

Vendor Information

Application Fee: The application fee will be collected following acceptance of the appropriate **Vendor Application**. No refunds will be issued.

Business License: The City of Sedona requires all vendors to have a current Sedona Business License or Sedona Special Event Business License. The Application for City of Sedona Special Event Business License is included in the **Vendor Application** for your convenience. There is a separate \$10 Special Event License Fee.

Yavapai County: All vendors serving food or beverages at events within Yavapai County must have a current Special Event Food Vendor License. Information on this license as well as the application can be found at yavapaiaz.gov/chs/special-events.

Sales Tax: Vendors are responsible for the sales tax on 100% of sales.

Certificate of Insurance: A Certificate of Insurance and Endorsement (COI & End.) is required from accepted vendors prior to the day of the event. The COI & End. must name the City of Sedona as additionally insured, and include the minimum amounts of \$1,000,000 each occurrence, \$2,000,000 general aggregate. Address to be listed on COI: City of Sedona / 102 Roadrunner Dr / Sedona, AZ 86336

Professionalism: Vendors are expected to conduct their business in a professional manner at City of Sedona events. This goes for interactions with own staff, the public and/or event participants, as well as City of Sedona staff. Participants found to be conducting business in any fashion unprofessionally can be asked to shut down operations during an event, or be eliminated from future participation in City of Sedona special events.

Vending Area: Vendors will be provided with a designated space to operate their business. Note: Your space requirements should include storage, not just retail space.

Placement: Vendors are placed in particular areas coordinated by the City of Sedona Department of Parks and Recreation staff. Placements are determined by the event logistics. No vendor will have rights to a particular spot within an event, and must set up and run operations where directed. Once the placement for vendors are determined, no changes will be made; unless, determined by Parks and Recreation staff. Vendors are not able to be moved the day of the event or during the event; this also pertains to vendors wishing to leave the event early or ones who did not pass inspection.

Parking: Vehicles other than food trucks may not stay parked in the vending area. Vendors must follow onsite direction from staff pertaining to entrance, parking, unloading, loading, and exit post-event.

Times: Vendors will be provided vendor move-in/set-up times for events. Vendors must be in their assigned space, ready to sell at expressed time. If a vendor arrives late to move-in/set-up, they run the risk of forfeiting their place within the event. All vendors must wait until they are released, post-event.

Items Sold/Signage: Vendors may sell only items that the City of Sedona Department of Parks and Recreation has approved as listed in the **Vendor Application**. Vendors must provide signage showing prices for items being sold, and acceptable payment methods.

EZ Up/Tents/Canopies: Any EZ ups/Tents or Canopies that are used must be tied down and secured for all weather and elements with weights on each corner; no staking of tents. All vendors must comply with the tent and canopy restrictions provided by the Sedona Fire District. Contact the Sedona Fire Marshal with any questions regarding requirements and permits: [Tents-Canopies-Membrane-Structures-Brochure](#).

Power Requirements: Electric is not available for vendor use. All vendors should be self-sufficient.

Grills/Combustibles: All vendors must adhere to National Fire Protection Association guidelines ([FACT SHEET: Food Truck Safety](#)) and requirements of the Sedona Fire District. If using charcoal/open flame vendor is responsible to check current fire restrictions in Yavapai County.

Trash: You are responsible for your trash. At all times your area must be clean and neat, not only for health reasons, but to represent an overall clean and wholesome image. Please remember to use plastic trash bags (max. weight 40 lbs.) and review the [Zero Waste Sedona; Food Service Ware Recommendations & Restrictions](#) for appropriate service ware.

Emergencies: In the event of an emergency, please notify the onsite Department of Parks and Recreation staff immediately.

Yavapai County Health / Food Vendors: If you are not in compliance with Yavapai County Environmental Services Guidelines a health inspector can shut down your food operation the day of the event. If this should occur, the City of Sedona shall not be responsible, or in any way accountable, for this action nor any resulting consequences.

Vendor Selection Process: The City of Sedona Department of Parks and Recreation will review all complete applications submitted prior to the application deadline and will accept and deny vendor participation in the event according to the criteria outlined in the *Special Events Vendor Selection Criteria* form. All decisions made will be final.