



Tolleson Luces de Navidad 2022

FOOD VENDOR APPLICATION *Food Trucks, Trailers & Carts Only*

Holiday memories is what we make here at the City of Tolleson. Luces de Navidad has been a tradition for over 25 years. Our street festival is a family-friendly event with our annual holiday light parade, carnival rides, live entertainment, food/product vendors, visit from Santa Claus, arts & crafts, contests and much more!

Application Process:

The vendor application can be hand delivered, emailed, or arrive via mail no later than **Friday, October 7, 2022**. Food vendors who wish to participate at the Tolleson Luces de Navidad Street event must provide the following:

- ✓ Complete and submit a Food Vendor Application.
- ✓ List/menu of ALL items to be sold. Prices must be included.
- ✓ Photograph of truck, trailer, or cart of setup. (*Note: There could be limitations due to the size of venue*)

Vendors will be notified and be approved by the City of Tolleson within 10 days of submittal. Only APPROVED vendors will be required to submit the next phase of documentation & fees.

Required Forms and Licenses for APPROVED Food Vendors:

- City of Tolleson Business License: <http://az-tolleson4.civicplus.com/DocumentCenter/View/2453>
For more information or questions on business licensing please contact the Tolleson Building Dept. at (623) 936-7111. (Fees for Tolleson Business License are to be handled at City Hall)
- State of AZ Transaction Privilege Tax License: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>
- Maricopa Food Permit: www.maricopa.gov/5339/Food-Permits or call 602-506.3301
(Required for distribution of food)

Selection Process:

1. The City of Tolleson will select vendors based on quality, variety and the needs of the city for this event. Due to limited space and the process of selection, qualified applicants may not be selected.
2. Once vendor is selected and approved, copies of your food permit, State TPT License and Tolleson Business License **must be submitted within 10 days of original approval**. Failure to submit documentation and payment will forfeit retail spot.
3. Food Vendor Fee of \$200 is due at the submittal of required documentation.
4. Application will not obtain final approval without proper permits, city and state licenses. This applies to all retail sales and services rendered for profit.
5. All decisions are final and cannot be appealed.
6. Only items which have been approved by the City of Tolleson are allowed at the event. Any items not selected or approved are subject to removal at any time during the event.
7. The City of Tolleson designates all spaces.
8. All setup and equipment is the responsibility of each vendor. All vendors must provide their own means of electricity.

Tolleson Luces de Navidad Information:

Date: December 10-11, 2022

Location: Paseo de Luces – Downtown Tolleson
91st – 94th Avenue & Van Buren Street

Event Details: Saturday, December 10th 12:00pm – 11:00pm | Sunday, December 11th 12:00pm – 10:00pm

For additional information or questions contact Francis at (623) 936-2762 or francis.valenzuela@tolleson.az.gov



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FOOD VENDOR APPLICATION

Food Trucks, Trailers & Carts

CHECKLIST:

- ✓ Read all application information carefully.
- ✓ Fill out one application per vendor. Make copies of this application for your records.
- ✓ You will be notified by email or phone.
- ✓ Please e-mail, mail or hand deliver application. Must be received no later than Friday, October 7th
(Please plan ahead and accordingly if mailing application)
- ✓ **Fee: \$200.00 per booth.**
- ✓ If selected, vendor fee is due at the submittal of required documentation (within 10 days of approval date). Payments are accepted at the Tolleson Parks & Recreation Center.

Mail to:

**Tolleson Parks & Recreation Center
Attn: Francis R. Valenzuela
9251 W. Washington St.
Tolleson, AZ 85353**

E-mail to: francis.valenzuela@tolleson.az.gov

Deadline to submit is Friday, October 7, 2022

Organization name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell phone: _____ E-Mail: _____

DESCRIPTION/FULL MENU AND PRICING OF ITEMS TO BE SOLD MUST BE ATTACHED

Please Check One: Food Truck Food Trailer Food Cart Other _____

City of Tolleson Business License # _____ if applicable

Signature

Date

Print name

THANK YOU FOR YOUR INTEREST IN THE CITY OF TOLLESON'S LUCES DE NAVIDAD STREET FESTIVAL