



## VENDOR POLICIES & PROCEDURES

Saturday, December 4, 2021

10am-5pm

The Vendor must read the Events Policies & Procedures before submitting their application. Vendors must adhere to all rules & regulations as stated. Only the Event Coordinator/Casino Management have the authority to make any changes. The information is as follows:

### 1. GENERAL

- Vendor applications can be picked up at the Club Sol booth or printed out from online. Applications must be fully completed, all necessary documentation must be attached & submitted no later than *Friday, November 29, 2021*, along with the full payment (**CASH ONLY**) directly to the Club Sol booth.
- In addition to the Vendor application, the Vendor must obtain a Short-Term Temporary Business License from the Pascua Yaqui Tribe. The license application can be picked up with the Vendor application & with the fee payment of \$50.
- Booths/spaces are based upon availability. Once all booths/spaces are full, applications will no longer be accepted. This will be determined by the Event Coordinator.
- Vendors must submit names of all participants. 6 people max for Food Vendors & 2 people max for Artisans/Farmers Market Vendors.
- Vendors may not leave the booth unoccupied during the event at any time.
- Vendors must submit a full description of all items to be sold or displayed for approval. Any items not approved prior to the Event will not be allowed.
- Vendors **cannot** sell items that are being sold by the Venue's concession stands such as; nachos, hot dogs, water, soda or alcoholic beverages.
- The Venue is not responsible for lost or stolen items belonging to the Vendors.
- Vendors will refrain from the use of alcoholic beverages, illegal drug consumption or any illegal activities during the Event. The conduct of the Participants should in no way reflect negatively on the integrity of the Pascua Yaqui Tribe, Enterprises, Employees and/or the Event.
- Event Coordinator/Casino Management reserve the right to **immediately** remove any Vendor from the premises if they have violated any of the Event Policies & Procedures or for any other reason(s) determined.
- Vendors must have their own 5lb Fire Extinguisher in the booth at all times.

- Vendors are subject to a pre-event inspection by the Casino Del Sol Risk Management Officer, Indian Health Services Inspector(s), Event Coordinator and/or Casino Management.
- Vendors cannot begin to sell without a booth inspection & a final approval is granted.
- Food Vendors must follow the food handling guidelines that are set. They must also obtain a Food Handler's card/permit from the Indian Health Services Division & must maintain the card in their possession at all times during the Event
- The Festival is an all-weather event. All sales are final. There will be **NO REFUNDS** for a canceled booth/space or no shows for vendors.
- Vendors will be required to sign the Indemnification Agreement which is attached to the Vendor Application (pg5). This Agreement ensures that the Vendor not the Pascua Yaqui Tribe, Enterprises, Employees or Event will be held liable in the event that the Vendor, either intentionally or unintentionally, causes harm to a Festival Patron and/or the Venue.
- All Vendors are responsible for costs of all labor, materials, equipment, supplies & any other items necessary for the performance of their participation in the Event. The Pascua Yaqui Tribe, Enterprises, Employees or Event will not be held liable for any debt, tax or assessment accrued by any Vendor in the operation of their booth & participation.

## 2. FEES

- Food Vendors - the venue will provide one 10'x10' tent, one extension cord, one table with linen & two chairs (Vendors are **not** permitted to take any of these items off property). Located inside the venue: **\$225**. The Pascua Yaqui Tribe is adding in a **\$50** Business License fee to be paid at the same time & the Business License Application must be completed.
- Food Vendors with their own carts (hitched trailers not permitted to stay, unhitch & move out). These carts must be in good working condition & the Event Coordinator will have final approval (you may provide a picture). Located in the North drive (outside venue): **\$135**. The Pascua Yaqui Tribe is adding in a **\$50** Business License fee to be paid at the same time & the Business License Application must be completed.
- Food Vendors that are Pascua Yaqui Tribal Members/Casino Employees/Tribal Employees will need to be verified. Your Tribal ID or Employee ID must be presented at time of application submission. You must be present in your booth throughout the duration of the event. (No one is permitted to use the above mentioned for a discounted rate): **\$100**. The Pascua Yaqui Tribe is adding in a **\$25** Business License fee to be paid at the same time & the Business License Application must be completed.
- Artisan & Farmers Market Vendors. These Vendors must come prepared with their own set-up; canopy, tables, chairs, etc... Located in the North drive (outside venue): **\$55**.
- Corporate Partnership/Sponsorship levels are available: **\$300 - \$4000**.

## 3. CHECK-IN & SET UP

- ***Check-In:*** All Vendors must check in between **7am–9am** on the day of the event.

- **Arrival:** Vendors that **do not** arrive before the scheduled time of 9am will be considered as “No Shows” & in the best interest of the Event their booth/space will be re-assigned. They will be subject to being turned away & will **not** receive a refund.
- **Set Up:** Vendors are required to check-in before being able to set up. They will not be permitted to do so before 7am or will be subject to have to break down & move to the correct designated area as directed, no exceptions. Set up must be completed no later than 9:30am to ensure Vendors avoid walking thru the crowd once the gates have opened to the Public at 10am. All of your items must be unloaded by this time. This will be strongly enforced & those violating this rule will be subject to removal from the Event, with no refund.
- **Decorations:** Booth decorating should be presentable & to the standards of the Venue or you may be asked to take it down. Event Coordinator have final say on approval.
- **Booth:** Vendors are **not** to exceed their booth space dimensions of the 10’x10’ tent enclosure, unless otherwise approved by Event Coordinator. Any additional needed tables, chairs, linen, etc... will be the responsibility of the Vendor. Vendors must maintain a clean, safe & hazard-free work area both inside & outside of their booth/space.
- **Tear Down:** No booth/space may be taken down until after closing at 5pm. Vendors who sell out prior to the Festivals closing will be required to wait until after 5pm begin to tear down both inside & outside of the Venue. No exceptions. There will be an oil bin where you can dispose of your oil behind the AVA stage located by the parking spots near the West rolling gate. DO NOT dispose of oil by spilling it on the ground, in the trashcans or in the properties drainage system. Anyone found doing so will be subject to being charged a fee for repairs of the venue.
- **Other needs:** Any special arrangements must be conveyed prior to event day, to Laura Andrade, email: [laura.andrade@casinodelsol.com](mailto:laura.andrade@casinodelsol.com)

#### 4. SIGNAGE

- Vendors must provide their own material for their booth signage, which will be subject to approval or denial by the Event Coordinators.
- Hand written signs such as; booth name, menus and/or price lists must be legible & in good taste. (No writing on the back of paper plates, card board cut outs, etc...) If they are not, they will be taken down.
- Oversized signs or banners must be pre-approved by the Vendor Coordinator.
- Soliciting for personal business/companies during the event will **not** be permitted.

#### 5. OTHER INFO

- Covid rules: Vaccinated Vendors do not need to wear a mask if they choose not to. Non-vaccinated Vendors must wear a mask. Covid rules are subject to change in the event additional covid-related health orders are issued by the Pascua Yaqui Tribe.
- Vendors must supply their own water & trash receptacles during the Event.
- Vendors must use designated areas to transport items to their booth/space.
- Vendors can unload their items at the West & East side gates of the plazas but must immediately remove their vehicles once completed. Vehicles **cannot** be left unattended at any time & no one is allowed to block the driveway/street.

- Vendors must follow the Venues electrical requirements: You may only bring 1 power strip, not to exceed 2200 watts & 1 extension cord will be allowed.

## 6. BEST TAMAL CONTEST

- All Tamale Vendors are required to participate in the contest at no additional cost.

Categories:

Traditional Red Tamal (*i.e. Beef, Pork or Venison*) / Traditional Corn Tamal / Sweet Tamal / Gourmet Tamal (*i.e. Chicken, Seafood, Vegetarian, etc.*)

Prizes per Category:

Best of All-Around Tamal - \$750 / 1<sup>st</sup> place - \$500 / 2<sup>nd</sup> place - \$300 / 3<sup>rd</sup> place - \$150



## VENDOR APPLICATION

The Venues Policies & Procedures are applicable to all Vendor Participants involved in the selling of food, merchandise and arts & crafts. Casino Management requires full cooperation & support. Anyone found in violation of the stated Policies & Procedures **will be** removed from the premises & not allowed to return, no refund. The booth/space available are on a first come first served basis. This agreement is good for this specified event. I, \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, *(Print name of Vendor Representative)*

Acknowledge that I have read the Policies & Procedures & will adhere to them. If at any time a violation occurs, I will be held fully responsible.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Event Name:** 16<sup>th</sup> Tamal Festival **Event Date:** Saturday, December 4, 2021

**Please print the names of all Vendor Participants:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**BOOTH NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**Please select one:**

- |   |   |
|---|---|
| <input type="checkbox"/> Food Vendor              | <input type="checkbox"/> Food Cart Vendor                       |
| <input type="checkbox"/> Artisan / Farmers Market | <input type="checkbox"/> Pascua Yaqui Tribal Member or Employee |

List the items to be sold or displayed (attach an additional sheet if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***For questions contact:***  
Casino Del Sol  
Attn: Laura Andrade • (520)324-9241  
laura.andrade@casinodelsol.com



**INDEMNIFICATION**  
*(Attach to Application)*

I, \_\_\_\_\_ as the below signed Vendor participating in the  
*(Name of Vendor)*

2021 Casino Del Sol's "16<sup>th</sup> Tamal Festival", do hereby agree to indemnify, hold harmless & defend the Pascua Yaqui Tribe, its Officers, Divisions & Employees against any & all claims for damage, loss, demand, cause of action, liability, injury, punitive damages, costs & expense of every type, arising directly or indirectly from any act or omission of Vendor, Vendor's Employees, Associates, Agents or Representatives.

I further acknowledge that this Indemnification is being provided in exchange for good & valuable consideration, the receipt & sufficiency of which is hereby acknowledged, & that the terms & provisions of this Indemnification shall survive the conclusion of the Event.

By:

\_\_\_\_\_  
*(SIGNATURE OF VENDOR)*

\_\_\_\_\_  
*(PRINT NAME)*

\_\_\_\_\_  
*(NAME OF BOOTH)*

\_\_\_\_\_  
*(DATE)*

**NOTE:** Submitting an application does not guarantee participation into the Festival. Vendors will be notified of their status after application has been reviewed & approved.