



Thank you for your interest in participating in the **Mesa Music Festival** to be held on **Saturday, November 11<sup>th</sup> from 12 – 10pm** in *Downtown Mesa, AZ*. Please read through all of the information carefully and let me know if you have any questions.

Vendor placement will be determined based on displays, relevant content, unique set up and booth space footprint. Please review this submission checklist before sending in your application and any applicable fees:

#### **SUBMISSION CHECKLIST**

- ⇒ Completed and signed application
- ⇒ Applicable Fees (certified check or money orders only, please no partial payments)
- ⇒ Diagram or photo of booth space, product details, and other set up details

The Mesa Music Festival is a free admission music and arts festival that celebrates the culture of Downtown Mesa. With performances by over 200 artist from around the country, the Mesa Music Festival is the premier emerging artist festival in Arizona!

We look forward to seeing you in Mesa!

602 Higgins Ave, #294, Brielle, NJ 08730 ☐ (732) 203-7787 ☐ [info@motormediausa.com](mailto:info@motormediausa.com)  
[www.MotorMediaUSA.com](http://www.MotorMediaUSA.com)

**COMMERCIAL VENDOR WORKSHEET**  
Mesa Music Festival - Nov 11<sup>th</sup>, 2017 - 12-10pm

**APPLICANT INFORMATION**

Business Name: \_\_\_\_\_  
\_\_\_\_\_

Contact Name:

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

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

\_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Did you participate in the Mesa Music Festival last year? Yes \_\_\_\_\_ No \_\_\_\_\_

### **BOOTH SPACE FEES**

- Fee includes **SPACE ONLY**. Vendors are required to provide all needed equipment including tent, tables, stations, extension cords, lighting, etc.
- Vendor **MUST** stay within their purchased space boundaries. Your booth space should include a canopy and storage.

**10' x 10' Commercial Space - \$100**

Space only, includes (1) 110/20 amps

**10' x 20' Commercial Space - \$175**

Space only, includes (1) 110/20 amps

**Food Truck Space - \$250**

Space only.

Please list any special requests:

\_\_\_\_\_  
FOR INTERNAL USE ONLY:

ENTERED	APPLICATION	PAYMENT	INSURANCE

### **BOOTH LAYOUT**

In order to properly assign your booth space, you must submit a photo of your booth layout AND a detailed sketch including dimensions, etc. Vendor layout may not exceed the paid booth space.



**HEALTH DEPARTMENT & SALES TAX LICENSING**

If you are planning retail sales, you must acquire your own City of Mesa sales tax permit and pay City of Mesa sales tax. You are responsible to obtain any other business licenses and permits that may be required. Please see below for Tax License contact information.

**City of Mesa – Tax License Office:** City of Mesa Municipal Building  
55 N. Center St., Mesa, AZ 85201  
Phone: 480-644-2316 Fax: 480-644-3999  
[www.MesaAZ.gov/salestax](http://www.MesaAZ.gov/salestax)

## **INSURANCE**

All vendors must include proof of insurance once space has been confirmed. Insurance Levels: \$2 million general liability and product liability.

The following entities must be named additionally insured for the date of November 11<sup>th</sup>, 2017:

- ✓ City of Mesa AZ, Officers, Volunteers, Officials, Employees, Agents & Elected
- ✓ Officials 20 E Main St. Mesa, AZ 85201
- ✓ Motor Media – 602 Higgins Ave, #294, Brielle, NJ 08730

## **RULES AND REGULATIONS**

**SELECTION PROCESS:** Once you have submitted your application, it will be reviewed and you will receive notice of your selection status by at least 21 days prior to the event. If your application is accepted, you will be contacted by Motor Media to facilitate the onsite logistics for your booth setup.

**FEES:** If payment is required, a BANK ISSUED Cashier's Check or Money Order should be made payable to Motor Media and must be received no later than the deadline listed on the application's signature page. Credit cards will not be accepted. If a different payment method is sent, payment will be returned and the application will be considered incomplete. Payment is required at the time of the submission.

**ASSIGNMENT OF SPACE:** If accepted, space will be assigned based upon booth footprint and layout. Vendors must submit a photo of your booth layout, and a detailed sketch including dimensions, cooking and serving areas (if applicable), etc. A current photo of food trucks must be submitted for consideration (if applicable.)

**SETUP AND BREAKDOWN:** Space locations, setup times, and parking information will be included in your Setup Information Packet, which you will be emailed two weeks prior to the event. You must setup and breakdown your own booth. The event will inform you of the setup and breakdown times as part of your acceptance packet. A site coordinator from the event will be on-site to assist you in locating your booth space as well as addressing special needs that you may have throughout the event. Due to security policies, no booths or structures may be left unattended at any time. All vendors must remain operating onsite during event hours.

**BOOTH SPACE STRUCTURE AND SIZE:** Due to space limitations, you will not be allowed to expand beyond your designated booth space. You are responsible for providing all of your own equipment and dressing for your booth. You must provide all items needed to decorate your space including signage. You may not sublet your space.

**SECURITY:** Overnight security will not be provided and the event assumes no responsibility for lost, stolen or damaged equipment.

**FIRE AND SAFETY:** You must obey all fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety. You must not nail, staple or otherwise affix anything to walls, the ground, or any part of the exhibit area. You are required to be equipped with a 2A10BC fire extinguisher. All equipment will be inspected for proper charge.

**ALCOHOLIC BEVERAGES:** State law prohibits the consumption of all alcoholic beverages while an employee is on duty. No alcoholic beverages will be allowed in the confines of the event except in designated areas. Food vendors are prohibited from selling and serving alcoholic beverages.

**VENDING SUCCESS:** The event does not guarantee revenue for vendors.

**ITEMS FOR SALE:** A complete list of items for sale with pricing must be submitted with your application. You must sell only those items listed. Any substitutions must be submitted in advance for approval.

**WASTE AND CLEANUP:** Keep all areas clean of debris for the safety of event attendees. Trash cans, recycling receptacles, and dumpsters will be provided at the event site. A fair cleaning fee will be assessed to any vendors that don't take reasonable care of their assigned areas. Any damage to rental equipment will also be assessed a fee. If you are a food vendor, grease traps and gray water tanks will be made available. Please utilize the proper container for each item. All vendor equipment must be removed from event site by 11:30pm after the event ends. Any equipment left overnight will be disposed of and a cleaning fee may be assessed.

**ELECTRICAL USAGE:** Access to electrical is available to those vendors that paid for it. Fees and electrical requirements are listed on the application. All vendors must provide a Heavy Duty 100' extension cord for your hookup. List all items and the correct amperage for each item in order to avoid power outages. All power hookups will be checked and if you are drawing more power than requested, additional fees may be incurred. Overnight power is not available.

**ENTRY INFORMATION:** Load-in and other information will be emailed to you 7-10 days before the event.

**CANCELLATIONS AND REFUNDS:** If you cancel more than 21 days before the event, you will receive a credit for next year's event. There will be absolutely no refunds.

**INCLEMENT WEATHER:** No refunds will be given due to inclement weather or any other uncontrollable act of nature. The event will occur rain or shine.

**UNAUTHORIZED PROMOTION/MARKETING:** Only accepted exhibitors will be allowed to participate in the event. Outside vendors or promotional efforts are strictly prohibited, including flying, sampling, selling, use of unauthorized PA systems, etc.

**BOOTH SIGNAGE:** Booth signage must be uniform, clean, and professionally printed. Pole banner sign height may not exceed 10 feet tall. If signage is not uniform or does not follow regulations, the vendor will be asked to remove or readjust signage to meet requirements.

**AMPLIFIED SOUND:** By completing, signing, and returning this form, the vendor agrees not to produce additional amplified sound from your booth display. The on-site contact and the contact names on this application will be held responsible for relaying this rule to your on-site staff. **THIS POLICY WILL BE STRICTLY ENFORCED.**

**ATTRACTIONS:** ALL times, acts, attractions are subject to change.

## **PAYMENT**

<p><i>Only BANK ISSUED certified check or money orders will be accepted.</i></p> <p><b>MAKE PAYABLE TO:</b> Motor Media</p> <p><b>MAIL PAYMENT TO:</b> Motor Media 602 Higgins Ave, #294 Brielle, NJ 08730</p> <p>Please remit payment with your application.</p>	<p style="text-align: center;"><b><u>FEE SUMMARY</u></b></p> <p>Booth Fee(s): \$ _____</p> <p style="text-align: right;">TOTAL DUE: \$ _____</p>
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## **SIGNATURE & AGREEMENT**

I, \_\_\_\_\_, have read and agree to abide by the rules and regulations of the Mesa Music Festival. I further acknowledge that by submitting this application and respective fees, I am not guaranteed acceptance into the event. All non-accepted applicants will receive a refund for all fees.

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

**SUBMISSION CHECKLIST**

(Please check included items below)

**Completed and signed application.  
Applicable fees (certified check or  
money orders only, please no  
partial payments)  
Diagram or photo of booth space,  
product items, other set up details.**

**APPLICATION DEADLINE**

**Friday, Oct 6<sup>th</sup>, 2017**

**EMAIL WORKSHEET &  
SUPPORTING DOCUMENTS  
[motormediaorders@gmail.com](mailto:motormediaorders@gmail.com)**

Application is not considered complete until  
payment is submitted

Acceptance notices will be emailed 2 weeks  
following the deadline.

Load in details will be emailed 7-10 days prior to  
the event.

**If you have any questions concerning this  
application, please contact Motor Media at (732)  
203-7787 or [info@motormediausa.com](mailto:info@motormediausa.com)**