



# *Luces de Navidad*

## ***Product/Craft Vendor Application***

### **Process of Application:**

Product/Craft vendors who wish to participate at the Luces de Navidad event must submit an application and be approved by the City of Tolleson. We limit the number of booth space to ensure a high quality show for vendors and guests. Due to limited space and the process of selection, some otherwise qualified applicants may be declined. The City of Tolleson has the right to approve or decline vendors according to regulation without limitation.

### **Selection Process:**

1. The City of Tolleson will select vendors based on quality and the needs of the city for this event. **All applications need to be mailed, emailed or dropped off by the due date, August 3.** We will select the vendors and notify the vendors that have been selected within one week.
2. All decisions are final and cannot be appealed. All vendors will be notified by email or by phone call within 1 week of receiving vendor application and fees.
3. Only items, which have been approved by the City of Tolleson are allowed at the event. Any items not selected or approved are subject to removal at any time during the event.
4. The City of Tolleson designates all spaces.
5. All setup and equipment is the responsibility of each vendor, including electricity.

### **Luces de Navaidad Information:**

**Location:** Paseo de Luces  
94<sup>th</sup> Ave to 91<sup>st</sup> Ave – Van Buren St.  
Tolleson, AZ 85353

**Date:** Friday, December 7 – 6:00 pm – 12:00 am  
Saturday, December 8 – 12:00 pm – 12:00 am

**For more information call Ruth Espinoza @ 632-936-2754 or [respinoza@tollesonaz.org](mailto:respinoza@tollesonaz.org)**



# Luces de Navidad

## PRODUCT/CRAFT VENDOR APPLICATION

### CHECKLIST:

- Read all information carefully
- Fill out one application per vendor. Make copies of this application for your records.
- You will be notified by mail, email or phone within 1 week after receiving application.
- **There is a charge of \$200.00 per booth/vendor.**
- **You can also put your credit card information.**  
 CC# \_\_\_\_\_ Exp: \_\_\_\_\_ CCV: \_\_\_\_\_  
 Name on CC: \_\_\_\_\_
- **Include your fees. Check or credit card info must be included. It will not be processed until you are selected.**

Mail or deliver application and fee to:

City of Tolleson  
 ATTN: Ruth Espinoza  
 9555 W. Van Buren  
 Tolleson, AZ 85353

**Deadline to submit is August 3, 2018**

**Make check payable to: City of Tolleson**

Organization name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Description of product/craft: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature Date Print name

**THANK YOU FOR YOUR INTEREST IN THE CITY OF TOLLESON'S LUCES DE NAVIDAD**