



*Presented by...*

American Shows Inc.

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## Exhibitor Manual

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**NOTE..... NEW LOCATION**

Now at the newly remodeled;

Northern Arizona University  
Union Fieldhouse  
(on the NAU campus)  
1050 S. Knoles Dr.  
Flagstaff, AZ 86011

**April 8, 9 & 10, 2016**

# IMPORTANT.....PLEASE READ!!!

Carpet, electricity and tables are ordered through the Decorator or the Electrician.

Call (800) 471-7330 for order forms and information.

1. **Location** ..... *NEW LOCATION*.....Northern Arizona University Union Fieldhouse  
1050 S Knoles Dr.  
Flagstaff, AZ 86011 Tel: (928) 523-1523
2. **Show Dates** .....April 8, 9 & 10, 2016
3. **Move-In** .....Wednesday, April 6, 1:00pm – 9:00pm  
Thursday, April 7, 8:00am – 9:00pm  
Friday, April 8, NO MOVE IN ALLOWED,  
***SHOW STARTS AT 10:00 AM FRIDAY!***

*Vehicles will be allowed access ONLY when aisles are open with space available to drive-in and drive out. If you have a large display, call the office for early move-in. Prior to unloading, please check-in at the Show Office to pick up your show materials. For your convenience, the facility has approved self move-in and move-out. However, if you require the assistance of a forklift, please contact the decorator in advance for planning (800) 471-7330. There is a charge for use of the forklift, please consult the decorator for the pricing.*

4. **Show Hours** .....Friday, April 8 10:00am – 6:00pm  
Saturday, April 9 10:00am – 6:00pm  
Sunday, April 10 10:00am – 5:00pm
5. **Move-Out** .....Sunday, April 10 5:01pm\* – 10 pm  
Monday, April 11 7:00am – 1:00pm  
(\*Absolutely no move out allowed prior to 5:00pm Sunday-No Exceptions)
6. **Admission Price** .....\$7.00
7. **Organizer** .....American Shows, Inc.  
4 Via Verde  
Rancho Mirage, CA 92270  
(800) 690-1993 Fax: (760) 770-8881  
www.americanshowsin.com

**Decorator** ..... CSI etc.  
4802 W. Van Buren St  
Phoenix, Tucson, AZ 85043  
(800) 471-7330 Fax: (602) 923-0044

**Electrician** ..... Commonwealth Electric  
100 North 3<sup>rd</sup> St.  
Phoenix, AZ 85004  
(602) 253-5881 Fax: (602) 253-5530

8. **Directions**

The NAU Campus is located at the intersection of I-17 and I-40. Turn onto McConnell Dr. then turn left on Knoles Dr. The Union Fieldhouse is located at 1050 S. Knoles Dr. across from the Cline Library.

9. **Host Hotel**

The Quality Inn will be the host hotel for this show. The special rate is \$59.99 per night. This rate includes; FREE breakfast, FREE internet and FREE parking. The address is; 2000 South Milton Rd. Flagstaff, AZ 86001. Call 928-774-8771 and ask for the Home & Garden Show Block. This hotel is 100% nonsmoking.

10. **Show Rules**

- ◆ Distribution of all food samples must have prior show management approval.
- ◆ All booth carpet must be taped to the floor with **clear tape only** (no duct tape).
- ◆ Microphone volume will be monitored and noise discipline will be maintained.
- ◆ **All Garden & Landscape displays or anyone using concrete bricks must first put plastic down and set your display on the plastic.**
- ◆ Spa companies and all displays requiring water must have everything filled by 8:00am Friday; NO EXCEPTIONS. If you need to refill your display, it must be done after the show closes each evening.
- ◆ Smoking, alcoholic beverages, and firearms are not allowed on campus.

11. **Booth Display**

Oversized items in booths blocking the view or viewing angle of other booths are not allowed and will be removed. Nothing may be attached to the wall or columns of the building. Exhibitors will be charged by the Fieldhouse for any damage to the building due to their own actions. Helium tanks must be secured/ tied down. All propane tanks used for display must have holes drilled in them. Please work within your booth. Do not block, solicit or sell in the aisles. All materials, merchandise and personnel must be in your booth. We recommend you do not consume food in your booth during show hours.

12. **Fire Precautions**

Tents and canopies are not allowed unless they have an official listing number, an Arizona State Fire Marshal Seal of Approval and a dated registration number attached to the unit. **Exhibitors who have covered or enclosed displays must have a fire extinguisher on hand during the show.** If your display requires a fire extinguisher, you must make prior arrangements at your own cost for this equipment. Cooking demonstrations must have a fire extinguisher without exception. No open flames allowed. All cooking must be done on electric grills. For detailed information see FIRE MARSHAL regulations enclosed.

13. **Exhibitor Attendance** At NO TIME DURING SHOW HOURS leave your booth unattended. Exhibitor's booths must be manned during the entire show.
14. **Security**  
NAU will lock the building and activate the security alarm nightly. However, we advise exhibitors to secure all valuables. We do not assume any responsibility for loss or damage to the property of any exhibitor. Small, easily removed, expensive or fragile articles should be removed nightly for safekeeping.
15. **Passes/Coupons**  
25 free admission tickets will be sent under separate cover. Please distribute to your customers, family and B-backs during the show as needed. DO NOT distribute outside the venue during the show. If additional tickets are required (while supplies last) please call our office at 800-690-1993.
16. **Exhibitor Badges**  
Exhibitor badges for you and your staff will be available at check-in.
17. **Parking**  
Exhibitor parking is available in lot #62 southwest of the Fieldhouse off Pine Knoll Dr. There will be continuous FREE shuttle service to and from the show starting one hour before and ending one hour after the show. Exhibitor parking is NOT allowed in front of the Fieldhouse. This parking lot is reserved for YOUR CUSTOMERS (attendees) only. Exhibitor trucks, trailers or display vehicles of any sort are **not allowed to park in the Fieldhouse parking lot**, park them in lot #62, save the parking for your customers, see enclosed map. Lot #62 must be completely cleared by 5:00 PM Monday.
18. **Local Sales Tax**  
As of today, the Flagstaff tax rate is 8.951%, however please check for updates.
19. **Vendor's Permit**  
All vendors are required to have a Flagstaff City tax license and a State of AZ Transaction Sales Tax License. If you do not have one, you may apply for a temporary permit, see attached form. Permits may also be purchased at the show. If you have questions, call the City at 928-213-2250, ask for Sue Miller.
20. **Temperature**  
Because of the fluctuation in temperature, air-conditioning, heat, and weather, we strongly suggested you wear layered clothing and bring a jacket.
21. **Flagstaff Food Permit**  
If you think you need a Coconino County Food Permit, then you probably do. Please call 928-679-8761; or Environmental Services at 928-679-8750. All food displays **will be inspected** by the County Health Dept. and must conform or they **will close your booth down** until you do. Please see the attached Health Department requirements, fees and forms.

22. **Phones**

Please use your cell phones, hard lines are not available.

23. **Electrical**

All electrical must be ordered and paid for by the exhibitor through the electrician. Please do not "plug-in" any outlet without ordering electrical. Only electrical power strips and surge protectors with a UL approved seal and grounded may be used. NO extension cords.

24. **Questions**

If you have any questions during move-in, move-out, or during the show concerning your exhibit or electricity, please contact the show decorator at their booth location. If you have questions concerning other show matters, please contact the show management office in the facility.

25. **RV Parking**

No overnight parking allowed on campus. Please call the local RV parks.

26. **Show Vehicles, (cars, trucks, RV's, boats, tractors, anything with a motor)**

Your display must adhere to the following:

- a. Keys must be left at the show office.
- b. There can only be a ¼ tank of gas in the vehicle and the gas cap must be secured. All other tanks must be empty. If gas cap does not lock, tape must be placed to secure.
- c. Battery must be disconnected.
- d. Protection must be placed under the oil pan and transmission to catch any spills or leaks.

27. **>>>> SPECIAL NOTICE, PLEASE READ <<<<<**

We must observe some **strict rules** concerning maintaining the integrity of this newly remodeled building.

- All vehicles must have protection placed under the oil pan and transmission to catch any leaks during move in and move out. If your vehicle leaks you will be asked to remove it from the building and hand truck your display and merchandise in.
- All landscaping displays, block walls, brick, railroad ties, etc. MUST have heavy plastic under them.
- All displays that require construction or could cause debris, sawdust, or require clean up, need to be vacuumed after set up, therefore please bring your own vacuum as there are none available.
- If you are moving out Monday, please remove all signs, banners and attachments you have made to the pipe and drape. All pipe and drape will be removed Sunday night.

Rates Effective July 1, 2015-June 30th, 2016  
**Information & Online Ordering**  
[www.commonwealthexpo.com](http://www.commonwealthexpo.com)

Submit Form To:



Commonwealth Electric Company  
 100 North 3rd Street, Phoenix, AZ 85004  
 PH 602.253.5881 Fax 602.253.5530  
 Email: [Whitehead@commonwealthelectric.com](mailto:Whitehead@commonwealthelectric.com)

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

<b>Flagstaff Home &amp; Garden 2016</b>			Dates: <b>April 6-11, 2016</b>	
Event:			Event # <b>471035</b>	
For Discount Payment Price we must receive your order and payment prior to this			<b>4.23.16</b>	
<b>DISCOUNT DEADLINE DATE OF:</b>				
Company Name:			Booth#:	
<b>Standard Electrical Outlets **Rates are for duration of event**</b>			If you require services not listed on this form please call for a quote.  Lighting, Water and/or Air, please call for Order Form	
Qty	Description	Discount		
<b>120V Motor &amp; Equipment Outlets (3 Pronged)</b>				
	500 Watts (5Amp)	\$99.75	\$129.68	
	1000 Watts (10 Amp)	\$135.00	\$175.50	
	2000 Watts (20 Amp)	\$176.00	\$228.00	
<b>1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>			Rates are <b>DOUBLE</b> the Outlet Rate <input type="checkbox"/> Check if required	
	10 Amp 208V 1 Phase	\$229.95	\$298.94	
	20 Amp 208V 1 Phase	\$271.95	\$353.54	
	30 Amp 208V 1 Phase	\$338.10	\$439.53	
	50 Amp 208V 1 Phase	\$460.95	\$599.24	
	60 Amp 208V 1 Phase	\$522.90	\$679.77	
	100 Amp 208V 1 Phase	\$868.35	\$1,128.86	
<b>3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>			Rates are Time and Material, please call for quote.	
	10 Amp 208v 3 Phase	\$260.40	\$338.52	
	20 Amp 208V 3 Phase	\$373.80	\$485.94	
	30 Amp 208V 3 Phase	\$426.30	\$554.19	
	50 Amp 208V 3 Phase	\$622.65	\$809.45	
	60 Amp 208V 3 Phase	\$723.45	\$940.49	
	100 Amp 208V 3 Phase	\$1,331.40	\$1,730.82	
<b>Rental Items</b>				
	Extension Cord 15'	\$28.35		
	Extension Cord 25'	\$30.45		
	5-way power strip	\$26.25		
	3-way adaptor	\$23.10		
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges				
<b>Labor for Layout/Overhead/Qty and 208V Services</b>				
	ST (M-F 8am-4:30pm)	\$92.40		
	OT (M-F 4:30pm-12am & Sat 8am-12 am)	\$138.60		
	DT (M-F 12Am-8am & all Sundays/Holidays)	\$184.80		
<b>State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption.</b>			<b>FOR SUPERVISED LABOR ONLY</b>	
			Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.	
			Date/Time Requested	
			Onsite Contact	
			Onsite Contact Cell #	
<b>**By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**</b>				
Company Name			Phone	
			Cell Phone	
Address			State	Zip
Email Address **Please Print Legibly**			Onsite Contact	
Signature			Print Name	
Paid by: ACH/EFT CK AX MC VS			CC#	Exp Date
Cardholder Signature			Print Name	

**GOOD NEWS** .....

The host hotel for the Flagstaff Home & Garden Show is the...

**QUALITY INN**

2000 South Milton Rd.

Flagstaff, AZ 86001

Reservations Tel: 1-928-774-8771

Fax: 1-928-773-9382

**Special Show Rate Only \$59.99 for a double**  
*(regular price \$89.00)*

*Be sure to tell Reservations you are with the  
Flagstaff Home & Garden Show Block*

Includes daily complimentary hot continental breakfast,  
Free parking and Free internet service

This hotel is located only **2 minutes away** from the free park and ride shuttle on campus. Thus eliminating any parking hassles for you and freeing up valuable parking spaces for attendees.

## - YOUR ATTENTION PLEASE -

As a reminder, **we are requiring ALL exhibitors to submit a certificate of liability insurance.** This should not be a burden, as most of our competitors and all fairgrounds require the same insurance coverage and most business carry general liability insurance.

Just call your insurance company and secure \$1,000,000.00 certificate of Insurance, adding American Shows Inc., as additional insured for the duration of this show, including move in and move out. There should be no charge for this request and once this is established ask your insurance company to send these out automatically every year.

However, if you do not have liability insurance there will be a small charge for this coverage. You may contact any insurance company of your choosing. You may also contact Shahinian Insurance Services, Inc. for their special event exhibitor's insurance. They have special show insurance by event or by year, call 800-457-2231. Or you may contact Arizona Central Insurance Ins. Agency at 800-678-0062 also for this coverage.

Please submit a copy of your certificate of liability insurance to American Shows, Inc. 4 Via Verde, Rancho Mirage, CA 92270 or fax to 760-770-8881, no later than two weeks prior to set up. **You will not be permitted to set up your booth if we do not have this certificate on file.** Please contact your show manager at 800-690-1993 for more information.

## - MUST READ INFORMATION -

As of late a few exhibitors are trying to move in / set up their booths on Friday morning of the show and in some cases just as the show opens. This is a problem for everyone; the fire marshal, the show staff, the decorator, the convention center, your booth neighbors, and especially the attendees. The fire marshal will not allow this to continue. **Therefore if your booth is not set up by 9:00 AM Friday, your booth will be eliminated or replaced and you will forfeit all monies paid,** unless an emergency has occurred and we have been notified.

Thank you in advance for your cooperation.





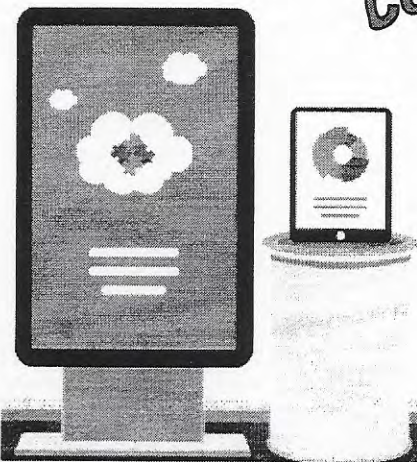
## General Liability Insurance

Fast. Simple. Affordable.

We specialize in coverage for exhibitors at all  
American Shows Inc. events!

Our friendly representatives can have you  
insured in an hour or less.

**Contact us today!**



[www.cartkiosk.com](http://www.cartkiosk.com)

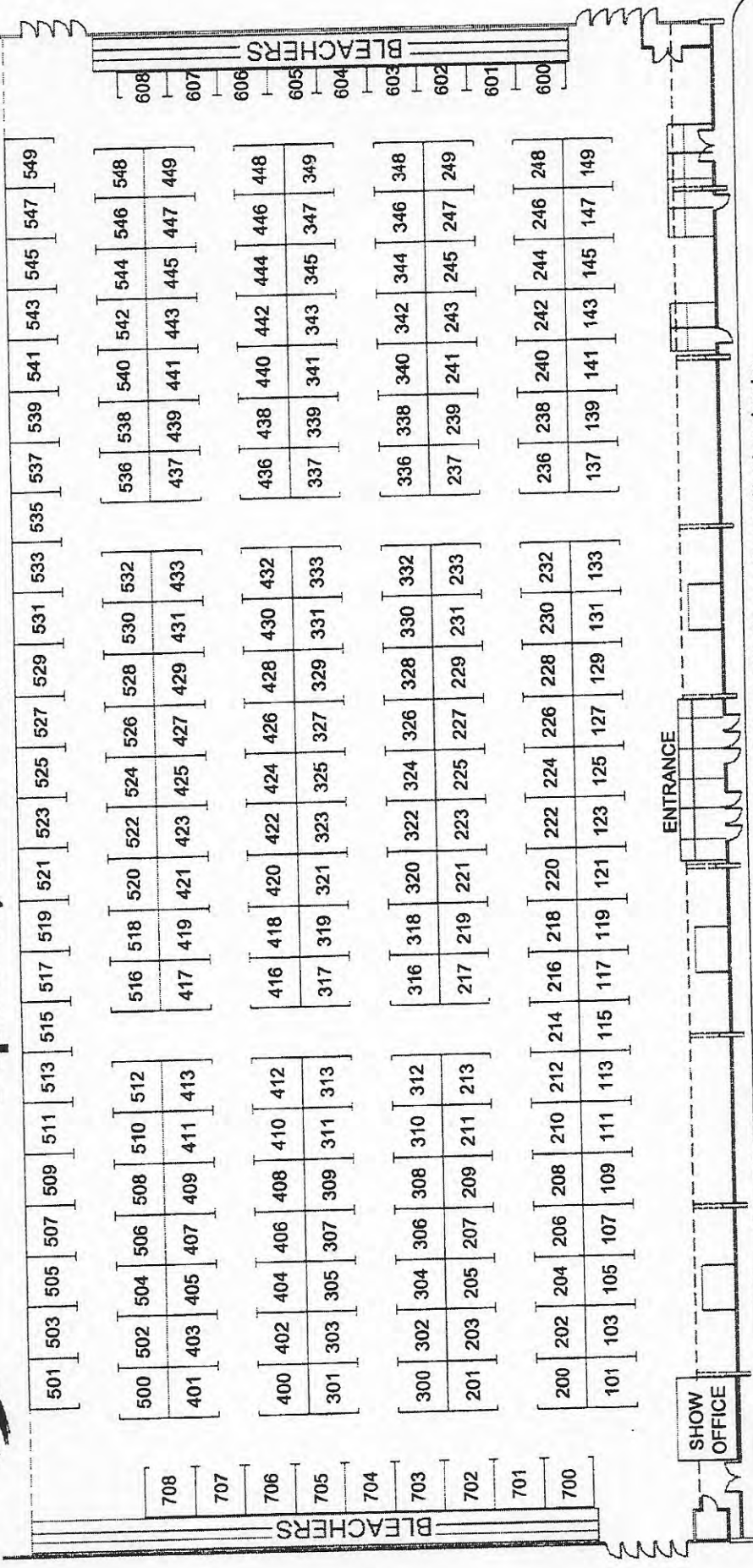
800.678.0062

[info@azcentralins.com](mailto:info@azcentralins.com)



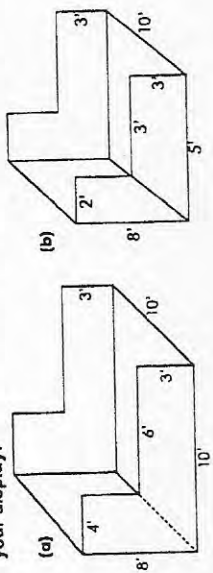
Student Union Fieldhouse  
 1050 So. Knoles Drive  
 Flagstaff, AZ 86001

AMERICAN SHOWS INC. presents the 23rd annual  
**Flagstaff Home & Garden Show**  
**April 8, 9 & 10, 2016**



To reserve space  
 call toll free  
**800-690-1993**  
 Fax 760-770-8881

**DISPLAY POLICY:** Please adhere to this when planning your display.



**BOOTHS INCLUDE:**

All exhibit space professionally draped with 3' high side walls and a draped 8' high back wall, a company ID sign and free exhibitor badges.

**BOOTH INVESTMENT:**

10' x 10' Aisle \$850.00  
 All corners add \$150.00  
 5' x 10' booths \$500.00

**DISCOUNTS:**

10% for 3-4 booths  
 15% for 5 or more booths

**MOVE-IN DAYS:**

Wednesday ..... 1:00 pm - 9:00 pm  
 Thursday ..... 8:00 am - 9:00 pm  
 (No move-in allowed on Friday)

**SHOW HOURS:**

Friday ..... 10:00 am - 6:00 pm  
 Saturday ..... 10:00 am - 6:00 pm  
 Sunday ..... 10:00 am - 5:00 pm

**MOVE-OUT DAYS:**

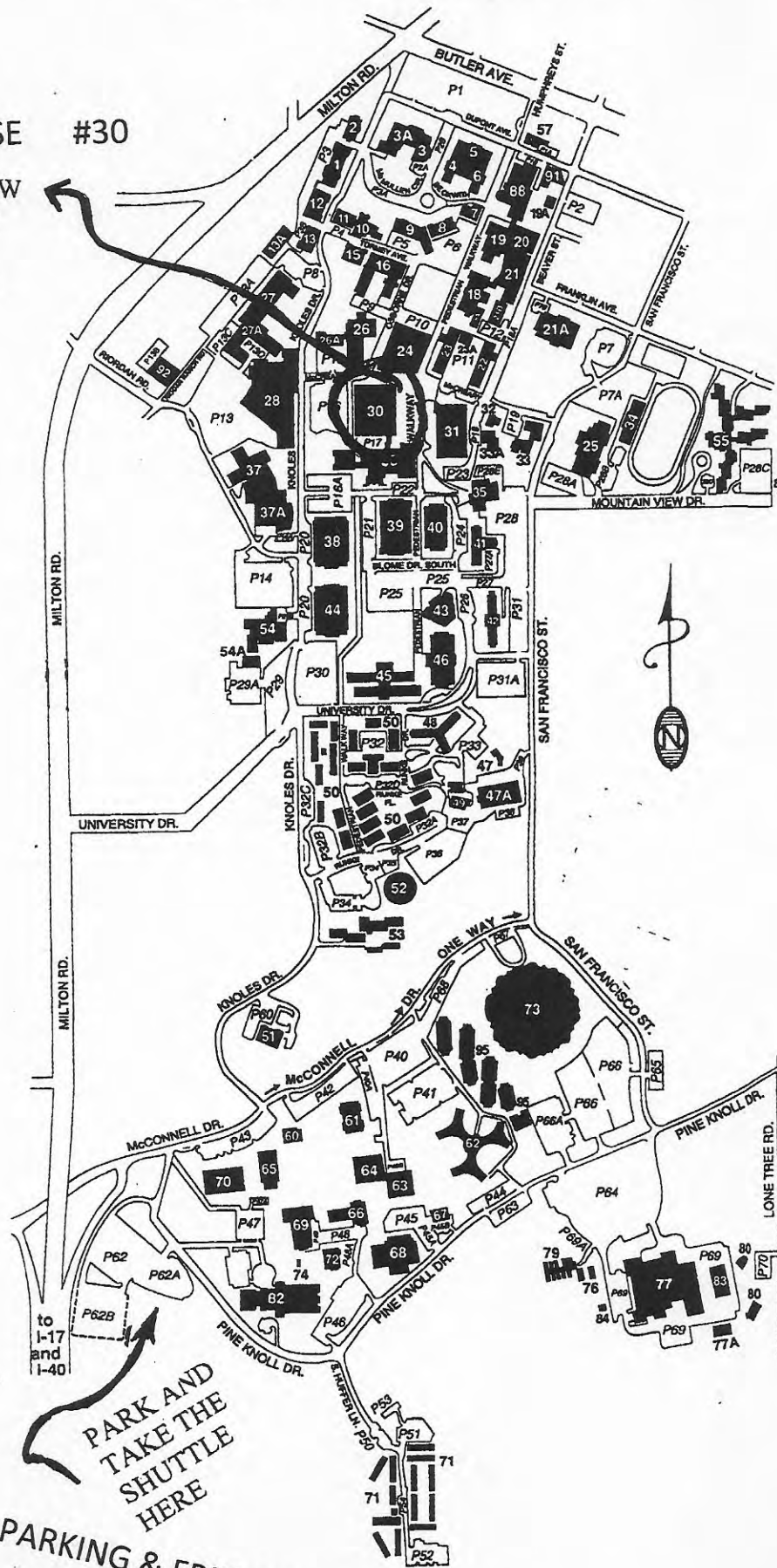
Sunday ..... 5:00 pm - 10:00 pm  
 Monday ..... 8:00 am - 1:00 pm



# NORTHERN ARIZONA UNIVERSITY

FIELDHOUSE #30

HOME SHOW  
LOCATION  
SHUTTLE  
DROP OFF



PARK AND  
TAKE THE  
SHUTTLE  
HERE

FREE VENDOR PARKING & FREE SHUTTLE

to  
I-17  
and  
I-40

# Campus Map

## Parking Information

**Weekends (Friday 4:30 pm - Sunday)**—free parking in all lots except residence hall lots

**Weekdays (Monday - Friday)**—permit required in all lots or as posted

- Free parking after 4:30 pm
- Parking garage
- "Pay by Space" parking
- "Pay and Display" parking

## Legend

- Campus property boundary
- Pedestrian/Bicycle Pathway
- Flagstaff Urban Trail System
- Bus/Bicycle ONLY
- Recreational Field
- Permit kiosk
- Patients parking
- Bus stop

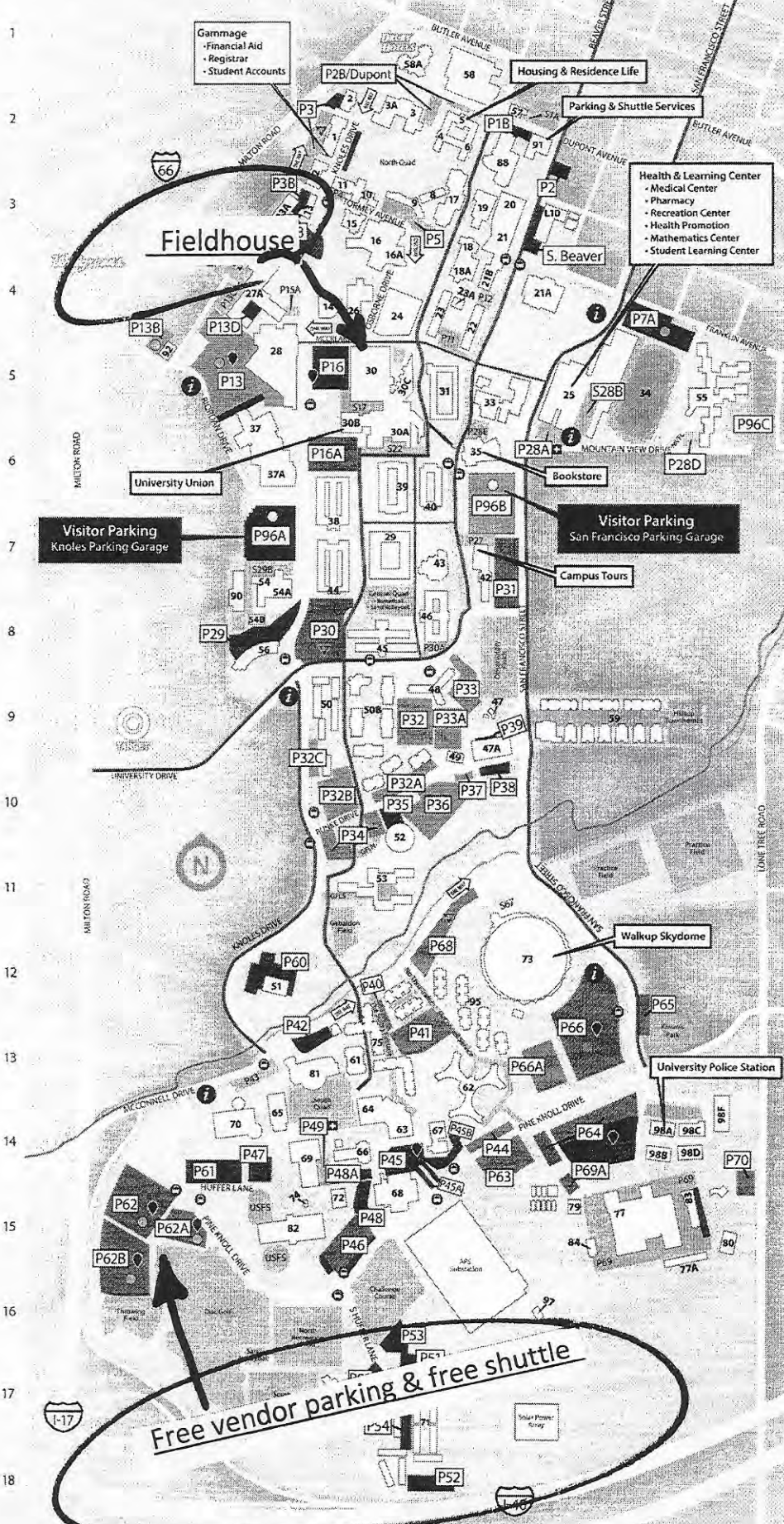
## Building Listing

LOCATION	Building #	Grid	LOCATION	Building #	Grid
1899 Bar & Grill	3	2-F	Learning Resource Center	61	13-E
Academic Annex	23A	4-F	Liberal Arts	18	3-F
Adele Mathematics	26	4-E	Lumberjack Stadium	34	5-H
Allen Hall	46	8-F	Lutz Telescope	42	9-G
Anthropology	98D	14-I	McCormick Hall	62	14-G
Anthropology Laboratory	49	9-F	McDonald Hall	40	6-F
Applied Research & Development	56	8-C	McKay Village	50B	9-E
Ardey Auditorium	37A	6-D	Moran Hall	4	2-F
Atmospheric Research Observatory	47	9-G	Mountain View Hall	55	5-J
Ashurst	11	3-E	Native American Cultural Center	14	4-D
Babbitt Academic Annex	23	4-F	North Heating and Cooling Plant	24	4-C
Babbitt Administrative Center	51	12-D	Nursing	72	15-E
Billy Research Center	52	10-E	Old Main	10	2-E
Biological Sciences	21	3-G	Parking and Shuttle Services	91	2-G
Biological Sciences Annex	21B	4-G	Performing & Fine Arts	37	6-C
Biology Greenhouse	18A	4-F	Peterson	22	4-F
Blome (OE)	2	2-E	Physical Sciences	19	3-G
Bookstore	95	6-F	Pine Ridge Village	95	12-E
Bury	8	5-F	Ponderosa	92	5-B
Campbell Hall	6	2-F	Printing Services	57	2-G
Campus Heights Apartments	50	9-D	Prochnow Auditorium	8A	2-E
Centennial	91	2-G	Program in Intensive English	110	9-G
Ceramics Complex	80	15-I	Property Administration	47A	9-G
Chemistry	20	3-G	Purchasing Services	58B	14-I
Cline Library	28	5-D	Raul H. Castro S&S	65	14-C
Communications	16	3-E	Raul H. Castro S&S West	70	14-C
Cowden Learning Community	38	6-E	Raymond Hall	39	6-E
Drury Hotels	58A	1-F	Reilly Hall	16	9-F
du Bois Center	64	14-E	Renewable Energy Test Facility	74	15-D
Eastburn Education	27	4-D	Residence Life Warehouse	96F	14-I
Engineering and Natural Sciences	09	14-D	Riles	15	3-E
Engineering Projects	98C	14-I	Rollie Activity Center	68	15-F
Ernest Calkers Learning Community	29	7-E	Roseberry Apartments	15A	3-D
Eugene M. Hughes Building (H&M)	33	5-G	ROTC	47A	9-G
Extended Campuses	16A	3-E	San Francisco Parking Garage	96B	7-G
Facility Services	37	15-I	Science Lab Facility	17	3-F
Facility Services Annex	37A	15-I	Sculpture Studio	84	15-H
Fieldhouse	30	5-E	Schmitt Hall	42	7-G
Gabaldon Hall	53	11-E	Shuttle Services	83	15-I
Gammage	1	2-E	South Beaver School	110	3-G
Gateway Student Success Center	43	7-F	South Dining	63	14-E
Geology	12	3-D	South Village	71	17-E
Geology Annex	13	3-D	South Heating and Cooling Plant	67	14-F
Gillenwater Hall	31	5-F	Southwest Forest Science Complex	82	15-D
Greenhouse Complex	73	15-G	The Suites	75	13-E
Health and Learning Center (HLC)	25	5-H	Taylor Hall	9	3-F
Health Professions	66	14-E	Tinsley Hall	24	7-E
High Country Conference Center	58	1-F	University Network	16A	4-E
Hilltop Townhomes	59	9-H	University Police	98A	14-I
Housing & Residence Life	5	2-F	University Services	90	8-C
Hotel and Restaurant Management	33	5-G	University Union/Dining Services	30A	6-E
Huffer Lane Acquisition	96	14-C	University Union/Food Court	30C	5-E
Human Resources	31	2-G	University Union/Student Services	30B	6-F
Information Services Annex	54B	8-C	W. A. Franke College of Business	81	13-D
Information Services	54	8-D	Walkup Skydome	73	12-G
Information Services/Telecom	54A	8-D	Wall Aquatic Center	21A	4-C
Institute for Human Development	27A	4-C	Waste Water Training Facility	97	16-G
KNAU	83	15-I	Wetlax	86	2-C
Knotes Parking Garage	96A	7-D	Wilson Hall	45	8-E

## Parking Permit Designations

Permits required 24-hours daily or as posted.

- ▼ Employee/Shared parking
- Employee parking
- North Commuter parking
- South Commuter parking
- R1—Residence hall parking
- R2—Residence hall parking
- R3—Residence hall parking
- R4—Residence hall parking
- R5—Residence hall parking
- R6—Residence hall parking





**Transaction Privilege (Sales) Tax & Occupational Business  
License Application Information  
(Out-of-City Businesses)**

**GENERAL APPLICATION INFORMATION**

**Reference Documents**

- Arizona Revised Statutes, Title 9, Cities and Towns, Chapter 7, Article 4
- City of Flagstaff City Code, Title 3 - Business Regulations

**Important Facts**

- The application review process will be suspended due to incomplete applications.
- Any documents in this packet may be found on the City website at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).
- Applicants may receive a clarification from the City of Flagstaff of any interpretation or application of a statute, ordinance, code, or authorized substantive policy statement affecting the procurement of a license by providing the municipality a written request.

**City of Flagstaff Contact**

- For questions on this application, please contact:

Sue Miller  
Administrative Specialist

Phone: 928-213-2250  
Email: [smiller@flagstaffaz.gov](mailto:smiller@flagstaffaz.gov)

**Application Requirements/Checklist**

**\*\*All of the following documents are required\*\***

**\*\* All information must be completed before any review will take place\*\***

- \$46 Transaction Privilege Tax License Fee paid to City of Flagstaff. (Non-refundable).
- \$20 Occupational Business License Fee paid to City of Flagstaff. (Non-refundable).
- Transaction Privilege (Sales) Tax/Occupational Business License application
  - Licensing Eligibility Form

**\*\*If you are unsure which license is applicable for your business, please contact the City at 928-213-2250 for more information.\*\***

**Review Timeframes**

Administrative Review- 15 Business Days

Substantive Review- 20 Business Days

Total review: 35 Business Days

**\*\*Please Note: Timeframes may be less if all information is provided in a timely manner\*\***

**APPLICATION REVIEW INFORMATION**



## **Transaction Privilege (Sales) Tax & Occupational Business License Application Information (Out-of-City Businesses)**

### **PHASE 1- ADMINISTRATIVE REVIEW**

Timeframe: 15 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

1. City of Flagstaff (Initial Review)
  - a. A complete application will proceed to Phase 3-Substantive Review.
  - b. An incomplete application will be sent a comprehensive written notice of all incomplete application items.
2. Taxpayer (Follow-up)- 20 business days
  - a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees will be forfeited.
  - b. If information is returned within 20 business days, the City will continue the review of the application.
3. The review and notification process will continue for two reviews. After the second request for more information, the City of Flagstaff will not send a third request and the application will be withdrawn and all fees forfeited.

### **PHASE 2- SUBSTANTIVE REVIEW**

Timeframe: 20 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

1. Substantive Review- City of Flagstaff (Initial Review)- 20 Business Days from the date of the completed application as noted in Phase 1- Administrative Review.
  - a. If no other information is required, the City will issue the license within 20 business days.
  - b. If more information is required, a comprehensive written notice of all items that require further explanation will be sent. Upon mailing of the notice, the review timeline will be suspended until all requested information is provided.
2. Taxpayer (Follow-up)- 20 business days
  - a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees forfeited.
  - b. If information is returned within 20 business days, the City will continue the review of the application.
  - c. If no information or incomplete information is returned to the City within 20 business days, the City will deny the application and all fees will be forfeited.

### **PHASE 3- LICENSE ISSUANCE OR DENIAL**

1. If all requirements are met, the license will be issued and mailed.
2. If all requirements are not met, a license denial letter will be mailed to the applicant with detailed information of the appeals process and contact person(s).



# City of Flagstaff

## Privilege (Sales) Tax and Occupational Business License Application

Sales Tax Division  
 211 W. Aspen Ave  
 Flagstaff, AZ 86001-5359  
 Phone: 928-213-2250  
 Fax: 928-213-2209

<b>Check any that apply:</b>	<input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change	Former Owner (if applicable)	Start Date (In Flagstaff)	For Office Use Only
		Current City License #	Date of Change	License Type TPT BL
<b>SECTION I. BUSINESS INFORMATION</b>				License Fee Total
Business Name (Legal Name)		Doing Business as Name (DBA Name)		
Street #	Direction	Street Name	Suite/Apt. #	
City	State	ZIP+ 4	Business Phone #	Tax Types
E-mail Address	State ID#	Contractors #	Federal ID#	09- Publishing 10- Job Printing 11- Rest./Bars 12- Amusements 13- Comm. Rent. 14- TPP 15- Contracting 17- Retail 18- Advertising 25- Hotel/Motel 35- BBB Other
<b>SECTION II. MAILING ADDRESS &amp; PHONE NUMBER</b>				
Enter Name if Different from Section I (above) or Enter Care-of Name				
Street #	Direction	Street Name	Suite/Apt. #	
City	State	ZIP+ 4	Business Phone #	
<b>SECTION III. BUSINESS OWNERSHIP &amp; RECORD LOCATION</b>				
Ownership Type: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corp. - State of Inc. _____ <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Gen. Partnership <input type="checkbox"/> Other: _____				
If LLC- IRS filing designation: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership				
Owners, Partners, Officers, Individuals, or LLC Members (For Additional Names, Please Attach List)	1) Name		Social Security #	
	Home Address		Title	
	City	State	ZIP+ 4	Phone #
	2) Name		Social Security #	
	Home Address		Title	
	City	State	ZIP+ 4	Phone #
Corporate or LLC Statutory Agent	Name		Phone #	
Location Where Business Records Are Kept	Name		Phone #	Initials
	Address		City	State
		ZIP+ 4		
<b>SECTION IV. BUSINESS TYPE</b>				
<input type="checkbox"/> Retail Sales <input type="checkbox"/> Construction Contracting <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Amusements <input type="checkbox"/> Manufacturer <input type="checkbox"/> Personal Property Rental <input type="checkbox"/> Wholesaler <input type="checkbox"/> Advertising <input type="checkbox"/> Telecommunications <input type="checkbox"/> Other _____				
Describe Nature of Business				
Check method you will use in submitting reports: <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual    Does this location sell secondhand items? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>SECTION V. BUSINESS PREMISES STATUS</b>				
Check One: <input type="checkbox"/> In City <input type="checkbox"/> Out of City	Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, is this your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, complete Landlord/Property information		Square Footage of Premise:	
	Landlord/Property Manager Name		Address	Phone #
Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I certify that the statements made in this application are true and complete to the best of my knowledge. I have read and complied with all statutes, ordinances, and other requirements affecting public peace, health, and safety. I request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this license. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the City of Flagstaff. I understand that license and application fees are non-refundable and that incomplete forms may delay processing.				
Print Name	Signature		Title	Date

IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER, BY LAW, YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Revised 2/12



# City Of Flagstaff

## Licensing Eligibility Form

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

**Check the box next to the document indicating lawful presence.**

<input type="checkbox"/>	An Arizona driver license issued after 1996, or an Arizona non-operating identification license.
<input type="checkbox"/>	A driver license issued by a state that verifies lawful presence in the United States. (See overview of States' Driver's License Requirements)
<input type="checkbox"/>	A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States.
<input type="checkbox"/>	A United States certificate of birth abroad.
<input type="checkbox"/>	A United States passport.
<input type="checkbox"/>	A foreign passport with a United States visa.
<input type="checkbox"/>	An I-94 form with a photograph.
<input type="checkbox"/>	A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/>	A United States certificate of naturalization.
<input type="checkbox"/>	A United States certificate of citizenship.
<input type="checkbox"/>	A tribal certificate of Indian blood.
<input type="checkbox"/>	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if **all** of the following apply:

1. The individual is a citizen of a foreign country, or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Date



## **OSHA REQUIREMENTS:**

Exhibitor agrees to comply with all state, federal, and local statutes, ordinances, rules, and regulation. By way of example and not limitation, Exhibitor agrees to carry out its responsibilities as an independent employer under Occupational Safety and Health Act of 1970, 29 U.S.C. 651, et seq. ("OSHA"), and regulations promulgated there under, including specifically, the Hazard Communication standard at 29 C.F. R. 1926.59. Exhibitor shall ensure that all subcontractors at each Job Location have a written safety program in place for their company in accordance with OSHA regulation and shall keep a copy of same at Job Location. By way of further example, and not limitation, Exhibitor agrees to carry out its obligations as an independent employer under federal and state employment laws and regulations, including the federal civil Rights Act and the Immigration Reform and Control Act. By way of further example, and not limitation, Exhibitor agrees to comply with all applicable environmental statutes and regulations, including Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Exhibitor further agrees to indemnify American Shows Inc. its officers, directors, employees or agents of any party and hold harmless from any fines or expenses levied against it as a result of Exhibitor's failure to comply with all laws, ordinances, rules and regulations. Exhibitor's display must be flameproof and subject to Fire Inspector's approval and must not violate any applicable fire code.

## **MUSIC AT THE SHOW:**

Due to licensing demand made by ASCAP, Exhibitors are not allowed to use any Copyrighted material [i.e including, but not limited to, stage production, performance via mechanical mean or live], unless the Exhibitor is holding Prior Written Permission form the Copyrighted Owner (or Copyright Owner's Designee such as ASCAP, BMU, etc.) for such use. Any Exhibitor ignoring the Licensing of Copyrighted material and the imposed requirements will be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations for date reporting and assessed payment of Royalty Fees.

# OFFICE OF THE FIRE MARSHAL



Northern Arizona University  
Fire Marshal



Office of The  
State Fire Marshal

## Operation/Fire Life Safety Fire Life Safety – NAU Fire marshal Special Event Operational Permit # 00057

Permitted Hazard: Special Event /Indoor Display  
Location: NAU Sky Dome

This operational permit shall constitute permission to maintain, store or handle materials; or to conduct processes which produce conditions hazardous to life or property. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of this permit or other applicable regulations or laws of the jurisdiction.

Issued permit shall be kept on the premises designed therein at all times and shall be readily available for inspection by the fire code official.

Permits are not transferable and any changes in occupancy, operation, new hazardous materials shall require that a new permit be issued.

### General Requirements

Exhibits shall be in accordance but not limited to the following requirements:

1. Exhibit booths shall be constructed of non combustible materials.
2. Curtains, drapes and decorations shall be flame-retardant materials complying with NFPA 701.
3. No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or exit sign.
4. Cooking and food-warming devices shall be U.L listed electrical appliances and shall comply with the following:
  - a. Shall have lids available for immediate use.
  - b. They shall be limited to 288 in of cooking surface.
  - c. They shall be placed on non-combustible surface materials.
  - d. A portable fire extinguisher shall be provided within the booth.
  - e. All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.

Fuel heat:

- a. Class I and Class II liquids and LP-gas shall not be used.
- b. Liquid- or solid-fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoons per minute if tipped over.
- c. The device or holder shall be constructed to prevent the spillage of fluid fuel or wax at a rate of more than 0.25 teaspoons per minute when the device is in the upright position.

- d. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.
  - e. The flame shall be enclosed except where openings on the side are not more than 0.375 inch diameter or where opening are on the top and the distance to the top is such that a piece of tissue paper will not ignite in 10 seconds.
  - f. Fuel canisters shall be safely sealed and stored in an approved location.
  - g. Open flames such as fueled heat shall not be located on or near decorative material or similar combustible materials. Table cloths and other decorative linens shall be flame-retardant.
  - h. They shall be placed on non-combustible surface materials.
5. Combustible material within exhibit booths shall be limited to a one-day supply. Combustible materials behind the booth shall be prohibited.
  6. Acoustical and decorative material including, but not limited to, cotton, hay, straw, paper, moss, split bamboo, and wood chips shall be flame-retardant treated.
  7. No open flames or pyrotechnic device shall be used.
  8. Liquid- or gas-fueled equipment, vehicles, boats and other motor craft on display or parked within the exposition facility shall comply with the following:
    - a. Batteries are disconnected.
    - b. Fuel in tanks does not exceed one-quarter tank or 5 gallons – whichever is least.
    - c. Fuel tanks and fill openings are closed and sealed to prevent tampering.
    - d. Fueling or defueling of vehicles shall be prohibited.
    - e. Vehicles shall not be moved during exhibit hours.
  9. Prohibited materials:
    - a. Compressed flammable gases
    - b. Flammable or combustible liquids
    - c. Hazardous chemicals or materials
    - d. Unfilled/new flammable lp gas cylinders
  10. Compressed cylinder shall be secure from tipping over by holders designed for such service. Cylinders not in use shall have the safety cap in place.
  11. Trained crowd managers or crowd supervisors shall be provided at a ratio of 1 crowd manager/supervisor for every 250 occupants.
  12. Hot tubs and displays involving water shall have U.L. listed and approved GFI (ground fault interrupter) for all electrical devices near the water.
  13. Provide smoke detector(s) in any temporary structure/room that is occupied by the viewing public.



# OFFICE OF THE STATE FIRE MARSHAL



GOVERNOR

N. ERIC BORG  
DIRECTOR

DUANE PEL  
FIRE MARSHAL

1110 WEST WASHINGTON, SUITE 100  
PHOENIX, ARIZONA 85007  
(602) 364-1003  
(602) 364-1052 FAX

400 WEST CONGRESS, SUITE 121  
TUCSON, ARIZONA 85701  
(520) 628-6920  
(520) 628-6930 FAX

Listed below are regulations, which shall be enforced by the Arizona State Fire Marshal during any event. The Fire Marshal or his deputy and the application of the Arizona Fire Code and all applicable standards, shall apply in all cases. Inspections may be conducted during any phase of the event.

1. **SMOKING:** Smoking inside buildings, structures, tents and air-supported structures shall only be permitted in designated areas as outlined by event management. No smoking shall be permitted in areas determined to be hazardous by the State Fire Marshal. No smoking signs shall be posted in these areas.
2. **DECORATIVE MATERIALS:** All drapes, hangings, curtains, drops and all other decorative material, including Christmas trees, which may tend to increase a fire and the panic hazard shall be made with material which is not flammable or which has been treated and maintained with a process approved by the State Fire Marshal. Treatments used to accomplish this retardation shall be renewed as often as necessary to maintain the flame retardation protection. Field Flame Tests shall be the flame retardant materials not igniting or allowing flame to spread over the materials surface when exposed to an open flame. Exit doors, exit lights, fire alarm systems, wet stand pipes, hose cabinets, fire sprinkler risers and fire extinguisher locations shall not be concealed or obstructed by any decorative material.
3. **EXITS AND AISLES:** Shall be clear of all obstructions. Aisles shall be in accordance with the Arizona Fire Code as outlined on approved plans. Only vendors or any other activities shall occupy the area approved by the State Fire Marshal.
4. **FIRE EXTINGUISHERS AND EQUIPMENTS:** Shall be maintained by annual inspection. A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, and fire alarm pull boxes. Clear access shall be maintained at all times to these appliances. Portable fire extinguishers of proper type shall be in place for on site inspections during set up and shall remain in place for the duration of the event. Size and type as outlined in NFPA 10. Minimum shall be 2A-10BC.
5. **CANDLES AND OPEN FLAME-DEVICES:** Shall be prohibited
6. **COMPRESSED FLAMMABLE GASES:** Shall be prohibited inside any building, structure or tent. Non-flammable high-pressure cylinders shall be secure to prevent falling.
7. **FLAMMABLE/COMBUTIBLE LIQUIDS:** Shall be prohibited inside any building, structure or tent. **EXCEPTION:** Service equipment may be used.

8. COMBUSTIBLE MATERIALS: Shall be limited to a one (1) day supply and shall be maintained in an orderly fashion.
9. EXPLOSIVES AND BLASTING AGENTS: Shall be prohibited.
10. HAZARDOUS CHEMICALS AND MATERIALS: Shall be prohibited inside any building, structure, or tent.
11. LIQUIFIED PETROLEUM GASES (LPG): All installations of LPG systems shall be in accordance with Article 82 of the State Code. Required on site inspections shall be conducted prior to the operation of any LPG system.
  - a. Hoses connections and hoses for LPG systems shall be installed as recommended in NFPA 58, to insure leak free conditions. All leaking connections, hose or cylinders shall be repaired IMMEDIATELY upon identification of such leaking.
  - b. All LPG containers shall be secured in such a way as to not allow accidental tipping or falling.
  - c. Filling of LPG containers shall be performed only by a qualified person who is also responsible for the proper reinstallations of cylinders to assure a leak free condition of cylinders upon completion of refilling operation. Supplying or servicing companies shall provide and install safety plugs per NFPA 58.
  - d. LPG safety devices on any LPG container shall not be tampered with or made ineffective by any person.
  - e. No person shall smoke within 25 feet of an LPG container or maintain and open flame devices outside of structures within 25 feet of LPG containers. EXCEPTION: Food stands utilizing open flame devices after an on site inspection by the Fire Marshal.
12. ELECTRICAL WIRING AND APPLIANCES: Shall be installed and maintained in an approved manner.
  - a. Electrical lamps shall be approved with the maximum rated watt bulb as marked on the lamp per UFC sec. 85.104.
  - b. Clamp on type lamps shall be so attached as not to be connected metal to metal to cause electrical shock.
  - c. Electrical extension cords shall be of the commercial rated listed type. No two wired cords shall be permitted. All approved cords shall be maintained in good condition and not be utilized for over their rated capacity. Cords shall be plugged directly into an approved permanent receptacle. Multi-plug adapters shall not be used. Fused power strips are acceptable alternates.
13. KITCHEN GREASE HOODS AND DUCTS: Approved fire suppression systems shall be provided for the protection of commercial type food heat processing equipments. Protection shall be in accordance with section 10.314 of the State Fires Code. In addition the kitchens shall be equipped with an approved annually inspected dry chemical portable

fire extinguisher that has a rating of not less than 40 BC. A qualified person shall inspect the fixed extinguishing system every 6 months.

- a. Self contained vehicles or trailers in which food is prepared on grease producing appliances are required to comply with this code requirement.

14. VEHICLES DISPLAYED: Vehicle displays in buildings shall be permitted only when the following special requirements are followed:

- a. Fueling or defueling is prohibited inside any exhibit building.
- b. Both positive and negative battery cables shall be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all exposed metal.
- c. All fuel tank openings shall be satisfactorily sealed with a locking cap and taped to prevent escape of vapors.
- d. Fuel tanks shall be empty on all vehicles and equipment on display in all buildings (5 gals. or ¼ tank capacity which is ever less).

15. COOKING AND/OR WARMING DEVICES: Shall be utilized only in areas approved for such use in the building, structure or tent.

16. SPECIAL REQUIREMENTS: Any special situations requiring variance from the Arizona Fire Code shall be submitted to the State Fire Marshal in writing as soon as possible prior to the event.

- a. Inspections may be conducted during any phase of the event.



# OFFICE OF THE STATE FIRE MARSHAL



GOVERNOR

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## FOOD VENDOR QUICK LOOK CHECKLIST OF STATE FIRE MARSHAL REGULATIONS

Listed below are specific areas of the State Fire Code regulations concerning commercial cooking that are enforced by the Arizona State Fire Marshal for any food vendor on State Property. The State Fire Marshal's Office will conduct inspections of all vendors before and during an event.

**KITCHEN GREASE HOODS AND DUCTS:** Self contained vehicles or trailers in which food is prepared are required to comply with the following Fire Code requirements:

1. A. An approved hood and duct system **SHALL** cover **ALL** cooking areas that produce grease laden vapors.
2. B. The remote pull activator for the automatic suppression system shall be unobstructed by appliances or storage.
3. C. The hood system **SHALL** discharge to the outside of the structure.
4. D. The hood and filters **SHALL** be clean and free of accumulated grease.
5. E. The automatic fire suppression system **SHALL** have been inspected within **6 MONTHS** of the date of the event.
6. F. A fire extinguisher minimum **40BC** compatible with the extinguishing agent for the automatic fire suppression system **SHALL** be available in the cooking area.
7. G. The fire extinguisher **MUST** have a tag showing inspection within **ONE YEAR** of the date of the event.

**NOTE: Cooking demonstration vendors SHALL** have a **2A:10BC** fire extinguisher available in the cooking area. Extinguisher shall have a tag showing inspection within **ONE YEAR** of the date of the event.

**LIQUIFIED PETROLEUM GASES (LPG):** All use of LPG shall conform to Article 82 of the State Fire Code.

1. **ANY** use of LPG in a structure, without a permit from the State Fire Marshal's Office is **prohibited**.
2. All hose connections **SHALL** be installed as recommended in NFPA 58 and be free of leaks.
3. All LPG containers **SHALL** be secured against accidental tipping or falling.  
**Elastic cords to secure containers are not acceptable.**
4. **No smoking** or open flame (except for approved cooking appliances) is permitted within **25 feet** of any LPG container.
5. On grounds storage of LPG containers is limited to **one days use**.

## **FIRE MARSHAL NOTICE**

As per the Fire Marshal it is mandatory that you provide one of the following if using your own table coverings and / or if your display has any covering what so ever;

- Fire Retardant Certificate of the material from the manufacturer
- Application of Fire Retardant to the material (available at the decorator's Service desk for a fee, see them for pricing)

If you can not provide the above, you may rent a skirted table from the decorator. Please adhere to this as the Fire Marshal will do a burn test if necessary on your table coverings and /or your display.



### Temporary Food Service Requirements

1. All temporary food vendors must meet the Coconino County Food Code requirements pertaining to cooking, storage, transportation, cleaning, hand washing, etc. The operational requirements below give rules and instructions on preparing and selling food outdoors. ***Before filling out the application PLEASE take the time to carefully read through the outline of requirements listed below.*** The Health Authority *strongly encourages* the applicant to be *very specific* and *communicative* during the application and plan review process to prevent any inconvenience for anyone at the event! If the applicant does not meet all requirements, a license to operate will not be issued until compliance is achieved; facilities operating without a license will be ordered to cease operations until all requirements have been met.
2. "The regulatory authority shall apply this Code to promote it's underlying purpose of safeguarding public health and ensuring that food is safe, unadulterated, and honestly presented when offered to the consumer." 8-101.10 A "If necessary to protect against public health hazards or nuisances, the regulatory authority *may impose specific requirements in addition to* the requirements contained in this code that are authorized by law." 8-102.10 A.
3. The inspector will not provide a license holder an opportunity to correct violations after inspection if the inspector determines that the violations are: committed intentionally, not correctable within a reasonable period of time, there is evidence of a pattern of non-compliance, or a risk to any person; the public health, safety, or welfare; or the environment. 8-405.11 C 1-4 4. To operate a temporary food booth in Coconino County, each food vendor must submit an application at least 10 days prior to the event. **Applications received after the 10 days will be charged penalty fees.** A license to operate is valid for 6 months. Please list all events you plan to attend in the next 6 months. If another event(s) comes available to you during that time that you did not anticipate, a new application will need to be sent to our office with the new event information. A separate fee is **NOT** required in this instance.
5. **Who needs to apply for a license?** Anyone (including licensed facilities) who *vends or samples* the following: non-potentially hazardous foods such as fountain drinks, hot drinks, snow cones, caramel apples, popcorn, cotton candy, kettle corn, etc.; prepared potentially hazardous foods such as hot dogs, hamburgers, bbq, pizza, etc. If you have a question about whether you need a license, please contact our office at 928.679-8760.

### Operational Requirements for Temporary Food Service

Important information! Please **THOROUGHLY** read the info listed below.

1. **TENTS:** TENTS MUST BE "PRE-APPROVED" AND ARE LIMITED TO VERY SPECIFIC MENUS AND MENU PROCEDURES. Certain types of food are NOT allowed to be prepared in a teardown-booth or tent. You may be required to change your menu or get a mobile unit. When allowed:

- a. Tents must be completely enclosed on **all 4 sides** with 16 mesh screening, tarps or a combination of the two. There are tent manufacturers that make screens with pass through windows. Tents must be enclosed because of insects, rodents, and inclement weather.
- b. Tent floors must be on smooth, washable, non-absorbent surfaces (no dirt).
- c. Food preparation in a tent is very limited! Washing, cutting, and other types of preparation *CANNOT* be done in a tent. You will be required to either prepare food in (local) commissary or purchase the food commercially processed (bring receipts with you so we can verify when & where food was purchased). Keep this in mind when filling out the menu section of the application. Be specific on how food items are purchased and then prepared.

**Tents** are allowed for the following types of food service **ONLY**:

- a. Cooking of pre-formed hamburgers/hot dogs.
- b. Grilling/bbq'ing meats that have been prepared in an enclosed mobile unit or commissary.
- c. Cooking/reheating of commercially processed foods.
- d. Deep frying of commercially processed foods, such as fish & chips, corn dogs, etc.
- e. Preparation of non-potentially hazardous foods such as kettle corn, lemonade/orange drinks, cotton candy, etc.

**2. Commercially manufactured mobile units** are *preferred* for outdoor food preparation. Mobile units allow for more complicated menus. Mobile units must be equipped with the following:

- a. Plumbed 3 bin sink with potable hot and cold running water and large enough to accommodate the largest piece of equipment used in the operation. There must be drain boards on either side of the 3 bin sink to store dirty and clean equipment.
- b. Plumbed hand wash sink with potable hot and cold running water, dispensed soap and paper towels.
- c. Food preparation sink (menu dependent).
- d. Commercial refrigeration capable of keeping food at 41°F or less and/or freezers that maintain 0°F or less.
- e. A waste water storage tank at least 15 % greater than the fresh water tank.
- f. The mobile unit must be enclosed to prevent the entrance of insects and rodents. Service windows must be screened or capable of being closed during times of slow business.

**3. Keeping food COLD and HOT!** Commercial **refrigerators** are **REQUIRED** when potentially hazardous foods will be served at Multi-Day events and raw meats **MUST** be stored in refrigerators, *no exceptions*. **Coolers** will only be approved under the following circumstances:

- a. To store potentially hazardous foods for **ONE** day events,
- b. To store potentially hazardous foods at a Multi-Day event **IF** the food is stored overnight in an approved commissary (a signed commissary agreement must be signed and submitted with the application),
- c. Or for non-potentially hazardous foods like soda, condiments, raw vegetables, etc. You must disclose on the application **HOW** foods will be kept cold and/or hot during transportation, and where food will be stored when the booth is not operational. *We will follow up and ask for verification.*

**4. Cooking/Hot & Cold holding equipment** must be NSF/ANSI sanitation underwritten. Home-style equipment is not acceptable or allowed.

**5. Produce** must be rinsed and scrubbed before preparation and service, and must be washed in a plumbed food preparation sink. Produce cannot be rinsed in buckets or tubs. If you don't

have access to a plumbed sink, produce can be purchased pre-washed, shredded, diced, and sliced.

● Page 3 December 1, 2004

6. Ambient air thermometers are required to be calibrated and to be present in all refrigeration equipment. **Metal Stem Probe Thermometers** are required to be calibrated and used to check internal food temperatures. Metal stem probe thermometers must have a range between 0°F – 220°F.

7. **Bare hand food contact is not allowed.** Please use single-use non-latex gloves, tongs, spatulas, tissue paper, etc. when handling ready-to-eat food. Food handlers must understand and demonstrate when gloves need to be changed, i.e. before starting work, after handling raw meats, after handling dirty equipment/utensils, etc.

8. **Protecting Food from Contamination.** All food and single service articles must be stored at least 6 inches off the ground AND must be stored covered to protect against inclement weather and insects/rodents.

9. **Hand Washing Stations** (plumbed or gravity flow) must be available in each food booth. Dispensed soap and paper towels must be available.

10. **Dishwashing** (plumbed or 3 tubs) must be available in each food booth except certain samplers. If tubs will be used to wash dishes, please provide covers for each tub to keep the water clean. Dishwashing procedure is:

**WASH – RINSE – SANITIZE – AIR DRY**

11. **Sanitizers** must be available for the 3 bin sink AND in buckets with wiping cloths for sanitizing surfaces. Be sure to have separate buckets for food and non-food contact surfaces. Test strips specific to the type of chemical that will be used as a sanitizer must be available to measure the concentration of the chemical in solution. Test strips can be purchased through a food service purveyor, chemical company, food service supply store, etc. There are three approved chemicals that can be used as sanitizers on food contact surfaces. They are: Chlorine/bleach, Quaternary ammonium, and Iodine.

13. **Water containers** must be sanitized and air dried *BEFORE* the container is filled with potable water. This includes containers used for hand washing, water for food preparation, dishwashing, etc.

14. **Certified Food Handlers** must be at the booth during all hours of operation. Coconino County offers a food handler home study course as well as online for \$18.00. The online Food Handlers Course is available on the County web site:

<http://www.coconino.az.gov>

YOU MUST SUBMIT PROOF OF FOOD HANDLER CERTIFICATION WITH YOUR APPLICATION OR THE LICENSE WILL NOT BE ISSUED.

15. **“Samplers”** include operations that give away small portions of nuts, dips, olives, jerky, etc. Depending upon the nature of your sampling operation, **SOME** of the requirements **MAY** be waived. However, **ALL** samplers must at a minimum have a tent and a hand washing station set up.

Samplers *do not* include outfits that sample chicken, cooked vegetables, etc.

2500 N. Fort Valley Road, Building 1  
 Flagstaff, Arizona 86001  
 TEL 928.679-8760  
 FAX 928 679-8771

**Application for a Temporary Food Service Permit**

Applications must be received by Environmental Health a **minimum of TEN (10) business days prior to the event.** Payment must be attached with the application in order to process. When faxing in application credit card information is required or application will not be processed. Late applications will be assessed a \$50.00 penalty fee (see below).

**Single Event Fees:**

- For profit vendors \$90.00
- Non-profit food and samplers \$75.00
- Temporary Group (Mass) Event Coordinator Fee \$90.00

**6 Month Fees:**

- For profit food samplers and vendors that sell non-phf's (lemonade, etc.) \$75.00
- For profit food service vendors \$140.00
- Non-profit food service vendors \$115.00
- Temporary Group (Mass) Event \$150.00

**Penalty Fees**

- Penalty fee* for application received less than 10 days before the event \$50.00
- Penalty fee* for application received at the event \$50.00

**CONTACT INFORMATION MUST BE FILED COMPLETELY & WRITTEN LEGIBLY:**

Applicant's Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Please provide phone(s) numbers where you can be reached:  
 Business: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

**Event Review:** Please list *ALL* events that you plan to attend in the next six months in Coconino County. If additional space is needed please use the back of this sheet or an additional sheet of paper.

Event	Location	Date(s)	Set-up Time	Event Organizer	Phone Number

**Menu Review:** Please list *ALL* menu items, including ingredients used, drinks and condiments. If additional space is needed please use the back of this sheet or an additional sheet of paper.

Food Item	Off-site prep Yes or No	On-site prep Yes or No	Preparation procedures <i>(i.e. wash, cut, refrag, grill, serve...be specific &amp; incl. prep of non-phf's)</i>

**PLAN REVIEW: ITEMS MARKED IN BOLD MUST BE ANSWERED BY ALL APPLICANTS. THESE ITEMS ARE REQUIRED OF ALL VENDORS. LEAVING THESE ITEMS BLANK WILL RESULT IN THE DENIAL OF YOUR APPLICATION**

1. Obtained all necessary permits from the local building and planning and zoning authority  
YES  NO
2. Construction of booth: **Mobile Unit**  **Tent**  (Tents only allowed for certain foods, refer to Temp F.S. Requirements)
3. Hand washing facilities: **Plumbed Sink**  or **Gravity Flow** , **Dispensed Soap/Paper towels**
4. **Number of Certified Food Handlers:** \_\_\_\_\_ **\*REQUIRED FOR ALL VENDORS EXCEPT SAMPLERS. MUST ATTACH COPIES OF CERTIFICATION**
5. Location of any "Advanced Preparation Site(s):" \_\_\_\_\_
6. Cold-Holding Equipment: *(Coolers are not allowed for storage of PHF's or raw meats)* \_\_\_\_\_
7. Hot-Holding/Cooking Equipment: \_\_\_\_\_
8. Where will produce be washed? \_\_\_\_\_ Will meats/foods be thawed? Yes  No
9. How long will food be in transport to the event? \_\_\_\_\_
10. How will food be kept hot/cold during transport? \_\_\_\_\_
11. A calibrated, metal stem probe thermometer(s) is available (range 0 – 220 F). Yes  No
12. Type of chemical to be used as a sanitizer: *Chlorine/Bleach*  *Quaternary Ammonium*  *Iodine*
13. Dishwashing Facilities: 3-bin sink  3 portable tubs
14. Where will water for the operation come from? \_\_\_\_\_
15. Waste water disposal: Sewer , Septic , RV dump station
16. Covered Garbage Cans: Yes  No
17. Where will food be stored during the evening hours when the booth is unoccupied? \_\_\_\_\_

I hereby consent to inspection by the Health Authority and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with the **Temporary Food Service Requirements**. I also understand that the permit fee is non-refundable.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment method:** VISA  MASTERCARD  DISCOVER  CASH  PERSONAL CHECK

**Credit Card#** \_\_\_\_\_ **Exp.** \_\_\_\_\_

<b>Official Use Only</b>				
Reviewed by: _____		Date: _____		
<input type="checkbox"/> Approved <i>revised by el 7/18/13</i>	<input type="checkbox"/> Denied	<input type="checkbox"/> Mail Permit	<input type="checkbox"/> Fax Permit	<input type="checkbox"/> Office Pick-Up