



**Participant Application**

**Saturday, September 14, 2024 9:00am – 12:00pm**

**Posse Grounds Pavilion 505 Posse Grounds Rd. Sedona, AZ 86336**

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**SECTION 1:**

Name of Organization/Business: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email(s): \_\_\_\_\_

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

Mailing Address (if different from physical address):  
\_\_\_\_\_  
\_\_\_\_\_

- We plan to sell items/products at the event
- We do not plan to sell items at the event (Exhibition/Education/Services only)

\*If you plan to sell any items you will need to secure a Special Event Business License. You will be notified of next steps if you are selected to participate in this event. Services that do not include a physical item for sale will not require a Special Event Business License.

**SECTION 2:**

You may choose to participate in one or more of the below capacities. Please check ALL that apply:

- Sponsor – Registration deadline: Friday, August 23**

Sponsors will have their company name/logo displayed in conjunction with the City’s advertising and marketing for the event. Depending on the level you choose, your business name/logo will be listed on a variety of platforms before and during the event. Sponsors will be asked to provide us with company artwork and banner (Top Dog and Leader of the Pack sponsors). Sponsors will receive an exhibitor space, if desired (details below). Please see ‘Sponsor Chart’ for additional details on sponsorship levels.

Sponsor Level:

- Bow Wow Club \$250
- Top Dog \$500
- Leader of the Pack \$1000

Check all that apply:

- I would like to pay by credit/debit card/e-check. Please email me a link to make the payment online.
- I would also like to participate as an Exhibitor as part of my paid sponsorship. (See details re: exhibitor participation in next section).

**Exhibitor/Vendor – Registration deadline: Wednesday, September 4**

Exhibitors will receive a 12'x12' space\*. No electricity or water is available. Exhibitors are responsible to provide their own booth set-up, including tables, chairs and/or shade structures. Shade structures must be anchored down securely (no staking allowed). Exhibitors may set-up as early as 7 a.m. on the day of the event but no later than 8:30 a.m. Display/booth must remain set-up until 12 p.m. Exhibitors will receive space assignment along with day-of-event information the week of the event via email.

\*Special Space Requirements (If you need a larger event space, please make your request here. Requests will be granted on a first-come, first-served basis. Please note that your space requirements should include storage, not just retail space):

\_\_\_\_\_ feet long \_\_\_\_\_ feet deep

Exhibitor Type:

- \$60 Vendor (Will sell products at event, fee includes City of Sedona Special Event Business License)
- \$50 Service Provider (Will provide service for a fee, no physical product for sale, does not require Special Event Business License)
- \$25 Exhibitor/Non-Profit

If Non-Profit Organization, provide Non-Profit ID: \_\_\_\_\_

Brief Description of your exhibit (Include any materials to be sold or distributed):

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All Exhibitors/Vendors Must Check One:

- I would like to pay by credit/debit card or e-check. Please email me a link to make the payment online.
- My Exhibitor fees are covered as part of my paid sponsorship.

Will you sell any food products for human consumption?

- Yes
- No

If yes, please be aware of these additional requirements.

All mobile food vendors must:

1. Have a current Yavapai County Special Event Food Vendor License (more info found at <https://www.yavapaiaz.gov/Resident-Services/Health-Services/Community-Health-Services/Health-Inspections-and-Food-Safety/Special-Events>)
2. If you are a food truck owner, please review and plan to be in compliance with the

below:

[NFPA Fact Sheet; Food Truck Safety](#)  
[Mobile Food Truck Vending Code](#)

**Donor – Registration deadline: Friday, September 6**

*Donated Raffle Items:* Please bring the items to the event on Saturday, September 14 between 7am and 8am or email [sedonarec@sedonaaz.gov](mailto:sedonarec@sedonaaz.gov) to make arrangements to deliver them to the Parks and Recreation Office no later than Wednesday, September 11.

*Donated Items for Gift Bags:* Please arrange to deliver to the Parks and Recreation Office no later than Wednesday, September 11.

I will donate to the raffle     I will donate 100 items for the gift swag bags

Brief Description of item(s) to be donated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presenter – Registration deadline: Friday, August 23**

Presenters will give a 15-20 minute presentation and/or demonstration on dog-related topics.

Brief description of topic you would like to present on:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Once you have completed this form, save it as a PDF, attach to an email and send it to [SedonaRec@SedonaAZ.gov](mailto:SedonaRec@SedonaAZ.gov)**

**Required Items for Consideration and Acceptance:**

- \_\_\_ Completed Participant Application
- \_\_\_ Certificate of Insurance with Endorsement listing City of Sedona as additionally insured  
(To be supplied upon request from Parks & Recreation staff)
- \_\_\_ Attach a list or photo of Menu and Prices / Products Sold
- \_\_\_ Non-refundable Application Fee (\$50 Vendor / \$25 Exhibitor/Non-profit)  
(Will be collected upon application approval)

Direct general questions regarding the festival or application to:  
City of Sedona  
Parks and Recreation Department  
[sedonarec@sedonaaz.gov](mailto:sedonarec@sedonaaz.gov)  
928-282-7098

Direct questions regarding City of Sedona business licensing to:  
City Clerk's Office  
102 Roadrunner Drive  
Sedona AZ, 86336  
928-203-5113  
[businesslicense@sedonaaz.gov](mailto:businesslicense@sedonaaz.gov)

Direct questions regarding Yavapai County licensing or health inspections to:  
Yavapai County Community Health Services  
1090 Commerce Drive  
Prescott, AZ 86305  
928-771-3149

OFFICE USE ONLY

The following documents were provided to applicant along with the Participant Application:

- Participant Letter
- Sponsor Chart (if applicable)
- Vendor Information
- Vendor Selection Criteria Form
- NFPA Fact Sheet; Food Truck Safety (if applicable)

Completed Application Received Date: \_\_\_\_\_