

Marana Signature Events



MARKET VENDOR ORIENTATION

Rules and regulations for vendors,
exhibitors, non-profits, and more

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INTRODUCTION

Thank you for your interest in participating with Marana Events! This information is intended to help prospective and current market vendors who:

- sell non-food/drink products
- sell pre-made, pre-packaged food/drink with no onsite preparation (e.g. Cottage License)

OR

- advertise, fundraise, or do other non-sales activities

We are going to cover:

- First Steps
- Vendor Invitations
- Vendor Requirements
- Set Up and Operation
- Top 3 FAQs



Interest Form

Reach Out

FIRST STEPS



Visit MaranaEvents.com (MaranaAZ.gov/events)

- Check out each event's webpage - pages are frequently updated as new info is confirmed

Visit MaranaAZ.gov/vendors

- Complete the Vendor Interest Form linked at the bottom of the page - we save all submitted info to a "Vendor Database" for future contact

Email us with questions (or to introduce yourself!)

- events@MaranaAZ.gov / emcgee@MaranaAZ.gov
- Email is highly preferred to phone calls so that we have your request in writing and can send you resources as needed

Official prohibited items policy: "Sale of the following items is prohibited at town events: weapons of any kind, including without limitation firearms, knives, and whips; stink bombs; silly string; tobacco products; vaping materials; alcohol (except vendors operating with a liquor license approved by the Town); and CBD products. Vendors selling or attempting to sell any of these items will be required to cease their operations." (#10 in Marana Vendor Agreement)

VENDOR INVITATIONS



Marana's four big Signature Events:

- Founders' Day Parade & Festivities, Star-Spangled Spectacular, Fall Festival, and Holiday Festival
- 25-35 vendor spots per event

While we would love to invite every vendor to every event, our markets are limited in size. In order to try and be fair to all who submit a Vendor Interest Form, vendor invitations are spread out throughout the year, meaning that no vendor will be invited to every event. We also try to limit competition between similar vendors, so your rate of invitations may be affected by that as well.

Vendor invitations are ALWAYS sent via email

- First invites are sent 2.5-3 months out from event day
- Check your spam/junk boxes!
- If you're invited but can't make it, please let us know ASAP

Official cancellation policy: "If Vendor cancels its attendance at any event less than 10 days before the event date, or if Vendor fails to appear at any event for reasons other than war, natural disaster, inclement weather, or similar cause/emergency, the Town will not refund the fees for that event. In addition, Vendor will be excluded from participation in the Town's next Signature Event." (#3 in Marana Vendor Agreement)

VENDOR REQUIREMENTS



Vendor Agreement

- Link will be in your invitation email
- ALL vendors must sign and submit - read it carefully!
- DO NOT change pre-filled portions

Licensing

- licensing@MaranaAZ.gov / (520) 382-1918
- Vendors should have an annual business license or apply for a temporary event license
- Non-profits need to submit status documentation and register with the Town as a federally exempt organization
- Submit photo ID

Payment

- Link will be sent out 3-4 weeks prior to event
 - Must have completed Vendor Agreement
- Can be done online or over the phone
- \$125.00 businesses / \$50.00 non-profit commerce fee



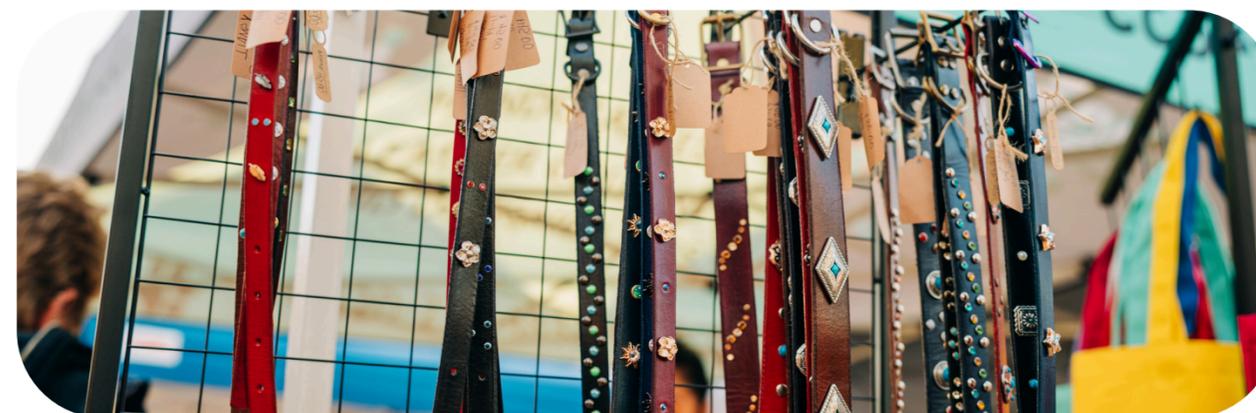
Guidelines for safe set up

Day-of tips and tricks



SET UP AND OPERATION

- Each booth space is 10' x 10' and spaces are first-come, first-served in the assigned vendor zone(s)
 - If you come to Early Bird load-in, bring something to reserve your space for the next day
- Bring all your own supplies: pop-up canopy and proper weights, table(s), chair(s), lights, etc.
 - Minimum 40lbs weight per canopy leg
- Electricity is provided upon request
 - Battery and solar-powered devices/lights are highly recommended wherever possible
- Fire code limits vendor spread - 10' gaps required between rows/groups
- Actively engage with the community during the event - be exciting and inviting!



FAQ #1: CAN I BE IN

(INSERT EVENT)? >>>

Available spaces?

Similar vendors?



This answer will largely depend on which event you want and when you ask. The best time to check in about an event you want to do is ~3 months beforehand; typically, around then is when we'll be looking to start sending invitations. We also have a wait list for every event and can usually get a few wait-listed businesses in by the end!

One of the biggest deciding factors on who gets into an event is what your business or group sells/does. If we already have several vendors with the same type of product/service signed up for an event, the likelihood of inviting similar vendors drops.

You are always welcome to reach out to check for open spaces and let us know you're interested!



Marana Signature Events each have thousands of attendees within the event space, and many stay until the very end (especially for Star-Spangled Spectacular). For their safety, vehicles are not permitted back into the event space until the Marana Police Department has given clearance after the event. Vendors should expect to wait at least 30 minutes following an event to bring vehicles in for loading.

Vendors who sell out of product or run out of advertising materials may close down their booth but should not pack up and leave until the end of the event. Vendors who need to leave for an emergency reason should inform staff and manually transport supplies to their vehicle(s).



FAQ #2:

CAN I LEAVE EARLY?

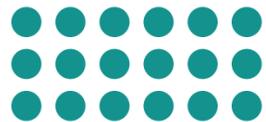
FAQ #3: HOW CAN I SPONSOR AN EVENT?

For any businesses or groups interested in sponsoring a Marana Parks & Recreation Signature Event, please contact Events Supervisor, Shelby Scheer.

sscheer@MaranaAZ.gov / (520) 382-1946 / (520) 429-6208 (cell - text ok)

Sponsorships start at \$500 and payment is made directly to a product/service provided for the public at the event (performances, art stations, shuttles, etc.).

Sponsor benefits include additional advertising on both printed and digital materials as well as a booth space for the sponsored event.



Marana Signature Events



THANK YOU



MaranaEvents.com

