business License first at city hall and then come to Parks and Recreation to pay your vendor fee.
2. All decisions are final and cannot be appealed.
3. Only items which have been approved by the City of Tolleson are allowed at the event. Any items not selected or approved are subject to removal at any time during the event.
4. The City of Tolleson designates all spaces.
5. All setup and equipment is the responsibility of each vendor. **Food trucks must provide their own generators.**

### **Tolleson's Luces de Navidad Information:**

**Location:** Paseo de Luces – Downtown Tolleson  
94<sup>th</sup> to 91<sup>st</sup> Ave & Van Buren Street  
Tolleson, AZ 85353

**Date:** Friday, December 11<sup>th</sup>, 2020 – 6:00 pm – 11:30 pm  
Saturday, December 12<sup>th</sup>, 2020 – 12:00 pm – 11:30 pm

**For more information call Ruth Espinoza @ 632-936-2754 or [respinoza@tollesonaz.org](mailto:respinoza@tollesonaz.org)**



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### **CHECKLIST:**

- Read all information carefully
- Fill out one application per vendor. Make copies of this application for your records.
- You will be notified by email or phone within 1 week after receiving application.
- Please mail or email application.
- **Fee: \$100.00 per booth**
- Must come in to Parks & Recreation to pay for vendor fee after City Business License is paid.

### **Deliver fee to:**

**City of Tolleson  
ATTN: Ruth Espinoza  
9251 W. Washington St.  
Tolleson, AZ 85353**

**Deadline to submit is October 2, 2020**

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Organization name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Cell phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Description/list of product/items for sales: \_\_\_\_\_

Items not listed will be removed from sales.

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Signature

Date

Printed name

**THANK YOU FOR YOUR INTEREST IN THE CITY OF TOLLESON'S LUCES DE NAVIDAD**