



Dear Vendors,

Thank you for your support and participation in this year's Arab American Festival. As the event approaches, please keep the following important information in mind:

## Food Vendors

- **Health License:** All food vendors must possess a Temporary Special Events Health License. Even if you have a current license, ensure it is valid for special events.
- **Fire Safety:** Each food vendor is required to have their own fire extinguisher. Failure to comply may result in disqualification by the fire department.
- **Waste Disposal:** Vendors must provide their own containers for waste water and used oil. Disposing of waste water on the ground is strictly prohibited.
- **Setup Restrictions:** Once the fire department or county inspectors leave the festival grounds, NO food vendors will be allowed to set up under any circumstances unless they present a **written permit** from the Fire Department and County.
- **Drip Pans & Cardboard:** Food vendors and food trucks must use drip pans or cardboard underneath their setup to prevent fluid spills.
- **Glass Containers Prohibited:** Serving beverages in glass containers is strictly forbidden to ensure park visitor safety and adhere to park rules.
- **Electricity Usage:** Paid extra electricity fees cover only the festival's operational hours. There will be **NO overnight electricity** provided.
- **Insurance Requirement:** All vendors must submit a Certificate of Insurance listing the Arab American Festival as an additional insured entity by **Monday, March 31st, 2025**.

## Health License Application

To obtain the required health license, visit: [Maricopa County Special Events Health License](https://maricopacountyaz-energovweb.tylerhost.net/apps/selfservice#/applicationAssistant?sectionName=Trending&showTemplates=false)  
<https://maricopacountyaz-energovweb.tylerhost.net/apps/selfservice#/applicationAssistant?sectionName=Trending&showTemplates=false>

For further inquiries, contact: **Maricopa County Environmental Services Department**

- **Phone:** 602-506-6824
- **Address 1:** 1645 E Roosevelt St., Phoenix, AZ 85006
- **Address 2:** 1001 N. Central Ave., Suite #100, Phoenix, AZ 85004
- **Email:** [SpecialEvents@mail.maricopa.gov](mailto:SpecialEvents@mail.maricopa.gov)

## Vendors Selling Products

All vendors selling products must obtain a **Temporary Sales Tax License**.

- **Contact:** City of Phoenix at (602) 262-6785
- **More Information:** [City of Phoenix Sales Tax License](https://www.phoenix.gov/financesite/Documents/d_038326.pdf)  
[https://www.phoenix.gov/financesite/Documents/d\\_038326.pdf](https://www.phoenix.gov/financesite/Documents/d_038326.pdf)



## Event Logistics

- **Loading & Setup:** Saturday, April 5<sup>th</sup> at **12:00PM**. Booths must be fully set up by **3:00PM**.
  - Load-in entrance: **CENTRAL AVE entrance**
  - No vehicles allowed after **2:00 PM**
  - Vendors arriving without a vehicle may check in later.
  - If using personal canopies/tents, they **MUST** be securely staked to the ground.
- **Vendor Parking:** Parking is available at the **CENTRAL AVE entrance**. Visit our website for parking details. <https://ArabAmericanFestival.Org/parking>
- **Prohibited Activities:** Vendors are **not** allowed to distribute free water, snacks, or any food and beverages, as this negatively impacts other vendors.
- **Teardown & Cleanup:** All vendors must complete teardown and cleanup by **Sunday, April 6th at 11:00 PM**. Ensure your area is clean and free of damages to avoid potential insurance claims.

Thank you for your cooperation! We look forward to a successful event.

Best regards,  
**Arab American Festival Team**  
**602-412-1525**