



**Food Vendor Process & Checklist- DEADLINE: Monday March 2, 2015**

<p><b>STEP 1</b></p> <p><input type="checkbox"/> <b>EHS Temporary Food Establishment Permit Application</b></p> <p>Environmental Health Office Contact EHS at 520.562.5100 for any questions on application</p>	<ol style="list-style-type: none"> <li>1. Complete the enclosed Temporary Food Permit Application</li> <li>2. Submit completed application to the Environmental Health Services office located at the Health Resources Department in Sacaton</li> <li>3. EHS Staff will review application and issue a temporary food permit. <i>The process for the temporary food establishment approval takes 1-3 days, so please plan accordingly.</i> <b>The Temporary Permit Application is needed to proceed to Step 4.</b></li> <li>4. Mobile Units require a Pre-Inspection prior to EHS permit Issuance. <b>Environmental Health Services <u>WILL NOT</u> accept food permit applications after EHS application deadline February 19, 2015</b></li> </ol>
<p><b>STEP 2</b></p> <p><input type="checkbox"/> <b>Business License</b></p> <p>Cashier Office located in the Governance Center Contact Cashiers Offices at 520.562.9621</p>	<ol style="list-style-type: none"> <li>1. Fully complete and submit a Business Licenses application and submit payment to the Cashiers Office (See fee info on payments below).</li> <li>2. Keep Receipt and attached to completed application.</li> </ol>
<p><b>STEP 3</b></p> <p><input type="checkbox"/> <b>Fees</b></p> <p>Cashier Office located in the Governance Center</p>	<ol style="list-style-type: none"> <li>1. Completed food booth application must have <b>EHS Temp permit (blue permit), and receipts/business license. Documents must be attached to the application or payment <u>WILL NOT</u> be accepted by the Cashiers Office.</b></li> <li>2. Payments can be mailed to: Gila River Indian Community Attn: Cashier's Office P.O. Box 2160 Sacaton, AZ 85147</li> <li>3. Payments of cash, money orders, credit cards and cashier's checks will be accepted at the Cashier's Office (Sacaton location) Monday through Friday from 8:00 a.m.-5:00 p.m. Cashier Cashier's Office (Laveen Location) Tuesday &amp; Thursdays 9:00 a.m.-4:00 p.m.</li> <li>4. Incomplete packets and partial payments <b><u>WILL NOT</u></b> be accepted!!</li> </ol>
<p><b>STEP 4</b></p> <p><input type="checkbox"/> <b>Completed food Vendor Packet</b></p> <p>Tribal Recreation Office</p>	<ol style="list-style-type: none"> <li>1. Packet must have copies of ALL of the above required material and receipts.</li> <li>2. Proof of Tribal Enrollment (Tribal ID or Enrollment number).</li> <li>3. Packets <b>WILL NOT</b> be accepted if incomplete.</li> <li>4. There are ONLY thirty (30) booth spaces will be available, first come first serve basis.</li> <li>5. Packet must be submitted to the MCT Office or postmarked NO later than <b>MONDAY MARCH 2, 2015 BY 5:00PM!!</b></li> </ol>

**GILA RIVER INDIAN COMMUNITY, TRIBAL RECREATION /WELLNESS CENTER, AND COMMUNITY SERVICES DEPARTMENT SHALL NOT BE HELD RESPONSIBLE FOR BODILY INJURY, THEFT, OR DAMAGES INCURRED DURING THE MUL-CHU-THA FAIR & RODEO.**



Tribal Recreation and Wellness Center Program  
P.O. Box 2158, Sacaton, Arizona 85147  
520.562.6024 office  
520.562.6122 fax



**Gila River Tribal Members:**  \$250.00-Midway pricing (6 spaces available)  \$150.00-Non-Midway Price  
**Non-Community Members:**  \$450.00-Midway pricing (6 spaces available)  \$350.00-Non-Midway Price  
30 Booth Spaces (not to exceed 15'x20') are available on first come first serve basis

Name (Individual in charge of booth): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Message #: \_\_\_\_\_

Email: \_\_\_\_\_

**All Applicants MUST comply with the following:**

- ✓ All propane tanks OPD equipped.
- ✓ Each cooking station shall have NO less than a 5lb ABC extinguisher. All enclosed cooking trailers with grease latent vapors shall have a Class K extinguisher.
- ✓ Health Inspections of ALL Food Booths will be done by Gila River Indian Community Environmental Health Department.
- ✓ Attend the **MANDATORY Orientation Wednesday March 11, 2015 at 10:00 a.m.** The Orientation will be held at the Mul-Chu-Tha Fair Office. At this time vendor passes/booth numbers will be distributed to all vendors. A limit of ten (10) vendor passes will be given to each vendor. **Person solely in charge needs to attend the orientation NO EXCEPTIONS, Please make accommodations to be in attendance.**
- ✓ Only Food Vendors will be allowed to set-up during the following dates and times:
  - Wednesday 3/11 immediately following orientation till 5:00 p.m.**
  - Thursday 3/12 7:00 a.m.-5:00 p.m.**
  - Friday 3/13 6:00 a.m.-10:00 a.m.**
  - Saturday 3/14 6:00 a.m.-10:00 a.m.**
  - Sunday 3/15 8:00 a.m.-10:00 a.m.**

\*Absolutely NO EXCEPTIONS, ALL vehicles will need to be outside the MCT fair gates at the times. Failure to comply could result in removal of your booth space from the MCT fair grounds with a refund.

**Booth space includes the following:**

- ✓ One duplex, 15'x20' to set up your booth structure.
- ✓ 40 amp circuit-2 outlets per booth not to exceed 240 volts, otherwise a generator will be needed.
- ✓ Water line is shared with the other vendors.
- ✓ Grease/water waste receptacle will be provided for vendors.



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**The vendor agrees to abide by the following conditions:**

- ✓ The vendor shall surrender premises to the MCT Fair at the end of the event in the same condition as received.
- ✓ The vendor accepts total responsibility for his/her booth and its safety in relation to fire, theft, accident, or any destructive cause, and to injury to the public which might occur within the confines of the vendor's booth and area or injury to the vendor or his/her employees or agents while on the MCT Fair grounds.
- ✓ MCT Fair assumes NO responsibility for any property stored on the premises.
- ✓ Should acts of God, including weather or any other cause not within the MCT Fair control make it impossible for the MCT Fair to be held, then the MCT Fair and its representatives and employees are held harmless from any and all claims which may arise as a result thereof. In no event shall be liable for loss of profit, business, or any other damages to the vendor through the MCT Fair cancellation for such cause.
- ✓ MCT Fair shall have full power in interpretation and enforcement of all terms and rules contained herein and such further rules and regulations as it shall consider necessary for the conduct of the MCT Fair.
- ✓ Spaces will be allocated by the MCT Vendor Coordinator based on completed applications.
- ✓ All booths must display their ACTUAL Business Licenses no copies in their booth for the duration of the event. Failure to do so will result in non compliance and the booth will be unable to operate until the Business License is displayed in the upper right side of the booth.
- ✓ Booths must also display at ALL times their booth number (this will be distributed at Vendor Orientation) located in upper right side of the booth.
- ✓ If the booth is bigger than the allocated space then an additional space must be purchased, NO EXCEPTIONS.
- ✓ Absolutely NO unauthorized kids or unauthorized persons are allowed in cooking/prep area at any time. Arrangements for children must be made prior to the event.
- ✓ A responsible and able adult MUST remain in the booth during operation at ALL TIMES.
- ✓ Pre-operational inspections will be conducted by GR Fire, OSH, and Building Safety prior to opening operations.
- ✓ Random operational inspections will be conducted during the duration of the MCT Fair by the above parties as well as the Vendor Coordinator.
- ✓ There will be ABSOLUTELY NO on-site camping!!! Security will be on-site to enforce this.
- ✓ NO ILLEGAL DRUGS, ALCOHOL AND FIREARMS ALLOWED ON PREMESIS. FAILURE TO FOLLOW RULES MAY RESULT IN REMOVAL FROM THE MCT GROUNDS AND POLICE INTERVENTION.

**I am the person responsible and solely in charge of my booth and I agree to comply with the rules, regulations, and agreements, outlined within the application. The Gila River Indian Community, Tribal Recreation/Wellness Center, Community Services Department and the GRIC MCT Fair Committee, will not be responsible for bodily injury, theft, or damages incurred prior, during, or after the event.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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