



VENDOR/CONCESSIONAIRE AGREEMENT/APPLICATION

GENERAL INFORMATION, RULES AND REGULATIONS

COUNTY FAIR DATES: SEPTEMBER 19, 20, 21, 22, 2019
LOCATION: 1248 Fairgrounds Rd Duncan, AZ

CHECK IN/SET UP TIMES & PROCEDURES:

Wednesday September 18, 2019 8:00 am – 7:00 pm

If vendor fails to check in by 7:00 pm on Wednesday, they will forfeit all Payments and deposits for the Event, with the exception of other arrangements being made with the events office.

ENTER AND EXIT: HWY 75 BETWEEN the Ball field and the Public Works Office

Upon arrival, gate personnel will direct you to where you need to go. Permitted vehicles will be the only ones allowed to park with in the no parking area to unload and load items. All vehicles need to be moved out of the no parking area as soon as possible after set up and no later than 8:00 am on Thursday. At 11:00 am all remaining vehicles in the no parking area will be towed at the owner's expense.

VENDOR PASSES:

Each vendor space will receive two passes, a vehicle permit tag, and a map. Additional passes for vendor workers will be \$7.00 each to enter for the full four days of fair. Up to 5 additional passes may be purchased per space for workers. **The number of additional passes will need to be specified on the application and paid for with the space rent no later than August 15, 2019.**

SPACE INFORMATION:

Indoor Space 10x10

Greenlee County will provide 1 table and 2 chairs to each inside space.
Electricity is available to outside and inside spaces for a minimal fee.
No Food may be cooked inside of buildings.

Outdoor Space 12x12

Please call for specific electrical adaptations for outside food trailers.
Food trailers must have their own water storage tanks and drainage tanks.

RESTOCKING:

Vendors may drive vehicles in the no parking area for stocking purposes between 7:00 am and 8:30 a.m... Vendors must report to the events office (928-359-2032) and obtain specific permission to enter with a vehicle during open fair hours **FOR THE SAFETY OF THE PUBLIC AND VENDOR.** The Fair office will also be able to help shuttle in items from the parking lot to ones space if requested.

PARKING & CAMPING:

Parking is NOT Allowed in the no parking area during Fair hours. Parking for Vendors is available in the Parking Lot. Camping is available in the Dry Camping Area for \$5.00 a day, please specify on Vendor application. Showers are available upon request during specific hours, Please contact the Fair office (928)359-2032

REQUIRED OPERATION TIMES OF SPACE:

Indoor building spaces will be locked down to the public at 9:00 pm Thursday, Friday, and Saturday evening.

Outdoor Spaces are allowed to open before the stated opening times and remain open past the stated closing times. However, they must be operational during the following hours:

September 19, 2019	12:00 pm - 9:00 pm
September 20, 2019	9:00 am - 9:00 pm
September 21, 2019	9:00 am - 9:00 pm
September 22, 2019	10:00 am - 12:00 pm

RULES AND REGULATIONS:

- Greenlee County reserves the right to reject any and all requests for vendor spaces.
- Pre-payment of the space rent, a list of general products and services, rental agreement and deposit are required in order to reserve space. Payment will be accepted in the form of a money order or cashier's check only.
- Emergency alerts and fair news will be texted to the cell phone number and contact email provided on the application
- Food vendors must contact the Greenlee County Health Department to obtain permits and instructions on the requirements to sell food and drink. Health Department 928-865-2601
- Subletting of any kind will not be allowed unless approved by the office.
- Tenants shall only conduct business within the area for which they have contracted. Soliciting in the aisles or hanging flyers outside of your space is not permitted. We ask all concerned to refrain from demoting any products, people or their concerns.
- All Tenants shall cooperate with the adjoining spaces and not create disturbances, nuisances, or interfere with the rights or enjoyment of others in any manner.
- All raffles, giveaways, sound devices, or video equipment to be used shall be cleared through the office and intent stated in the application.
- Greenlee County may bar items in bad taste.
- Cleanliness- every space or concession shall be clean at all times. Please bag and tie all garbage and set to the side to be picked up by Fair Employees.
- Dumping of grease or water will not be allowed.
- Tenants shall surrender premises to Greenlee County at the end of the license period in the same condition as received.
- Greenlee County assumes no responsibility for any property stored or placed on the premises; such property being stored or placed is at the tenants risk. This agreement releases Greenlee County and saves them harmless from liability because of loss or damage to such property resulting from any cause whatsoever.
- Should acts of God, strikes, work stoppages, or any other cause not within the control of the County and its employees make it impossible for the event to be held or particular area to be occupied by the tenant, then Greenlee County and its employees are jointly released from any and all claims which may arise as a result thereof.
- Personal Property Protection- Each tenant is responsible for the safekeeping of all their properties. It is strongly urged that each tenant obtain and keep in force insurance to cover the entire value of their merchandise or personal property against theft, burglary, or vandalism.

In addition to the rules and regulations set forth in this agreement, Greenlee County reserves the right to establish and enforce whatever rules appear necessary for the regulation of vendors. Failure to abide by these rules/regulations will result in Tenant being required to immediately vacate the Greenlee County Fairgrounds. (No refund will be made and the space will be rented to another for the remainder of the event.)

Greenlee County shall have full power in interpretation and enforcement of all terms and rules contained herein and such further rules and regulations as it shall consider necessary for the proper conduct of the event.

Payment and Space Agreement Due by August 15, 2019

Applicant Information:

Contact Name: _____
 Company Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____
 Alternate Contact Name and Phone: _____

Please mark the appropriate information below for the space you are requesting:

INDOOR SPACE 10X10 (#) **AMOUNT**

COMMERCIAL	\$70.00		\$
NON PROFIT	\$40.00		\$
PRE MADE FOOD	\$90.00		\$

OUTDOOR SPACE 12X12

NON FOOD SPACE	\$50.00		\$
NON FOOD NON PROFIT SPACE	\$30.00		\$
FOOD SPACE	\$90.00		\$
FOOD NON PROFIT SPACE	\$70.00		\$
ELECTRICITY	110 VOLT	\$20.00	\$
LIMITED CALL TO SECURE	220 VOLT	\$40.00	\$

DEPOSIT/GATE PASSES/DRY CAMPING

SPACE DEPOSIT	\$40.00		\$
DRY CAMPING SPACE PER DAY (NO ELECTRIC)	\$5.00		\$
VENDOR PASS TO ENTER FAIR ENTIRE EVENT	\$7.00		\$

TOTAL DUE			\$
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For Office Use

Date Received: _____
 Cash Receipt #: _____
 Amount Received: _____
 Money Order: _____ Cashier's Check: _____
 Received by: _____

GENERAL PRODUCTS AND/OR SERVICES PROVIDED –

Note: all products for which you apply may not be approved. Any changes or additions must be approved in writing by Event Management. Please call if you have questions – your entire inventory does not need to be stated.

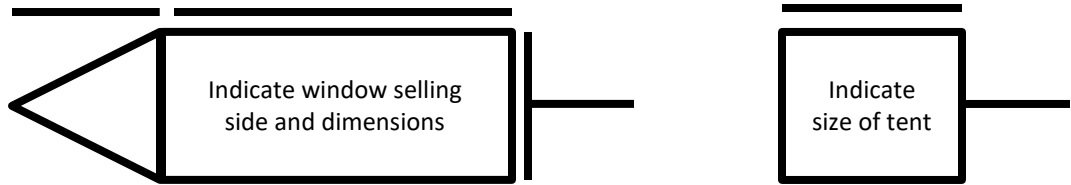
Please specify the most appropriate category for your product(s)/service(s):

<input type="radio"/> Apparel	<input type="radio"/> Health/Beauty	<input type="radio"/> Information & Services
<input type="radio"/> Art Photo	<input type="radio"/> Home Improvement	<input type="radio"/> Novelties/Toys/Games
<input type="radio"/> Electronics	<input type="radio"/> Household Items	<input type="radio"/> Packaged Premade Foods
<input type="radio"/> Food Cooked Onsite	<input type="radio"/> Jewelry/Fashion Accessories	<input type="radio"/> Outdoor/Recreation
<input type="radio"/> Gifts & Souvenirs	<input type="radio"/> Raffle	<input type="radio"/> Giveaway

Food Spaces are REQUIRED to list all menu items:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Outdoor Spaces: Mark measurements of the van, trailer, or tent to be used and indicate the selling side below. Draw a diagram of your booth. Include all awnings, counters, and hitch, as well as privacy area, along with dimensions of your booth.



Applications will not be considered unless filled out completely. Acceptance of application does not guarantee space. All fees must be paid by cashier's check or money order, after application approval.

Former Exhibitor? Yes No if previous exhibitor, when? _____

Greenlee County Vendor/Concessionaire Application, Vendor Agreement, General Information, Rules and Regulations documents are all made a part of this agreement and are fully incorporated herein, and the Exhibitor agrees that they have read this agreement and the conditions and stipulations and understand that they shall apply.

Printed Name _____

Date _____

Signed Name _____

Date _____