

**18th Annual City of Surprise Surprise Party
Business Vendor Application
Saturday December 7th 2019 11a-5p**



**CITY OF SURPRISE
PARKS AND RECREATION**

CONTACT INFORMATION (Please type or print legibly)

Business Name _____ Contact Name _____

Address _____ City _____

State _____ Zip _____ Phone _____

Email _____ Fax _____

METHOD OF PAYMENT (circle one) **Cash** **Check** **MC** **VISA**

*** If paying with a card you will be required to call 623.222.2000 or walk-in for payment***

Vendor Information

One (1) 10'x10' tent, one (1) 8' Table and two (2) chairs will be provided

Signage may be displayed within your area

Vendors will have the opportunity to hand out promotional items within designated booth area or do a promotional giveaway with approval from the City of Surprise.

Vendor booths are strictly promotional; exchange of merchandise for payment is not permitted unless approved by the City of Surprise.

Billing Terms

Vendor will pay one-time fee of **\$750.00** – Full payment is due by **Wednesday November 27th 2019**

Please make checks payable to "City of Surprise"

Please mail contract and check to:

Surprise Recreation Campus (Attn: Special Events)

15960 N. Bullard Ave | Surprise, AZ 85374

Contract Terms

***Vendors are responsible for all of their own setup and break down for the event.**

***Vendors must be set up and ready to go 1 hour prior to event time and must stay through the entire event. (Exact load in instructions and times will be emailed prior to the event).**

***Electricity is available for a \$25 fee. It is limited and will be provided on a first come first serve basis based on full payment date.**

***** NO REFUNDS WILL BE ISSUED ONCE APPLICATION IS ACCEPTED. *****

Agreement

This Promotional/Sponsorship Contract is entered into between the City of Surprise and _____ to be effective upon written acceptance by the City of Surprise.

BY SIGNING BELOW, all parties hereto accept this Vendor/Sponsorship Agreement.

City of Surprise

Participating Vendor

Print Name _____

Print Name _____

Signature _____

Signature _____

Date _____

Date _____