

**KOMCKUD E-WA:OSIDK WAPPTO  
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. THE VENDOR PERMIT MUST BE POSTED AND VISIBLE AT ALL TIMES.**

- D. 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, money orders only, **NO REFUNDS.** Permit Fees during Tohono O'odham Rodeo and Fair will be \$100.00 dollars per day.
- C. The time period a vendor will be allowed to operate will be: 4 a.m. to 12 midnight Monday through Sunday.

#### 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.
- B. Vendors are responsible for all safety pre-cautions and are required to have a fire extinguisher.
- C. 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).

#### 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 may 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/coals
- E. Vendor is responsible for cleaning area before departure.

**IX. Public Safety Concerns and Complaints**


- 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.

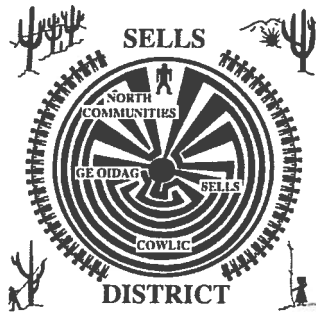
**X. Prohibited Merchandise and Activities**

- A. Animals – Such as family pets and/or any stray animals are prohibited in Vendor area, exception for Service Animals with their companion.
  - 1. Vendors caught feeding animals will be warned verbally
  - 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 KOMCKUĐ E-WA:OSIDK WAPTTTO  
POLICIES AND PROCEDURES WILL BE GROUNDS TO TERMINATION OF  
PERMIT TO INCLUDE NO REFUND.**

Approved on April 14, 2016 at a Regular meeting of the Sells District Council by Resolution SD-37-16

  
\_\_\_\_\_  
April 14, 2016  
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April 14, 2016



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

### VENDOR APPLICATION

Name of Vendor/Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Reason for use: \_\_\_\_\_

Request dates \_\_\_\_\_

Name all individuals who will be assisting and/or have a food handlers card: \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### VEHICLE IDENTIFICATION

Model \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ Vehicle License # \_\_\_\_\_

I certify that the information contained in this application is true and correct and that I have read and understand and will abide by the KOMCKUD E-WA:OSIDK WAPPTO Policies and Procedures.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SELLS DISTRICT INFORMATION ONLY**

Date reviewed \_\_\_\_\_ Amount Paid \_\_\_\_\_ (MONEY ORDERS ONLY) NO REFUNDS

Approved / Denied      Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Permit issued by (print name) \_\_\_\_\_ Signed by \_\_\_\_\_

All information on this application must be followed --- Original - Vendor file; Copy - to Vendor

**Vendor Permit**

Booth No. \_\_\_\_\_ Date(s): \_\_\_\_\_

Vendor/Organization \_\_\_\_\_

Approving Signature \_\_\_\_\_