



Parks & Recreation Department
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Special Events Vendor Selection Criteria

Interested vendors who have submitted a completed application within the specified application period will be considered for the event by the following criteria.

The City of Sedona Parks & Recreation Department reserves the right, per event, to have non-competing vendors. If competing vendors submit an application for the same event, this policy will guide the selection process.

Completed applications will be reviewed on a first come, first serve basis. Review and consideration for participation will include, but is not limited to, evaluation of past participation with City of Sedona Department of Parks & Recreation; past participation in other city held events; and determination of how well vendor's skills or services align with the theme and demographics of the event.

Vendors who have met the below standards in their prior engagement with City organized events will have a better chance of being selected for participation in future events:

- Submitted all required application materials
- Timely and responsive to inquiries and requests
- Shared information of the event on social platforms
- Complied with all rules and regulations for the event
- Arrived early to designated move-in
- Set up was complete and items ready for sale at the requested time
- Disposed of trash properly after the event
- Provided a quality product
- Provided a high level of customer service
- Professional interactions with staff and public
- Provided a presentable set up and vendor space was clean
- Provided accurate information within the application
- Provided a self-contained operation: electricity, water and sewage containment were all self-sufficient
- Complied with post event move out times
- Prepared and provided services throughout the event

Consideration for participation in City organized events will also include, but is not limited to:

- Professionalism
- Type of event/criteria
- References/Reviews
- Timeliness of application submission/materials
- Responses Time/Availability

- Customer Request
- Expected Audience (age of attendees, nature of celebration, expected attendance, other key event demographics)
- Duration of event & times
- Competitive Market Rate
- Electrical Provisions
- Meets event requirements
- Meets County Health Code requirements

Once a completed application is submitted The City of Sedona Parks & Recreation Department will review and accept or deny vendors within the application period.

ACCEPTED VENDORS:

1. A vendor accepted to participate in a City of Sedona Parks & Recreation Department event will be notified via emailed acceptance letter.
 - a. Approved vendors are not final until all elements below are completed:
 - i. Required material submitted by deadlines
 - ii. Vendor fee(s) paid in full. All vendor fees are non-refundable.
2. If the vendor fails to supply required materials or pay vendor fee(s) by the expressed deadlines vendor runs the risk of being pulled/removed from participating in the event.
3. Should an accepted vendor reject participation in an event, the City of Sedona Parks & Recreation Department will fill the vacant vendor slot. No refunds of vendor fees will be issued.

NON-ACCEPTED VENDORS:

1. Vendors that apply and are not selected to participate in the event will be notified via email.

ADDITIONAL INFORMATION:

The City of Sedona Department of Parks & Recreation reserves the right to select the vendors that it determines will best contribute to the event. All decisions made by City of Sedona Department of Parks & Recreation are final.