



# Tolleson Community Fair

“Promoting Positive Health in Our Community for the Entire Family”

Dear Prospective Vendor,

The City of Tolleson will host its Annual Community Health Expo on **Saturday, November 4, 2023** from 8:00 a.m. to 1:00 p.m. in Downtown Tolleson at the Splash Pad (9261 W. Van Buren St - Tolleson, AZ 85353). We are seeking organizations who provide health, safety, social, behavioral, mental health, rescue groups, pet health, and any other family services to join us at this event.

The City of Tolleson will come alongside the Community Mercado in hosting this event. Our community fair is a great opportunity for your organization to interface with the community and promote your services to West Valley residents.

Applications for profit and non-profit organizations are being accepted. **Vendor spaces are free for organizations that are non-profit or provide a health service.** All other vendor spaces are \$25.00 and will be considered for a space. \$60.00 Tolleson Business License is required if you will be selling any items. Our goal is to inform residents of the variety of resources available to them that can improve their quality of life.

### Approved Vendors:

- Proof of Business – You are required to have a City of Tolleson Business License to sell products at your booth. To obtain business license visit:
  - <https://www.tolleson.az.gov/553/Business-Licenses>  
*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 the Tolleson Civic Center)*
- For non-profit & government vendors, proof of status is required.

Please return the attached vendor application form and payment no later than Friday, October 6<sup>th</sup>, **SPACE IS LIMITED**. We will have a selection process after the deadline. You will be notified within one week. If you have any further questions, please contact me at (623) 936-2762.

Respectfully,

Francis R. Valenzuela  
Special Events Coordinator  
[events@tolleson.az.gov](mailto:events@tolleson.az.gov)



# Tolleson Community Fair Application Form

**Vendors must provide their own set up (tent, tables, chairs, ect)**

### CHECKLIST:

- ✓ Please e-mail, mail or hand deliver application. Must be received no later than Friday, October 6<sup>th</sup> (*Please plan ahead and accordingly if mailing application*)
- ✓ **For Profit Vendor Fee: \$25 per booth**
  - City of Tolleson Business License to sell products at your booth
  - **Free for non-profit or if you'll be providing a service**
  - Payments are accepted at the Tolleson Parks & Recreation Center.
- ✓ Event location: 9261 W. Van Buren Street (Downtown Tolleson Splash Pad)

### Mail to:

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

E-mail to: [events@tolleson.az.gov](mailto:events@tolleson.az.gov) | 623.474.4992

**Deadline to submit is Friday, October 6, 2023**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business: \_\_\_\_\_

(Profit or Non-Profit)

Will you provide a screening or service? [ ] yes or [ ] no

If yes, describe \_\_\_\_\_

Description of Product/Business Setup: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date* *Print name*

**THANK YOU FOR YOUR INTEREST IN OUR TOLLESON COMMUNITY FAIR**