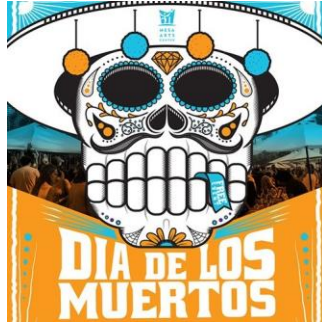


Dia De Los Muertos



Saturday October 25, 2025 - Sunday October 26, 2025

10:00AM – 5:00PM Saturday October 25, 2025

10:00AM – 5:00 PM Sunday October 26, 2025

FOOD CONCESSIONS RULES & REGULATIONS

Application Process

You are invited to become an official food service concessionaire at the Saturday October 25, 2025 - Sunday October 26, 2025 Dia De Los Muertos event at the Mesa Arts Center.

Application fee and all required documents need to be turned in and paid by **October 1st, 2025** unless the Food & Beverage Coordinator/Festival staff have approved a later date.

Fees

- ❖ 1 (10 x 10) Food booth: \$350.00 for both days
- ❖ 1 (10 x 20) Food booth: Double 500.00
- ❖ Food Trucks: \$750.00 for both days

Additional Booth Details & Requirements for all Concessionaires

- ❖ A limited number of spaces are available.
- ❖ Mesa Arts Center will provide each food concessionaire with one (1) 10' x 10' space, one (1) 10 x 20' space, or one (1) truck space.
- ❖ Table dressings, tents, chairs, tables, or electricity will not be provided. Food concessionaires are responsible for all equipment and set-up, including extension cords. Tables for guests will provided by Mesa Arts Center.
- ❖ Electrical needs for Food Trucks are limited and there is an additional cost of \$100.00 to be able provide the vendor with power.
- ❖ Electrical requirements must be provided on the applying form, including a picture of the plug.
- ❖ Mesa Art Center will be providing entertainment and live music. We request vendors not to bring loud speakers, karaoke machines or any loud sound equipment that may be disruptive to our performers or patrons.
- ❖ Proof of general liability insurance, including product liability insurance, with a minimum value of \$1,000,000 (one million dollars) general and \$2,000,000 (two million aggregate) is required. **The policy or policies must also include the City of Mesa, its officers, City Council, boards, agents and employees, the Mesa Arts Center as additional insured.** Certificate of Insurance must be received with your completed application. **No application will be processed without a Certificate of Insurance.**

- ❖ Vendors selling items at Mesa Arts Center are not allowed to sell alcoholic beverages of any kind, tobacco products, cannabis products containing THC or CBD, illegal substances or products, or weapons. Any vendor selling any of the listed products may be ejected from the festival and a refund will not be granted for booth rental fees.

Sales and Sales Tax

- ❖ Food concessionaires will be required to provide their own cash register.
- ❖ Food concessionaires will be responsible for their own transactions.
- ❖ Food concessionaires will be required to report final gross sales within one business day of the end of the event.
- ❖ All participating concessionaires are required to collect and pay appropriate sales tax of 8.3% on all items sold. Exhibitors must obtain and display a valid State of Arizona Retail Sales tax license throughout the duration of the festival or the concessionaire will not be permitted to operate the booth and all fees will be forfeited.
 - Arizona Department of Revenue licenses are available on-line at www.aztaxes.gov
- ❖ Copies of state sales tax licenses must be on file with Mesa Arts Center.
- ❖ Food concessionaires are responsible to obtain any other business licenses or permits, which may be required.

Food Concession Permits

- ❖ In order to sell or give away any food or beverage product at an event, Maricopa County requires all concessionaires to apply for a "Temporary Food Service Establishment" permit and pay an associated permit fee of \$85 per booth. Permit fees must be submitted at least seven days prior to the event.
 - The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment Permit may be completed on-line, downloaded, and printed at www.Maricopa.gov/EnvSvc/
- ❖ Food concessionaires who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a completed application form with a copy of the permit is requested. Caterers should submit an Application for Use of Catering Permits at Special Events to ensure that they are on the list of vendors.
- ❖ Food service worker licenses are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to bussing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. The fee for license renewal or issuance is \$16.00. The original license must be kept at the workplace.

- ❖ For more information on Maricopa County Food Concession Permits, please visit www.Maricopa.gov/EnvSvc/ or call the Environmental Health Department at 602-506-6970.
- ❖ All Arizona State Board of Health codes must be followed.
- ❖ **New City of Mesa Food Permit:** Food trucks have to be able to provide a city permit to be able to operate with city limits. Applications will not be accepted if this permit is not obtained. We encourage all vendors to obtain a permit to be able to continue business within the City of Mesa. For more information please visit <https://www.mesaaz.gov/business/licensing>. Scroll down to Mobile Food Vendor.

Set up and Break down

- ❖ All space assignments are the final decision of Mesa Arts Center. Booth space assignments are made based upon exhibit flow and requirements. Mesa Arts Center reserves the right to change space assignments as necessary.
- ❖ Food concessionaires must only use the allotted space. The use of a location is restricted to the concessionaire to whom it is assigned.
- ❖ Concessionaires are required to be set up by or before 9:00AM Saturday October 25, 2025 and Sunday October 26 2025.
- ❖ All concessionaires will be required to tear down their own booths following the event. Tear down may not begin until 5:00PM Saturday October 25, 2025 and Sunday, October 26, 2025. Each assigned space and the Mesa Arts Center must be left in the same condition in which it was found. All waste must be disposed of properly. If not, the food service operator will be responsible for compensation to Mesa Arts Center in the amount required to return the area to its original condition.
- ❖ Storage will not be available before, during, or after the event.
- ❖ Absolutely no vehicles will be allowed on the Shadow Walk during the event (without prior approval). Concessionaires must only use designated drop-off zones for loading and unloading. Parking is not allowed in the drop-off zones.
- ❖ Grounds must be protected from ALL vehicle leaks (AC condensation exempted) and food grease stains at all times. Vendor is responsible for the cleanup of any stain.
- ❖ **ANY Vehicle movement on non-asphalt surfaces of campus require a security escort. Please contact Security at (480) 644-6630 or Yesenia at (602)758-9701 ten minutes before their arrival and departure to arrange a Security escort. No food concessionaire may move on or off campus without a Security escort.**

Fire & Safety

- ❖ Concessionaires must obey all fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety and must not nail, staple, or otherwise affix anything to walls, the ground, or any part of the exhibit area.
- ❖ Employees, volunteers, and exhibitors are not allowed to bring or consume alcohol during the event.

- ❖ Pop-up canopies must be properly weighted to prevent wind lift. All tents must be properly weighted down with sandbags and an inspection will occur during load-in and again on Saturday morning. If not weighted down properly, Mesa Arts Center reserves the right to have the tent taken down. If the vendor refuses to properly weigh down the tent or remove the tent, they may be asked to leave the festival and a refund will not be granted for booth rental fees.
- ❖ All cooking vendors are required to have at least one fully charged fire extinguisher, with visible current inspection.

Additional Rules and Regulations

- ❖ Mesa Arts Center and the City of Mesa are not responsible for items that are damaged, broken or stolen during the event, or for items left behind.
- ❖ Mesa Arts Center and the City of Mesa will not be responsible for sales results, or any injury sustained by food concessionaires or guests or damage to product and materials belonging to participants in the process of participation.
- ❖ This is a rain or shine event.
- ❖ Any confirmed concessionaire who fails to meet any of the above requirements may be ejected and vendor will not be refunded.
- ❖ This is a rain or shine event. No refunds will be provided due to inclement weather.
- ❖ While there will be 24-hour security on site before and during the festival, vendors are responsible for securing their booths and merchandise and must properly secure booths/Food Truck overnight. Booths must be wrapped, and merchandise should not be left on open tables.
- ❖ Wi-Fi on MAC campus is limited and may cause POS devices to freeze. We recommend that vendors who have hot spots bring them to the festival to use for internet access. City of Mesa IT recommends.

For more information, please contact:
Yesenia Segura Villa
Food and Beverage Coordinator
Mesa Arts Center
1 East Main Street, Mesa Arizona 85201
Phone (480) 644-6641
Cell: 602-758-9701

Dia De Los Muertos



Saturday October 25, 2025 - Sunday October 26, 2025
10:00AM – 5:00PM Saturday October 25
10:00AM – 5:00PM Sunday October 26

Food Concessionaire Application
Fees and documentation are due by October 1st, 2025

Name of Business as you would like it printed in marketing materials

Name of Contact Person

Address

City/State/Zip

Phone (Day)

(Evening)

(Fax)

E-Mail Address

Social Media Handles: _____

Please check those which apply to your set up:

10x10 Space (\$350)

10x20 Tent (\$500)

Food Truck (\$750)

Please Provide Dimensions

Menu Items:

_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____
_____	Price: _____	Price: _____

Electrical Add On: \$100.00 for both days

Electrical Requirements: List each piece of electrical equipment that you will be bringing. This information is important for assigning booth locations. Please include a picture of your electrical plug with application.

Equipment Item	Circle One	Choose One
_____	110V or 220V	# _____ amps OR # _____ watts
_____	110V or 220V	# _____ amps OR # _____ watts
_____	110V or 220V	# _____ amps OR # _____ watts

Will you be using any propane? Yes No

Will you be using a grill? Yes No

Potable Water: Potable water is limited at the site.

State of Arizona Sales Tax ID # _____
(copy must accompany your application)

Maricopa Food Permit # _____ Expiration: _____

City Of Mesa Food Permit # _____ Expiration: _____

PAYMENT METHOD:

Check: Please make checks payable to **Mesa Arts Center.**

Charge: Credit card number:

Credit card type: _____ Expiration date: _____ CVV: _____

Name as it appears on card: _____

Amount to be charged to card: _____ ZIP code _____

Please initial

_____ I have read and agree to abide by the **Rules and Regulations** of the 2025 Mesa Arts Center Día de los Muertos Festival. I understand that failure to comply with these guidelines could result in my ejection. I further understand that the space reservations are on a first-pay, first-serve basis.

Release/Terms of Agreement

I hereby release and discharge Mesa Arts Center and the City of Mesa, its officers, employees, and volunteers, and all sponsoring organizations and directors from any responsibility, personal liability claims, loss or damage arising out of or in conjunction with my participation on Saturday October 25, 2025 - Sunday October 26, 2025. Mesa Arts Center and the City of Mesa will not be responsible for any injury sustained by food service operators or guests while within the designated space for food service operation.

I hereby apply to be a food concessionaire and agree to abide by all rules and regulations outlined with this application.

Applicant Name (Printed)

Applicant Signature

Date

❖ If possible, please include a photo of your booth with this application.

Submit completed application with Certificate of Insurance, Food Permit Certificates, and Copy of State of Arizona Sales Tax ID to:

Yesenia Segura Villa
Food and Beverage Coordinator
Yesenia.Seguravilla@mesaAZ.gov
Mesa Arts Center
1 East Main Street ♦ Mesa AZ ♦ 85201