



September 18, 2022

Dear Arizona Matsuri Vendor and Friend:

The Arizona Matsuri Steering Committee would like to invite you to be a part of the 2023 AZ Matsuri, a Festival of Japan. The dates for the 2023 AZ Matsuri will be February 25th and February 26<sup>th</sup>. We hope you will join us! To better accommodate you, our vendor, and our guests, we are continuing at Steele Indian School Park! The festival is being held at The Circle of Life in Steele Indian School Park, 300 E. Indian School Rd., Phoenix, AZ 85012.

I have enclosed the 2023 AZ Matsuri guidelines for food vendors. Please review our guidelines and fill out the online contract and return **by December 11, 2022 for a discount**. The online contract will be available October 3, 2022.

**Please Note:**

- The application must be submitted online by December 11, 2022 and received no later than this date. *If your application is not received by this time we are unable to offer a discount to your fees. No exceptions will be allowed.*
- Submitting your contract does not guarantee participation in the festival. All contracts are subject to approval by the AZ Matsuri Steering Committee.
- If we receive your contract by **December 11, 2022**, and you are approved to be a merchandise vendor, you will receive a discount (see fee schedule).
- **The final deadline for all applications is January 7, 2023.**
- **Once approved and accepted, you will have one week to submit payment.**

**ALL FOOD SOLD MUST BE JAPANESE!!!** We do not limit the number of items you can sell. If all you want to sell is Teriyaki Chicken, etc., you can. We do, however, ask that you add other items to guarantee variety in your menu. The committee will have an exclusive on **Yakisoba, carbonated beverages, HOT TEA, and bottled water**; but will allow other drinks, such as cans of juice **from** Japan, Japanese soda, Japanese coffee or Japanese drinks. No Boba or non Japanese condiments. ***This will be strictly enforced. Please note the new Health Department guidelines (website listed at the very end of this packet) as there have been changes to the guidelines. No permits issued on site.***

This will be the 39th year for Arizona Matsuri! Festival participation ranges between 40,000 to 50,000 people for the two-day event. The theme for the 2023 Arizona Matsuri is "Wa", a Japanese expression meaning peace and harmony. In the kanji's origins we can see an understanding that group harmony is actually dependent on different, distinct elements that complement and enhance each other. The festival's goal this year is to showcase all of our vendors, performers, and participants' artistry and talents. We are coming together to display the best of Japan and Japanese American culture. Festival hours are 10:00 a.m. to 5:00 p.m., both Saturday and Sunday. The festival includes four stages of entertainment, taiko and martial arts, exhibitors, merchandise vendors, clubs, fine arts, a children's area, and, of course, you the food vendors.

Please include electronic logos of your business for inclusion on the [www.azmatsuri.org](http://www.azmatsuri.org) website. We would like to have a logo for all our Arizona Matsuri vendors.

Please feel free to contact me at (602) 309-0045 if you have any questions. We look forward to hearing from you.

Best wishes,

**RoseAnne Schrimp**

Operations and Food Vendor Coordinator, AZ Matsuri

P.O. Box 35035 Phoenix, AZ 85069 | T: 602.309.0045 | [www.AZMatsuri.org](http://www.AZMatsuri.org) | [AZMFood@AZMatsuri.org](mailto:AZMFood@AZMatsuri.org)

## **2023 ARIZONA MATSURI FOOD VENDOR GUIDELINES**

I. Participants should plan on participating the full hours of the event from 10:00 a.m. to 5:00 p.m. each day, Saturday, February 25<sup>th</sup> and Sunday, February 26<sup>th</sup>, 2023.

II. **DUPLICATION / SELECTION PROCESS** Vendor acceptance is subject to the approval of the Arizona Matsuri Committee. We attempt to limit duplication of items sold; past participation in Arizona Matsuri does not imply continued participation. The Steering Committee reserves the right to regulate all articles and goods for sale or display. **Your application is complete when fees have been received. Please submit online your company logo with the company name for our Matsuri website and/or advertising for the festival.**

III. **Fees:**

A cart/booth rental fee will be charged.

Rental fees are:

**Earlybird Special: Submit application by December 11, 2022. Mandatory: All fees are to be submitted online at [AZMatsuri.org/payments](https://AZMatsuri.org/payments) one week after approval.**

10' x 10' space \$400

10' x 20' space \$600

Food Trucks - according to size

**Plus 15%** of gross sales

**Standard Rate: Submit application between December 12, 2022 to January 7, 2023. Mandatory: All payments are to be submitted online at [AZMatsuri.org/payments](https://AZMatsuri.org/payments).**

10' x 10' space \$500

10' x 20' space \$700

Food Trucks - according to size

**Plus 15%** of the gross sales

**EXTRAS:** (please use propane and ice chests if possible)

Electricity – 1-20 amp / 1-110 volt circuit - \$100 (electricity is not provided and all vendors requesting electricity will be in one location at the festival).

1 – 6' table - \$20.00

2 chairs - \$5.00

40lb bags of ice will be available at \$10 if ordered by December 11, 2022 or \$15 per bag from December 12 to day of and during event

All remaining fees due will be collected on Sunday at the closing of the event; a “Gross Sales Receipt Form” will be handed out by a Steering committee member for you to fill out and submit with your final payment. All participants will submit 10% of their gross sales to the Arizona Matsuri Treasury office located in the Visitor Center’s conference room. MAKE CHECKS PAYABLE TO: Arizona Matsuri. If you do not have the funds conveniently available as cash you may submit your completed form. We will

invoice you through PayPal where payment can be made as you did with your admission fees. Opting for this option will result in a nonrefundable service fee of at least 3%. Payment can also be made by Zelle to AZMTreasurer@AZMatsuri.org, or by uare at the time you turn in your form.

All participants must complete and return the Vendor Booth Application form to reserve space. Applications are not complete until approved and fees have been paid. Fees must be submitted on-line within one week of approval. Please include the name of your business on your form of payment.

Booth Amenities:

Booth space includes: 3 sides, 1 table, 2 chairs and 1-20 amp circuit/1-110 volt per 10' x 10' space. A 10 x 20 space includes 3 sides, 2 tables, 4 chairs and 2-20 amp circuits/2-110 volts.

Product Guidelines:

Vendors agree to only sell items approved in advance.

**ALL FOOD SOLD MUST BE JAPANESE!** The committee will have an exclusive on: Yakisoba, Carbonated beverages, HOT TEA, and Bottled water. We will allow other drinks, such as cans of juice from Japan, Japanese soda, Japanese coffee, or other Japanese drinks. No Boba or non-Japanese condiments. **This will be strictly enforced.**

**Vendors are responsible for procuring the proper permits and licenses.**

Space Guidelines: Space assignments will be made by the Arizona Matsuri Committee. Requests for specific spaces will be taken into consideration but cannot be guaranteed. Vendors agree to keep their items within the bounds of the space they have reserved for the Arizona Matsuri. **Items may not extend more than 2 feet beyond the front opening of the booth.**

IV. Detailed Information: The Arizona Matsuri Committee reserves the right to regulate all articles for sale, displays, and booths.

Clean Up: Each organization will be required to clean up and maintain their space/booth. Garbage cans will be provided. **PLEASE USE THE TRASH CANS PROVIDED. DO NOT LEAVE TRASH ON THE GROUND. PLEASE DO NOT POUR GREASE OR DIRTY WATER INTO PLANTERS OR TREE WELLS!!! Grease barrels and gray water tanks will be provided at areas near the food vendors.**

Set Up Time: Participants may begin setting up at 7:00 a.m. each day of the festival. Set-Up must be completed by 9:30 a.m. on both days.

Booths may be available for set-up on Friday afternoon. Please contact the Arizona Matsuri Committee if you need to set up on Friday. There will be limited security onsite on Friday night. *We are not responsible for any merchandise left unattended. Please ask your insurance company if this is covered for your own best interest.*

Hours of Operation: Arizona Matsuri hours are officially 10:00 a.m. – 5:00 p.m. Participants are required to be set up and ready to open at 9:30 a.m. each day. Booths must remain open until 5:00 p.m. both days. Break down begins at 5:00 p.m. each day.

Participation Application: All participants **must sign** the Participation Application and **return** it by **December 11, 2022** for the discounted rate or by the final deadline of **January 7, 2023**.

City Sales and Tax License: A City sales tax license number may be required for selling items. Please contact the City Treasurer's Office at **(602) 262-6785, Option 4** to see if a tax number is required.

Publicity: The Parks and Recreation Department and the Matsuri Committee will be providing a great deal of publicity prior to and during the weekend. Newspaper articles, feature magazine articles, 20,000 flyers, public service announcements, social media and posters will be used. Please feel free to

advertise your participation in the AZ Matsuri after you are approved. It is a team effort to get the word out about this event and its new location!

**Event Participation:** Due to increased interest by vendors for the 2023 Arizona Matsuri, we cannot guarantee that every interested vendor will be allowed to have a booth for the 2023 Matsuri. First preference will be given to past vendors and the Matsuri Steering Committee will determine which new vendors to add.

**Booth/Space Assignment:** The Matsuri Committee will assign all booths/spaces. Preferences will be considered, but not guaranteed.

**Parking and Unloading:** Participants will be able to unload their vehicles near their booth. DETAILS regarding load in and load out and parking location will be made available in mid January. \$5 parking ticket fees for lots C and E will be automatically added to your registration fees.

**Security:** The City of Phoenix Parks and Recreation Department and other event sponsors are not responsible for the loss, damage or theft of any equipment and/or articles.

**Liability:** The City of Phoenix does not carry accident insurance to cover participants. Involvement in any activity is at your own risk.

**Participation Fee/Refunds and Cancellations:** No refunds after February 1, 2023.

**Storage:** There is no storage space available at Steele Indian School Park. All displays, merchandise and equipment will need to be taken down at the end of each day. Booths will remain set-up for the two days; your decor may be left up, if desired. Equipment may be left in the booth **AT YOUR OWN RISK.**

**Health Requirements:** All food vendors must follow the Maricopa County Health Department Guidelines. **Please read carefully as there have been some changes from prior year's requirements! FEES HAVE INCREASED AND NO ON SITE PERMITS WILL BE ISSUED. You must apply and pay for your permit in advance.**

ALL BOOTHS WILL BE INSPECTED BY THE COUNTY HEALTH DEPARTMENT AND THE FIRE DEPARTMENT. PROVIDED THEY MEET REQUIREMENTS, THEY WILL BE LICENSED TO SERVE THE PUBLIC.

## **INSURANCE REQUIREMENTS**

**ALL** vendors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this application are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, or employees. **Certificates of Insurance are due to the Food and Beverage Coordinator by February 1, 2023 and must list the City of Phoenix and the Arizona Matsuri as additional insured.**

The insurance requirements herein are minimum requirements for this application and in no way limit the indemnity covenants contained in this application. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the performance of the work under this contract by the Vendor, his agents, representatives, or employees and Vendor is free to purchase additional insurance as may be determined necessary.

MINIMUM SCOPE AND LIMITS OF INSURANCE: Vendor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (Damage to Rented Premises) \$ 50,000

a. The policy shall be endorsed to include the following additional insured language:

**"The City of Phoenix and the Arizona Matsuri shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Vendor."**

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non- owned vehicles used in the performance of this application.

Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language:

**"The City of Phoenix and Arizona Matsuri shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Vendor, including automobiles owned, leased, hired or borrowed by the Vendor."**

3. Worker's Compensation and Employers' Liability

Workers' Compensation

Statutory Employers' Liability

Each Accident	\$100,00
	0
Disease – Each Employee	\$100,00
	0
Disease – Policy Limit	\$500,00
	0

a. The policy shall contain a waiver of subrogation against the City of Phoenix.

A. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased

by the Vendor even if those limits of liability are in excess of those required by this application.

2. The Vendor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
3. Coverage provided by the Vendor shall not be limited to the liability assumed under the indemnification provisions of this application.

- B. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this application shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the City. Such notice shall be sent directly to Arizona Matsuri, P.O. Box 35035, Phoenix, AZ 85069 and shall be sent by certified mail, return receipt requested.
- C. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.
- D. VERIFICATION OF COVERAGE: Vendor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this application. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the City before vending commences. Each insurance policy required by this application must be in effect at or prior to commencement of vending under this application and remain in effect for the duration of the Event. Failure to maintain the insurance policies as required by this application or to provide evidence of renewal is a material breach of contract.

**All certificates required by this application shall be sent directly to Arizona Matsuri P.O. Box 35035, Phoenix, AZ 85069 by February 1, 2023.** The City event description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this application at any time.  
**DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

- F. SUBCONTRACTORS: Subcontracting of vendor spaces is not allowed.
- G. APPROVAL: Any modification or variation from the insurance requirements in this application shall be made by the Law Department, whose decision shall be final. Such action will not require a formal application amendment, but may be made by administrative action.

**Friendly Reminders:**

**Booths Must Be Ready for Inspection by 9:30 A.M.**

**City sales and tax license: (602-262-6785, Option 4)**

**Please sign and upload the Vendor Contract attached ONLINE at AZMATSURI.ORG.**

Please feel free to contact RoseAnne at (602) 309-0045 if you have any questions.

We look forward to reviewing your application.

Best wishes,



**RoseAnne Schrimpf**

Operations and Food Vendor Coordinator, AZ Matsuri

P.O. Box 35035 Phoenix, AZ 85069

T: 602.309.0045

[www.AZMatsuri.org](http://www.AZMatsuri.org) | [AZMFood@AZMatsuri.org](mailto:AZMFood@AZMatsuri.org)

This program does not discriminate on the basis of race, color, religion, sex, or national origin

**ARIZONA MATSURI IS A 501(C)(3) NON-PROFIT ORGANIZATION; ESTABLISHED 1984. VISIT US AT [WWW.AZMATSURI.ORG](http://WWW.AZMATSURI.ORG)**