

**KOMCKUD E-WA:OSIDK WAPTTO
SELLS DISTRICT
VENDORS POLICY & PROCEDURES**

I. Vendor

- A. A vendor, tribal or non tribal member, who sells any items such as novelties, hot/cold food items by use of a mobile kitchen, towed trailer. Includes table and panel displays of merchandise for commercial and promotional advertisement.

II. Vendor Permit Application Process

- A. A vendor is required to have a Transaction Privilege Tax License from the Tohono O'odham Nation (Ordinance No. 03-81). Applications are available at the Tohono O'odham Nation Treasury Office.
- B. A vendor must obtain a Sells District Vendor Application/Permit at the Sells District Office located at AZ St. Hwy. 86 milepost 112.7 Tohono O'odham Nation. Office hours, Monday-Friday, 8:00 a.m. to 5:00 p.m. Closed Saturday, Sunday, and Holidays including Tribal Holidays.
- C. Vendors must be 18 years of age or older.
- D. Any persons assisting the vendor, under the age of 18, must be accompanied by an adult at all times.
- E. THE VENDOR PERMIT MUST BE POSTED AND VISIBLE AT ALL TIMES.**
- F. The Sells District shall keep on file copies of all current information pertaining to the vendors. A copy of the Sells District Vendor Application/Permit shall be issued to the vendor on the date of issuance that indicates the date(s) of vendor business operation. Proof of all necessary Vendor Permits is required at all times while conducting business within the Komckud E-Wa:osidk Wappto, Sells District.

III. Vendor Permit Fees- *Permit charges are not applicable to public service nonprofit fund raising organizations. (Community clubs, church groups, etc. except during Tohono O'odham Rodeo and Fair weekend)*

- A. Vendor permits must be paid in full before a Vendor is allowed to operate business in Komckud E-Wa:osidk Wappto/Sells District.
- B. Sells District Vendor Permit Fees: \$25.00 per space/per day. Permit Fees during Tohono O'odham Rodeo and Fair will be \$100.00 dollars per space/per day. Money orders only, **NO REFUNDS.**

- C. The time period a vendor will be allowed to operate will be: 4 a.m. to 12 midnight Monday through Sunday. (No time restrictions during Rodeo & Fair weekend, ONLY).
- D. Any items such as tables, grills, plywood, etc. left overnight will be confiscated and become Sells District property. (However will not apply during the Nation's Rodeo & Fair event).

IV. **Vehicle**

- A. A vendor's concession trailer shall be kept clean and in satisfactory condition.
- B. Owner's vehicle must **NOT** remain hitched to the concession trailer. Owner's vehicle must be parked in designated area and shall be attended to at all times.

V. **Permits**

- A. A vendor must obtain and possess a copy of the approved Sells District Vendor Application/Permit before accessing area to vend merchandise.
- B. Vendor Permits are issued on a first come first serve basis.

VI. **Insurance**

- A. The Sells District of the Tohono O'odham Nation is not responsible or liable for any injuries, death, damages, or theft.

VII. **Food Handlers Card**

- A. A vendor and his/her workers selling food must post, in visible view, a valid Food Handlers Card issued by the Indian Health Services Program or equivalent Health Certificate issued from a county or other public health entity issued in the United States. **Failure to display Food Handlers Card at assigned site will result in termination of your vendor's permit.**

VIII. **Solid Waste**

- A. A vendor must have covered trash containers for customer and vendors use.
- B. A vendor using hot charcoal or firewood must cool hot coals before disposing properly. **DO NOT DISPOSE ON GROUND.** (TON Solid Waste Management Code, #Chapter 6 Sec. 601 (e) (22).

- C. A vendor must dispose of grease properly. Grease must **NOT** be disposed of on ground.
- D. Containers are provided for proper disposal for grease and coals.
- E. Vendor is responsible for cleaning area before departure.

IX. Public Safety

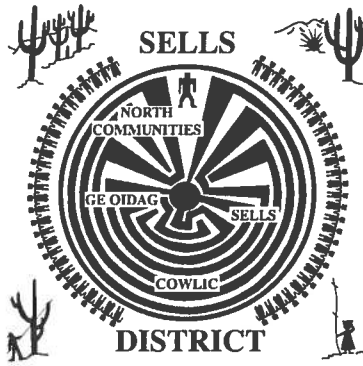
- A. The Tohono O’odham Department of Public Safety is authorized to respond to any matters that the public has regarding safety and complaints on a vendor that does not follow this Sells District Vendors Policies and Procedures.
- B. Vendors must obey curfew laws on the Tohono O’odham Nation (Juvenile Curfew ordinance #96-001). Or unless accompanied by an adult at all times.
- C. Vendors are responsible for all safety pre-cautions and vendors are required to have a fire extinguisher.

X. Prohibited Merchandise and Activities

- A. Animals – Such as family pets and/or any stray animals are prohibited in Vendor area, exception for Service Animals with their owner.
 - 1. Vendors will be warned verbally, if caught feeding animals.
 - 2. Second incident – termination of permit will be enforced.
- B. The sale of firearms and items that are identified by law authorities as lethal weapons, illegal paraphernalia etc., and the sale of drug paraphernalia or gang related products is strictly prohibited. The sale of endangered or hazardous animal and plant species is strictly prohibited.
- C. A vendor is only allowed an area measurement of 12’x12’ square feet occupancy. A vendor using a designated canopy area shall measure no more than 12’x12’ per area. (Fire devices are NOT permitted under canopy area.)
- D. Vendors are **NOT** permitted to camp overnight within vending area.

**VIOLATION OF THE KOMCKUḐ E-WA:OSIDK WAPTTO
POLICIES AND PROCEDURES WILL BE GROUNDS TO TERMINATION OF PERMIT TO
INCLUDE NO REFUND.**

Approved on January 18, 2018 at a Regular meeting of the Sells District Council by Resolution SD-09-18.



P.O. Box 910 • SELLS, ARIZONA 85634-0910 • PHONE (520) 383-2281 • FAX (520) 383-3096

VENDOR APPLICATION/PERMIT

Name/Organization: _____

Name of Person In Charge: _____

Phone Number of Person In Charge: _____
(Daytime) (Evening)

Address: _____

Type of Items to be sold: _____

All persons assisting with food booth must have a valid Food Handler's Card. Food Handler's cards must be displayed in booth at all times. Please list ALL persons assisting with food booth:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Dates Being Requested:

| | <u>Amount</u> |
|-------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Amount Due: _____

I hereby acknowledge that I have received, read and will abide by the Sells District Vendors Policy & Procedures. A Copy is attached. Also attached is a copy of the Tohono O'odham Nation Fire Department Vendor Information Checklist, which I have read and will also abide by.

I further understand that I am responsible for the payment, in full, upon submitting this application. Fee is to be paid in the form of a money order made payable to the Sells District.

In signing below I understand and agree to the above and release all liability from Sells District and its affiliates, sponsors, volunteers for loss or damage to persons or property by my involvement in this event.

Signature of Person In Charge: _____ Date: _____

OFFICIAL USE

Money Order No: _____

Receipt No. _____

Amount Received: _____

Assigned Space No.: _____

Received By: _____

Date: _____ Time: _____

Permit Issued by: _____

(Print Name)

(Signature)



Tohono O'odham Nation Fire Department Vendor Information Checklist

It is the commitment of the Tohono O'odham Nation Fire Department to help provide a safe environment for both vendor operators and the general public. In order to achieve this, the following checklist recommendations have been established to assist with fire safety when cooking devices are used at outdoor special events.

Booth Construction and Location:

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| Booths shall be constructed in a manner to provide necessary structural integrity. |
| Fabrics or membranes covering cooking booth shall be composed of flame-resistant material. |
| Cooking booth shall have an exit width of 3 feet and height of 6 foot 8 inches. |
| Exits shall remain clear and free from obstructions at all times? |

Cooking Equipment:

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| Open flame cooking devices shall not be used inside or within 20 feet of booths, tents, canopies or membrane structures. |
| No open flame cooking device shall be used inside cooking booth or under a combustible overhang. |
| Deep fat frying is any cooking operation where the product floats or is submerged in hot oil during the cooking process. Not for use inside cooking booth. |
| Keep surrounding areas clean. |

LPG (Liquefied Petroleum Gases):

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| The maximum size of LPG tanks to be used within a cooking booth is 20 pounds |
| LPG tanks shall have a shut off valve and tank shall remain closed when not in use. |
| LPG tanks shall be protected from damage and secured in the upright position and stored outside cooking booth. |

Fire Extinguishers:

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| Cooking operations that do not use vegetable or animal fats and oils - 2A:10BC rated fire extinguisher is recommended. |
| Cooking operations that involve the use of vegetable or animal fats and oils - Class K rated fire extinguisher is recommended. Extinguishers should be unobstructed and shall not be obscured from view. |
| Do you know how to use and extinguisher? |

Electrical Set-ups:

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| All electrical cords and plugs shall be in good condition and protected from foot traffic. |
| Never over load electrical outlet, extension cord or power strip. Extension cords shall be of the 3-wire grounded type. |

This information checklist provides recommendations for exterior cooking booths. Additional fire and life safety recommendations may be necessary depending on the particular situation. Fire department official will inspect venues either before or during the event. If you have any questions or require further assistance please call (520) 383-8276. Recommend vendor follow-up with Solid-Waste for waste material storage.

