

# 2025 FIRST FRIDAY

## Non-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) \_\_\_\_\_ TPT # \_\_\_\_\_

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

### **VENDOR STYLE:**

For those that specialize in the sale of arts, crafts, vintage, handmade products, as well as non-profit and non-sellers and informational only.

### **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.

Chamber Member: \_\_\_\_\_ \$35.00

Non-Chamber Member: \_\_\_\_\_ \$50.00

(Non-Sales) Non-Profit/Information Only: \_\_\_\_\_ \$20.00

Required: Provide a description of the types of merchandise that will be sold, services that will be promoted or information that will be shared.

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### **CHAMBER MEMBERS ONLY: BLOCK CHOICE**

Optional: Choose your first & second block choice for space location. Placement depends upon the number of vendors registered. There's no guarantee for requested placement.

#### **1<sup>st</sup> Choice**

\_\_\_\_\_ 1<sup>st</sup> to 2<sup>nd</sup> St.: Wheels on Beale  
\_\_\_\_\_ 2<sup>nd</sup> to 3<sup>rd</sup> St.: Kids Zone  
\_\_\_\_\_ 3<sup>rd</sup> to 4<sup>th</sup> St.: Community Zone  
\_\_\_\_\_ 4<sup>th</sup> to 5<sup>th</sup> St.: Sips & Savories  
\_\_\_\_\_ 5<sup>th</sup> to 6<sup>th</sup> St.: Wheels on Beale

#### **2<sup>nd</sup> Choice**

\_\_\_\_\_ 1<sup>st</sup> to 2<sup>nd</sup> St.: Wheels on Beale  
\_\_\_\_\_ 2<sup>nd</sup> to 3<sup>rd</sup> St.: Kids Zone  
\_\_\_\_\_ 3<sup>rd</sup> to 4<sup>th</sup> St.: Community Zone  
\_\_\_\_\_ 4<sup>th</sup> to 5<sup>th</sup> St.: Sips & Savories  
\_\_\_\_\_ 5<sup>th</sup> to 6<sup>th</sup> St.: Wheels on Beale

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

### 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 and payment in full 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 for this event. However, Chamber members that are in the "Non-Sales" category may be assigned to a designated area and will not have the option to select their space location.

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 & PERMITS

Vendors are required to have all necessary permits, licensing, and insurance.

### 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. Early tear down is not permitted.

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. If your application is approved, you will have an appointed spot to begin setup. Vendors arriving after 5:00 pm may forfeit their space without a refund. **No spikes are allowed.** Vendors will not exceed their assigned space and must secure all their items.

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.

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.

#### **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 allowed to park in the vendor space during the event hours 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.

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 and payment 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).