



## **2025 ARIZONA MATSURI FOOD VENDOR CHECKLIST**

- **Submit Online Vendor Application:** Online applications will be available on November 1, 2024. [Click here](#) to retrieve the application. Please pay attention to the submission and payment deadlines in the Schedule and Fees below.
- **Company Logo:** Provide logo in the application. Ensure the logo has the company name for our Matsuri website and/or advertising materials for the festival
- **Choose Booth Option:**
  - 10' x 10' space includes a booth, 3 sides, 1 table, 2 chairs, and 1-20 amp circuit/1-110 volt
  - 10' x 20' space includes a booth, 3 sides, 2 tables, 4 chairs, and 2-20 amp circuits/2-110 volts
- **Electricity:** A fee is added for any additional unit. Keep in mind if you have multiple appliances that need a lot of power, you may want to purchase more than one unit.
- **Additional Supplies:** Tables are 6'. Refer to the Schedule and Fees for extra supplies. **Use propane and ice chests, if possible.**
- **Ice:** Ice bags are 40 lbs each. It is important to add a few extra bags for safety measures. Please be mindful of retrieving only the bags you purchased. Refer to the Schedule and Fees to order bags of ice as there is an early bird rate.
- **City Sales and Tax License:** A City of Phoenix 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.
- **Health Permit:** 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.** Food permits has increased and no on-site permits will be issued. **Once Approved, register for an account on the [Permit Center](#) to establish a login.** Only vendors who DO NOT already have a mobile and/or catering permit will need to apply for a temporary special event permit.
- **Health Permit Information to Food Team Coordinators:** Provide permit number to [azmfood@azmatsuri.org](mailto:azmfood@azmatsuri.org) along with Business name, Contact name, Physical address, Phone number, Email, and Type of permit. Submit to food team coordinators no later than February 1, 2025.
- **Certificate of Insurance:** Document of insurance emailed to [azmfood@azmatsuri.org](mailto:azmfood@azmatsuri.org) by February 1, 2025 and ensure the City of Phoenix and Arizona Matsuri are listed as additional insured. Refer to the Insurance Requirements for limits of liability.
- **Application Fee:** The fee to apply for participation in the Matsuri festival must be received within five days of receiving the Invoice to avoid incurring a \$50 late fee. Completed payment will reserve your slot and space at the festival.
- **Remaining Fees:** All outstanding fees and percentage of sales revenue will be collected on Sunday February 23, 2025 at the closing of the event. If you are not able to remit final payment, you must inform and make arrangements to the Treasurer and the Assistant Treasurer.

**\*\*Note: Any unauthorized use of extra space and failure to prepay for it, as well as any damages that occur, will result in incurring additional fees.\*\***

**\*\* Vendors agree to only sell items approved in advance\*\***



## 2025 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 22<sup>nd</sup> and Sunday, February 23<sup>rd</sup>, 2025.
- 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 food vendor menus and goods for sale or display. **Your application is complete when fees have been received.**

### Schedule and Fees:

Item	Fees	Deadline
Early Bird Application Submission	10' x 10' tent: \$550 10' x 20' tent: \$770	December 15, 2024
All Standard Rate Application Submissions	10' x 10' tent: \$660 10' x 20' tent: \$880	December 16, 2024 to January 12, 2025
Electricity: 1 x 110volt 20 amp circuit	\$140	With Application Submission Date
Additional Tables	\$22 each	With Application Submission Date
Additional Chairs	\$6 for 2	
Bags of Ice (40 lbs each)	\$12 (Early Bird Rate) \$17 (Standard Rate)	Early Bird: December 15, 2024 Standard: December 16, 2024 to February 23, 2025
Percentage of Sales Revenue*	15% of Gross Sales 15% of NET Sales for Non-Profits	February 23, 2025
Parking Tickets	\$15 each	Limited Availability in January 2025

*\*Note: All participants will submit 15% of their Gross sales and 15% of Net sales for non-profits at the Visitor Center's conference room (located at the east side of the Asahi Garden). All payments will be made through the Invoice provided. There is also a 3% processing fee on all invoices. If you are not able to remit final payment, you must inform and make arrangements with the Treasurer or Assistant Treasurer at [azmtreasurer@azmatsuri.org](mailto:azmtreasurer@azmatsuri.org).*

## AUTHENTICITY GUIDELINES

**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. Tapioca (boba) and Japanese condiments will be considered this year. ***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.***

## 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. **(setting up additional tents or canopies behind or to the side of your booth is not permitted.)***

**\*\*Note: Any unauthorized use of extra space and failure to prepay for it, as well as any damages that occur, will result in incurring additional fees.\*\***

The Arizona Matsuri Committee reserves the right to regulate all FOOD VENDOR MENUS and articles for sale, displays, and booths.

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.**

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

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.

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!

Event Participation: **Due to increased interest by vendors for the Arizona Matsuri, we cannot guarantee that every interested vendor will be allowed to have a booth for the 2025 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. \$15 parking ticket fees per space will be automatically added to your registration fees. **(If you are leaving a vehicle ie: U-Haul truck in the parking lot overnight, that is considered one of your parking spaces. If the vehicle is oversized and takes up two spaces, that is your two allocated parking spaces)**

**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, 2025.**

**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 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.

**Code of Conduct:** All vendors must review to the City of Phoenix Parks and Recreation Code of Conduct prior to the event and must adhere to the Code whenever inside the boundaries of the park. <https://www.phoenix.gov/parks/code-of-conduct>

## **INSURANCE REQUIREMENTS**

**Insurance is required for all food vendors.** 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 Coordinators by February 1, 2025 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

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

- a. 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
- b. 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	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

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

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

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

5. 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.

6. 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.

7. 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, 2025.** 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.**

8. SUBCONTRACTORS: Subcontracting of vendor spaces is not allowed.
9. 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.