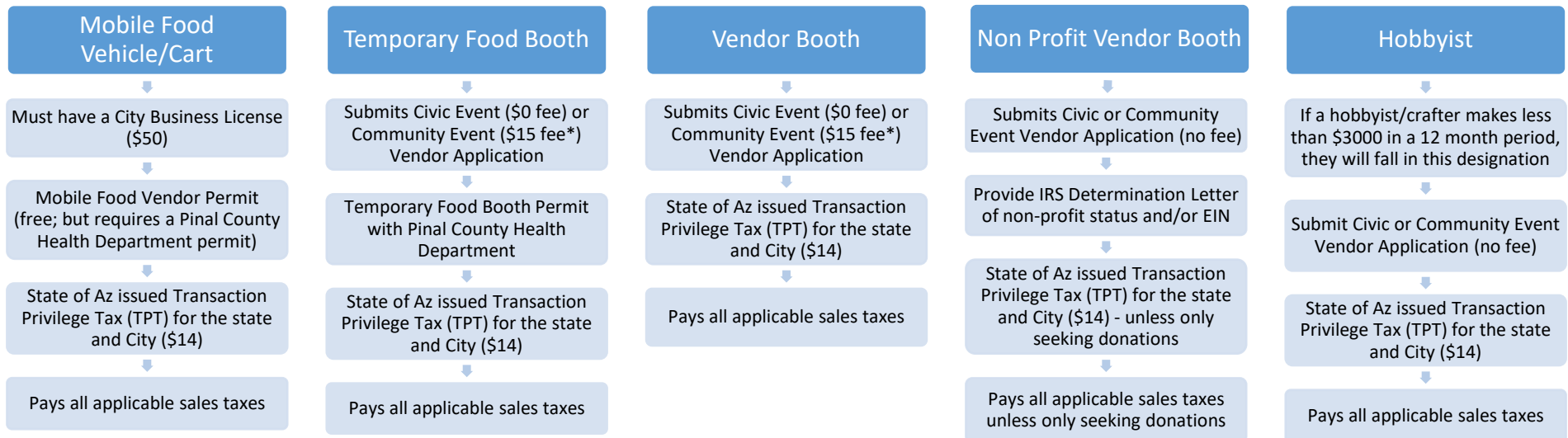
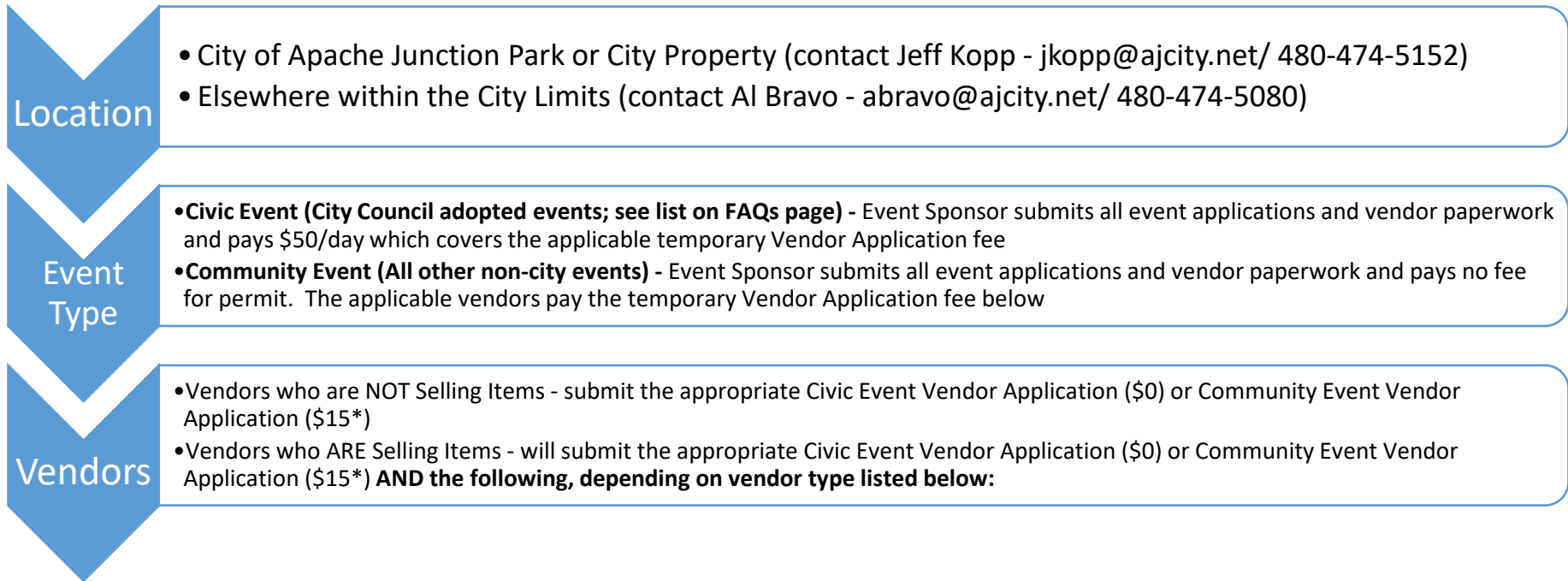


# CITY OF APACHE JUNCTION EVENT VENDOR PROCESS

Based on location, Event Sponsors should contact the appropriate City staff member listed below to start the event application/approval process and receive direction on potential activities and vendor requirements. **EFFECTIVE DECEMBER 1, 2017**



\* The \$15 Vendor Application fee is not applicable IF a vendor is a non-profit agency, a hobbyist (as described above), or already possesses a valid City Business License

## Frequently Asked Questions (FAQs) and Important Notes:

1. Currently approved **CIVIC EVENTS** include: Lost Dutchman Marathon, Lost Dutchman Days Rodeo and Parade, Antique Tractor Show, Ben Johnson Days, Festival of the Superstitions, Veteran's Parade
2. TPT is a Transaction Privilege Tax and must be filed with the state for both Arizona (\$12, payable only once IF renewed, on time, annually) and City of AJ (\$2 paid annually at renewal)
3. Event Sponsor shall verify the TPT number of each vendor selling items is valid with the City Clerk's office prior to the event – any vendor at the event without the appropriate TPT will not be allowed to conduct business.
4. All final completed applications, applicable vendor fees and final list of vendors (vendor name, address and phone numbers) must be submitted to the City Clerk's office no later than 8 city business days following the last day of the event.
5. Local distributor/Parent Companies (i.e. Avon) – Either the local distributor OR the parent company must obtain the appropriate licensing/permitting depending on the corporate policy
6. City Business licenses and Non Profit Licenses must be renewed annually, 12 months after issued date, and any necessary fees paid
7. **PERFORMERS/ENTERTAINERS:** Performers/Entertainers are exempt from vendor/licensing requirements; however, if they are selling merchandise they must have a TPT and pay all applicable city/sales taxes.
8. **REALTORS/INSURANCE COMPANIES:** Realtors, and insurance companies only need a City Business License if they have a store front in the City Limits. TPT and taxes do not apply to these vendors unless they are selling merchandise.
9. **MASSAGE THERAPISTS:** Massage therapists need a City Business License (or temporary vendor app/fee); however, they do not need a TPT nor do they pay taxes
10. **ART/ARTISTS:** Vendors who are selling their own or other's art must follow all licensing, permit, and taxation rules
11. Businesses outside of the United State are not permitted to operate within the city limits
12. Events that have a potential impact to the general public (i.e. close major arterials, reduce business operations, could result in a safety hazard, etc.) will only be considered on a limited, case-by-case basis
13. There are City Council adopted fees associated with permits, rental of facilities/equipment, and requests for services. They have been kept at a minimal, competitive rate. These fees are important to help offset the cost of operating and maintaining our facilities, equipment and services.
14. For rules within our city codes, visit [www.ajcity.net/code](http://www.ajcity.net/code) and refer to chapters 4 (fees), 8 (special event) and 15 (park regulations).