



**VENDOR REGISTRATION/CONTRACT FORM**

Company Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Description of Goods/Services:

\_\_\_\_\_  
\_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ \$50.00 Informational Vendor

\_\_\_\_\_ \$25.00 Flat Fee and 15% of Gross Profit -Retail Vendor

\_\_\_\_\_ \$25.00-Non Profit (501c3)

Contact Information: City of Cottonwood-Parks and Recreation Department  
150 S. 6<sup>th</sup> St.  
Cottonwood, Arizona 86326  
928-639-3200

VENDOR PAYMENT INFORMATION (City Use Only)

AMOUNT: \$ \_\_\_\_\_

PAYMENT TYPE: \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ CHECK \_\_\_\_\_ CASH

CREDIT CARD# \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_



1. Event set-up will begin at 5:00am for vendors. Must be complete prior to Marathon at 6:00am
2. All Vendors are required to fill out a registration form prior to participating in a Cottonwood City Event. All vendors preparing food must accompany this registration with a ***Yavapai County Food Handlers Permit.***
3. When vendors arrive on sight they will be required to check in with designated race volunteer.
4. All booth spaces will be on a “first come, first serve basis” and will be assigned by the City after checking in.
5. The City reserves the right to choose vendors based on: an overabundance of that particular product, a vendor being unruly, or if a vendor practices bad business. In each case the vendor will be asked to leave.
6. ***All vendors must provide a Certificate of Insurance listing the City of Cottonwood as additionally insured.***

MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT REQUIREMENTS

(Yavapai County Health Department 928-639-8138)

1. Overhead protection, three side walls and flooring is required for food booths. Doors for Mobile Food Booths must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements.
2. Accurate long stem thermometer, which reads from 0F to 220F
3. A dishwashing set-up consisting of three basins for a wash, rinse, sanitize, set-up.
4. Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment and sanitizing counters and tables. Chlorine test strips or test kit for the approved sanitizer.
5. Approved hand washing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up) and a container to catch and hold wastewater
6. All foods, ice for drinks, and water must come from approved sources. Ice scoop require handles
7. Covered garbage or waste can
8. Applicant and staff need to have current Yavapai County Food Worker Certificates
9. Any off site food preparation must take place in a facility approved by the Health Services. This requires a completed and approved Commissary Agreement Form
10. All food must come from an approved source or commissary (kitchen facility) which must be under permit and have passed necessary health department inspections
11. Sales of pre-packaged and properly labeled non-potentially hazardous foods (e.g. candy, chips, can soda, bottle water) will be allowed with minor restrictions on product storage
12. Food service operations involving “complex” food preparation and cooking procedures will require a health permit and approval from Yavapai County Community Health Services

RELEASE: Waiver of Liability: For valuable consideration, including the right to sell food or other products at the City of Cottonwood’s “Brian Mickelsen Memorial Race”. SELLER, heirs executors and administrators, does hereby agree to indemnify and hold the City of Cottonwood and the “Brian Mickelsen Memorial Race” harmless from any loss, damage, expense, judgment or liability of any nature including attorney’s fee arising out of any claim made against the City of Cottonwood or the “Brian Mickelsen Memorial Race” by any person or entity arising from this event. Further, I hereby grant full permission to the City of Cottonwood’s Brian Mickelson Memorial Race and/or agents authorized by them to use any photographs, videotapes, motion pictures, recordings and any other record of this event for any legitimate purpose.

I agree to abide by the rules of the City of Cottonwood’s Brian Mickelsen Memorial Race

Vendor signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Cottonwood Representative: \_\_\_\_\_ Date: \_\_\_\_\_