

Kingman 66 Fest • November 5-6, 2021 • www.66Fest.com  
**Brewery, Winery & Craft Distillery Vendor Request Form**

**Business:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City of Kingman Business License N<sup>o</sup>:** \_\_\_\_\_ (include the Special Event Vendor Permit with your application)

**\*Arizona Tax Resale N<sup>o</sup>:** \_\_\_\_\_ (temporary AZ TPT permits can be applied for at [www.azdor.gov](http://www.azdor.gov))

**Food Laws:** Beverage vendors are subject to State of Arizona and Mohave County health code requirements.

**Hours:** Beer, Wine & Spirits Vendors must, and may only, operate between 2pm and 9:30pm each day.

**Special Event Permit:** The City of Kingman will hold the Special Event Permit with the Arizona Dept of Liquor for the event. The Kingman 66 Fest will utilize the existing permanent fencing around the park and erect temporary fencing and barricades around the remaining areas so that the entire event premise is enclosed with one manned entrance. The entire event area will be open to patrons consuming alcohol served at the event. The Kingman 66 Fest will verify IDs of patrons and provide a bracelet or stamp to identify those who are 21 years or older.

**Vendor Fees:** There are no up-front vendor fees or costs for breweries, wineries, or craft distilleries. Per the Arizona Dept of Liquor Special Event Application Kit (Series 15), alcohol vendors must remit 25% of the gross revenues of all liquor sales to the City of Kingman. These funds must be remit by check no later than Nov 30, 2021.

**Booth Type:**  pop-up canopy  vehicle  trailer

**Vendor Space:** each brewery vendor space is 10ft deep by either 10ft wide or 25ft wide, the larger space is available to accommodate multiple serving points. Each winery and craft distillery vendor space is 10ft by 10ft. The event can accommodate no more than 2 (two) breweries, 2 (two) wineries, and 1 (one) distillery. Preference will be given to local businesses.

- Brewery:** 25ft by 10ft
- Brewery:** 10ft by 10ft
- Winery:** 10ft by 10ft
- Craft Distillery:** 10ft by 10ft

**City of Kingman Special Event Vendor Permit:**  \$11  No charge, I have a City of Kingman Business License

**Total Enclosed:** \_\_\_\_\_  **Cash\***  **Check #** \_\_\_\_\_  **Money Order #** \_\_\_\_\_

*\*Do not mail cash, please pay with cash only if delivering Vender Request Form in person*

**Total Paid by Credit Card at the City of Kingman Visitor Center:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Acknowledgement:** I have read the terms outlined in the vendor guidelines and agree to be bound by them:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendor Request Form Check List:**

- Completed, signed & dated Vendor Request Form (keep guidelines for your reference)
- Check if you plan to use a generator, must be less than 60 decibels (no electrical access available)
- Photo or sketch sample of booth
- Completed City of Kingman Special Event Vendor Permit (\$11 fee if you don't have a city business license)

**Contacts:** Josh Noble (Festival Chairman) [jnoble@cityofkingman.gov](mailto:jnoble@cityofkingman.gov), 928.718.2581

Katie Barthlow (Tourism Admin) [kbarthlow@cityofkingman.gov](mailto:kbarthlow@cityofkingman.gov), 928.718.2583

**Return Request Form to:** City of Kingman Office of Tourism  
120 W. Andy Devine Ave.  
Kingman, AZ 86401



CITY OF KINGMAN  
310 N. 4th Street, Kingman, AZ  
(928) 753-8113



Fee: \$ 11.00  
[waived with Current Business License]

City of Kingman Business License #:  
\_\_\_\_\_

## SPECIAL EVENT VENDOR PERMIT

**PLEASE BE SURE ALL AREAS ARE LEGIBLY FILLED OUT BEFORE SUBMITTING**

Name of Event: Kingman 66 Fest

Event Coordinator: Josh Noble Date/s of Event: November 5-6, 2021

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_ Arizona Sales Tax #: \_\_\_\_\_

Describe Your Business Type/Products: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicants Address: \_\_\_\_\_ Email: \_\_\_\_\_

I HEREBY CERTIFY THAT THE STATEMENT MADE ON THIS APPLICATION ARE COMPLETE AND ACCURATE.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(BOTTOM PORTION OF THIS FORM IS TO BE GIVEN TO VENDOR TO DISPLAY DURING EVENT)

CITY OF KINGMAN  
310 N. 4<sup>th</sup> Street Kingman, AZ 86401  
928-753-8113



## SPECIAL EVENT VENDOR PERMIT

**MUST BE POSTED CONSPICUOUSLY**

EVENT: Kingman 66 Fest

EVENT DATE/S: November 5-6, 2021

ISSUED TO: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE EXPIRES: November 6, 2021

EVENT ORGANIZER: \_\_\_\_\_ DATE: \_\_\_\_\_

## Beer / Wine/ Distillery Vendor Guidelines

[www.66Fest.com](http://www.66Fest.com)

**Licensing, Permitting & Insurance:** Vendors are required to have all necessary permits, licensing, and insurance. Vendors must have, or obtain, an Arizona Transaction Privilege Tax number prior to the Festival. Transaction Privilege Tax Applications are available for special event vendors through the Arizona Department of Revenue at [www.azdor.gov](http://www.azdor.gov) for \$12. Vendors must obtain a Special Event Vendor Permit from the City of Kingman for \$11 (there is no cost if you have a current City business license). If approved, your City of Kingman Vendor Permit must be conspicuously posted at your booth space. Food vendors are subject to State of Arizona and Mohave County Health codes requirements. Food vendors will need a permit issued by Mohave County Health Department. If you don't have one, you can apply for a Temporary Food Service Application. For more information call the Kingman office at 928.757.0901.

**Set up** will be Friday, November 5 from 8am to 2pm at Lewis Kingman Park. Each vendor space will be pre-assigned by the Festival Vendor Coordinator. If your request is approved, a map of the area with your designated arrival time will be sent with the vendor acceptance package prior to the Festival. Vendors will not be permitted to exceed designated marked space. A festival volunteer will direct you to your space on Friday. Early setup for vendors with trailers may be required. Adjacent vendors will not be expected to move for late comers. Any signs or banners must be professionally constructed, no hand-written material will be allowed. E-Z up and Caravan type canopies are allowed, however they may inhibit lighting of the booth Friday night. E-Z ups and canopies must be secured with sandbags, weight kits, stakes, or screws.

**Tear Down:** Vendors may return with a vehicle after the event ends at 10pm on Saturday, November 6 to dismantle their space. Each vendor space must be completely clear of trash, merchandise, tables, and canopies prior to 12pm.

**Hours:** Alcohol Vendors must be on-site from 2pm to 9pm on Friday, and 2pm to 9pm on Saturday.

**Booth Sharing** is not allowed. All vendors need to purchase their own booth spaces and obtain their own business licenses. Vendors sharing booths may be asked to leave by the Festival Vendor Coordinator.

**Parking:** No parking is provided in the Festival area, each vendor will be allowed only one vehicle in the vending area to unload supplies during set up (assigned set up times will be outlined in your vendor acceptance packet). All vehicles must be located off site no later than 2pm on Friday. No vendors are allowed to spend the night on the premises.

**Power & Water:** There is ABSOLUTELY NO ACCESS TO WATER OR POWER. Bring your own water. Battery powered lighting is recommended but quiet generators are permitted and must operate at no more than 60 decibels.

**Grease, Gray Water and Trash Disposal:** Vendors are responsible for disposal of their own grease, gray water, and trash. Each vendor must remove these items at the end of the event. Under no circumstances will grease, gray water, or trash be allowed to be poured down city drain or onto city grass, sidewalks or streets. Any violation of this policy will result in ejection from the event and possible criminal prosecution. Each vendor is responsible for keeping their area neat and clean and free of loose trash. Each vendor is responsible for collecting and bagging trash from within their space. Trash receptacles will be provided in the event area for vendor use.

**Security:** General overnight security is provided by the Festival between 9pm on Friday and 9am on Saturday. Additional security will be on site from 2pm to 10pm each day while liquor is being served. However, leaving merchandise onsite overnight is not recommended, neither the Festival Committee nor the City of Kingman are responsible for loss or damage to Vendor personnel or Vendor personal property.

**Hold Harmless:** By submitting this vendor request form, vendor agrees and understands that the vendor has the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the vendor's business/product including but not limited to the provisions of the City of Kingman Municipal Code and other city documents, permits, requirements and/or correspondence.

## Beer / Wine/ Distillery Vendor Guidelines

[www.66Fest.com](http://www.66Fest.com)

Vendor assumes all responsibility and liability for losses, damages, and claims resulting from any injury to persons, including, but not limited to, injuries to customers or agents of vendor, or damages to vendor's display, equipment, or other property brought onto the premises. Vendor shall indemnify, defend and hold harmless the City of Kingman, its respective agents, servants and employees from any and all such losses, damages, cause of actions, suits or claims arising out of the vendor's negligence.

### Insurance Requirements.

Vendors shall provide the City with a liability insurance policy and endorsement naming the City as additional insured under a form #CG 20 12, CG 20 26 or equivalent, for primary and non-contributory limits. A copy of the actual additional insured policy endorsement that meets above requirements, including policy number and "City of Kingman" under schedule is required. The General Liability and Liquor Liability shall be written on an occurrence base form. Additionally, no policy listed above shall have a deductible greater than \$25,000 per occurrence. Liability limits shall be as follows:

<b>General Liability</b>	\$1,000,000 each occurrence/\$2,000,000 Aggregate (Including Premises/Operations, Products/Completed Operations, Personal Injury/Advertising Injury) - REQUIRED
<b>Liquor Liability</b>	\$1,000,000 each occurrence/\$1,000,000 Aggregate (if not included in the general liability) – required if Vendor will sell alcohol on City property. Host Liquor is acceptable if the Vendor will be serving, but not selling alcohol on City property.

**Cancellations:** We will include participating alcohol vendors in some marketing to increase event visitation. Please provide us with cancellation notice as soon as possible to allow us to adjust our marketing.

**The Festival Vendor Coordinator reserves the right to have removed from the event, any person, persons or business dispensing food or merchandise that is not of high quality. Anyone who is violating any law or festival regulation, or who is conducting himself/themselves in a manner which would be detrimental to the spirit of the festival, will be asked to leave without a refund.**

**Festival Schedule:** *times are subject to change*

#### Friday, Nov 5

**8:00am:** Park & roads closed to traffic  
**8:00am to 2:00pm:** Access for vendor setup  
**2:00pm to 9:00pm:** Vendors must be open  
**9:00pm:** General Security Begins

#### Saturday, Nov 6

**9:00am:** General Security Ends  
**10:00am to 9:00pm:** Vendor must be open  
**10:00pm:** Vendors may begin tear down  
**10:00pm:** Festival Closes

**Contacts:** Josh Noble (Festival Chairman) [jnoble@cityofkingman.gov](mailto:jnoble@cityofkingman.gov), 928.718.2581  
Katie Barthlow (Tourism Admin) [kbarthlow@cityofkingman.gov](mailto:kbarthlow@cityofkingman.gov), 928.718.2583

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