

# 2025 FIRST FRIDAY

## Food Vendor Application

May, June, August, September, October, November  
Online Registration Available: [kingmanchamber.com/events](http://kingmanchamber.com/events)

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

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

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Contact Method: Cell \_\_\_\_\_ Email \_\_\_\_\_

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

City of Kingman Business License # (if applicable) \_\_\_\_\_

Transaction Privilege Tax # / TPT # \_\_\_\_\_

Are you a Kingman Area Chamber of Commerce Member? \_\_\_\_ Yes \_\_\_\_ No

### **VENDOR STYLE:**

\_\_\_\_\_ Pop-Up Canopy/Food Table (10 x 10 space with NO PROPANE, HEAT ELEMENT or GENERATOR)

\_\_\_\_\_ Food Truck/Trailer Width \_\_\_\_\_ Length \_\_\_\_\_  
(Including Trailer and/or Generator)

### **PAYMENT**

Registration deadline for May First Friday is April 23rd; the remaining months are 14 days prior to the event date. No applications will be accepted after the deadline.

Pop-Up/Food Table:	_____ Chamber Member:	\$50.00
	_____ Non-member	\$60.00

Food Truck/Trailer:	_____ Chamber Member:	\$65.00
	_____ Non-member	\$75.00

How much time do you need to set up: \_\_\_\_\_

Side of Truck Window is Located (circle one): Driver or Passenger

How many people can you serve throughout event: \_\_\_\_\_

What is your average window serve time: \_\_\_\_\_

List or attach menu items with pricing:

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OTHER REQUESTS: Vendor may enter any other requests they may have. Event Organizers intend to accommodate vendors to the best of their ability however there are no guarantees of meeting the vendors requests.

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## **FIRST FRIDAY TERMS AND CONDITIONS**

(updated 04/10/2025)

### **PAYMENT**

Registration deadline for May First Friday is April 23rd; the remaining months are 14 days prior to the event date. No applications will be accepted after the deadline. To reserve your space, the application, payment in full and required documents (see below) must be received. Acceptable forms of payment are cash, check and credit/debit card. A fee of 3.99% is applied to credit/debit payments. Make checks payable to Kingman Area Chamber of Commerce. All payments are non-refundable except in cases where an application is not approved.

**The Kingman Area Chamber of Commerce reserves the right to accept or deny any submitted First Friday application at its sole discretion.**

Kingman Area Chamber of Commerce members receive priority placement in designated areas for this event.

Weather: No refunds will be issued due to weather conditions, including but not limited to rain, wind, or extreme temperatures. Vendors should plan accordingly to secure their setups and protect their merchandise.

### **INSURANCE**

Vendors are required to have all necessary permits, licensing, and insurance. Please provide the following Certificate of Insurance (COI) for \$1,000,000 in General Liability limits with the City of Kingman and Kingman Area Chamber of Commerce as Additional Insured. Forward all copies to [first-friday@kingmanchamber.com](mailto:first-friday@kingmanchamber.com) or drop off to the Kingman Area Chamber of Commerce at 309 E. Beale St., Kingman, AZ 86401.

### **PERMITS**

All food vendors are subject to the State of Arizona and Mohave County Health Code requirements.

Food vendors will need a permit issued by Mohave County Health Department. If you do not have one, you can apply for a Temporary Food Service Application. For more information call the City of Kingman office at 928-757-0901.

### **WATER & POWER**

No water or power will be provided. All vendors must be self-sufficient.

### **SECURITY**

All Vendors must occupy their space during the Event Hours.

Vendors are encouraged to carry their own liability insurance, as the Event Organizers are not responsible for any losses or damages.

### **PHOTOGRAPHY & PROMOTION**

Vendors agree to allow use of video and photography taken by Event Organizers at the Event for promotional purposes. Any photos taken are the property of the Event Organizers.

### **SET UP**

Set up will be 3:00 pm to 5:00 pm. You will have an appointed spot to begin setup. Vendors arriving after 5:00 pm may forfeit their space without a refund. Vendors will not exceed their assigned space and must secure all their items. **No spikes are allowed.**

Each vendor may place tables and chairs on the side of their space (space permitting). Vendors cannot block center of street; it must remain open for emergency access.

LEVELING: Be aware that the street may not be level; extra supports may be needed. Be prepared.

All food trucks and food vendors deep frying must have CURRENT K-Type fire extinguishers with current service tags. Food trucks and food vendors that are not frying, must have a minimum of one, 2A:20BC and one K rated fire extinguisher. Food Trucks must have a minimum of one, 2A:20BC and one K rated fire extinguisher. A maximum of two LP gas containers with a total aggregate water capacity of 25 gallons is permitted on a single food truck. Fire extinguishers must be easily accessible at all times, and vendors must comply with all City of Kingman Fire Department regulations.

CANOPIES: Vendors need to have weighted tie downs to secure canopies.

#### **TEAR DOWN**

Early tear down is not permitted. Vendors may begin tear down at 8:30 pm and be completed by 10 pm. All debris created by vendor is to be fully removed from vendor space upon exiting.

**Vendor vehicles are strictly prohibited from entering the event street closure area until 9:00 pm.** It is the responsibility of each vendor to **inform all company representatives, staff, and booth participants** of this rule to ensure safety and compliance.

#### **GRAY WATER, TRASH DISPOSAL AND GREASE**

Vendors are responsible for disposal of their own trash, grease, and gray water. Each vendor must remove these items at the end of the Event. Under no circumstances will grease, gray water or trash be allowed to be poured onto streets, grounds, grass areas, gutters, sidewalks, or drainage areas. Any violation of this policy may result in ejection from Event, additional cleanup fees, and potential exclusion from future events.

#### **MENU**

Vendors are allowed to sell only menu items that were submitted and approved during the application selection process. Additional menu items need prior written approval from Event Organizers before they are eligible for sale.

Prices of menu items are approved during the selection process. Changes to menu pricing are not allowed without prior written approval by the Event Organizer.

#### **LEGAL**

Vendors execute this Agreement as independent contractors and shall at all times have complete supervision, direction, and control over their services to fulfill requirements. Vendors execute this agreement as independent contractors, not as an employee of Event. Vendors will assume responsibility for appropriate payment of payroll taxes and charges under applicable state, federal and local law. Vendors agree to take complete responsibility for paying the appropriate federal and state taxes as independent contractors.

#### **PARKING**

No pull vehicles or personal vehicles are allowed to park in the vendor space during the event of 5 pm to 9 pm. Due to limited space, vehicles must be parked in designated parking.

Vendors with oversized vehicles or trailers should notify Event Organizers in advance for designated parking instructions.

#### **ALCOHOL CONSUMPTION**

Open alcohol containers and alcohol consumption are not permitted outside of designated consumption areas during First Friday. If you plan to enjoy an adult beverage, please do so within the boundaries of approved businesses, outdoor dining or event spaces as marked.

**HOLD HARMLESS**

Vendors, by execution of this form, assume all responsibility and liability for losses, damages, and claims resulting from any injury to persons, including, but not limited to, injuries to customers or agents of vendor, or damages to vendor display, equipment or other property brought on to the Event premises. Vendor shall indemnify, defend, and hold harmless Kingman Area Chamber of Commerce and The City of Kingman, Arizona/Mohave County, its respective agents, officers, directors, servants, employees, volunteers, guests, and their representatives: from any and all such damages, injuries or losses resulting from fire, electricity, water, storm, riot, smoke, accident, acts of terrorism or any other cause while they are inside the Event premises.

Vendors further agrees and understands that the Vendor has the sole responsibility, at all times, to be knowledgeable about, fully understand and to meet or exceed all local, County, State and Federal Codes, laws, policies, and regulations associated with the vendor business/product including but not limited to the provisions of the City of Kingman Municipal Code and other city documents, permits, requirements and or correspondence as well as Mohave County Health Codes.

**Documents Required to Reserve Space:**

- First Friday Food Vendor Application
- Payment in Full
- Copy of Health Permit
- Copy of Arizona Food Handler's Manager Card
- Certificate of Insurance (List as additional insured: City of Kingman **and** Kingman Area Chamber of Commerce)

Failure to comply with the Terms and Conditions may result in ejection from Event and potential exclusion from future events; and no refunds will be issued.

By signing this document, you are agreeing to the Terms and Conditions as stated above.

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

Return the completed application, payment and all required documentation to: Kingman Area Chamber of Commerce, 309 E. Beale St., Kingman AZ 86401. For assistance, call (928) 753-6253 or send an email to [first-friday@kingmanchamber.com](mailto:first-friday@kingmanchamber.com).