



SPECIAL EVENT VENDOR APPLICATION



Town of Florence, Town Clerk's Office
P O Box 2670 / 775 N. Main Street
Florence, Arizona 85132
FOR PAYMENTS: 520-868-7624
Fax: 520-868-7564
TDD: 520-868-7502
www.florenceaz.gov

Special Event Vendor Application Instructions:

Application and receipt must be submitted at the same time in order for your application to be processed. You may submit in person, by mail, email or fax. You will need to call the Finance Department at 520-868-7624 to make payment by debit/credit first, and then email or fax your receipt to the Town Clerk's Office.

Any participant wishing to be part of a Special Event is required to obtain a Special Event Vendor Permit for the event **prior** to the event. The fee is \$10.00 per event unless you qualify for one of the exemptions listed below.

Exceptions.

The only exceptions to the permitting requirements of this section shall be:

- (1) Non-profit educational institutions, fraternal and service clubs, bona fide religious organizations, and agencies of any federal, state or local governments.
- (2) Non-profit private clubs where a basic membership fee covers the cost of the use of facilities.
- (3) Fundraising projects of non-profit and bona fide religious organizations, not conducted on a regular basis.
- (4) Any hobby or craft sales in which the seller is the creator of a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsman shall not exceed \$3,000 in any 12-month period.
- (5) Have an active business license with the Town of Florence.

If you qualify for any of the exemptions, mark "**Annual Permit Only**" and complete that section along with remainder of the application. If approved, your permit will be valid through December 31 of that specific year. The Town will review each application on a case-by-case basis to determine exemption status.

If you do not qualify for the exemption, indicate so on the application by marking "**Single Permit Only**" and complete that specific section along with the remainder of the application and remit with payment of \$10.00. Your permit is only valid for that specific event.

MOBILE FOOD UNITS:

Mobile Food Units are required to attach proof of mobile food unit inspection from the Town of Florence Fire Department or by another Fire Department, prior to issuing a permit for a mobile food unit.

The Vendor Permit must be posted in a conspicuous place during each event.

Completed application, along with addendums and proof of inspection, if applicable, are to be remitted to: Town of Florence, Town Clerk's Office, P O Box 2670, Florence, Arizona. They may also be emailed to: businesslicenses@florenceaz.gov or faxed to: 520-868-7564.

Payment must be made PRIOR to review of application if you submitting application by email or fax. Please call the Finance Department at 520-868-7624 to make payment and attach receipt to your application when submitting to the Clerk's Office.



Town of Florence, Town Clerk's Office
 P O Box 2670 / 775 N. Main Street
 Florence, Arizona 85132
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 Fax: 520-868-7564
 TDD: 520-868-7502
www.florenceaz.gov

SPECIAL EVENT VENDOR APPLICATION

Type of Permit:

SINGLE EVENT PERMIT ONLY (For vendor who is doing retail sales and/or for profit)

Name of Event: _____ Event Date: _____

Transaction Privilege Tax or Social Security Number: _____

ANNUAL PERMIT ONLY

Complete one below:

Tax Exemption #
Social Security #
Business License #

Basis for Exemption:

- Delivery of materials or literature only (no sales)
- Handmade crafts with sales of less than \$3,000 annually
- Religious
- Non-Profit
- Have existing Business License

Applicant Name:

Participant/Business/Organization Name:

Physical Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ Pinal County Mobile Food Unit #
**Attach proof of inspection*

Detailed description of what you will sell or services you will offer at the events:

BY APPLYING FOR THE ANNUAL EXEMPTION VENDOR PERMIT, I WILL:

- Provide Exemption Permit Number to each event organizer that I will attend.
- Post annual permit in a conspicuous place throughout each event.
- Notify the Town Clerk's Office of any changes within 15 days of change.
- Ensure that my permit is valid for each event that I am attending events.

PERMIT IS VALID FOR CALENDAR YEAR ONLY (JANUARY 1 – DECEMBER 31).

Applicant Signature: _____

Date: _____

TO BE COMPLETED BY TOWN CLERK'S OFFICE

Approved by: _____

Permit No. _____

Date Issued: _____