

GREENLEE FAIRGROUNDS & event center

928-359-2032 • 1248 FAIRGROUNDS RD. • DUNCAN, AZ 85534

VENDOR APPLICATION

Applications will only be considered if filled out completely. Acceptance of application does not guarantee space. Payment is required within 10 business days of application approval; or the next vendor on the waiting list will be offered your space. All fees must be paid by cashier's check or money order, paid to Greenlee County. *Note: All products for which you apply may not be approved. Any changes or additions must be approved in writing by the Event Director. Please call if you have questions.*

Please mark requests below.

INDOOR SPACE 10x10—1 table and 2 chairs will be provided. No food is to be cooked inside. Center row not to exceed 8' in height.

Commercial		\$80.00		\$
Premade Food		\$100.00		\$

OUTDOOR SPACE 12x12—Food trailers must have their own water storage and draining tanks.

Non Food		\$50.00		\$
Food		\$100.00		\$
Electricity (limited)	110	\$20.00		\$
	220	\$40.00		\$

DEPOSIT/GATE PASSES/DRY CAMPING

Space Deposit		\$40.00		\$
Vendor Gate Pass for Entire Event (up to 5 extra available)		\$7.00		\$
Dry Camping—No Electricity Space/Day		\$5.00		\$

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VENDOR APPLICATION CONTINUED

GENERAL PRODUCTS AND/OR SERVICES PROVIDED

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

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

Food Spaces are REQUIRED to list ALL menu items:

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

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

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VENDOR APPLICATION CONTINUED

First Name Last Name

Company Name

Mailing Address City State Zip Code

Phone Number E-mail Address

Most convenient method of contact: Phone Text E-mail

Are you a former vendor? If so, when?

Alternate Contact Name Phone Number

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 vendor agrees that they have read this agreement and the conditions and stipulations and understand that they shall apply. I agree to abide by the rules and regulations included in this packet.

Vendor Signature Date / /

FOR OFFICE USE

Office Staff Signature Date / /

Received in Office Approved Denied

Provide reason why, if denied: _____

Approval Confirmed Date \$ Total Due Funds Received / /

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SPECIFIC RULES AND REGULATIONS

- Greenlee County reserves the right to reject all requests for vendor spaces.
- Pre-payment of the space rent, a list of general products and services, rental agreement and deposit are required to reserve space. Payment will be accepted in the form of 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 (928-865-2601) to obtain permits and instructions on the requirements to sell food and drink.
- 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 always be clean. 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.
- Absolutely no fires are allowed on the fairgrounds, other than by Greenlee County or by special authorization.

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SPECIFIC RULES AND REGULATIONS CONTINUED

- 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.
- 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.
- No alcoholic beverages shall be brought onto County property at any time. It is the responsibility of the lessee to ensure no outside alcohol is brought onto the property. If alcohol is allowed lessee will forfeit deposit and be asked to vacate the property.
- Weapons and firearms are prohibited.
- 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.
- Greenlee County will not be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (which events and/or circumstances are hereinafter referred to as "Force Majeure"), to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. The parties stipulate that Force Majeure includes any action Greenlee County chooses to take in response to the novel coronavirus Covid-19 pandemic which is ongoing as of the date of the execution of this agreement. If Greenlee County cancels the entire event, or part of the event, due to any concerns related to the novel coronavirus Covid-19 pandemic, no liability will accrue to Greenlee County under this contract.

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GENERAL INFORMATION

GREENLEE COUNTY FAIR SEPTEMBER 15-18, 2022

EARLY BIRD SPECIAL—Applications received by August 26, 2022 qualify for \$10 off space rental. All Applications must be received by September 08, 2022. Any applications received after this date will pay a \$50 late rental fee.

CANCELATION POLICY—

Vendors who cancel within 72 hours of the event will forfeit all monies received at the Event Office. **NO EXCEPTIONS.**

INSURANCE—Any persons renting our facility or a space at our facility must provide a copy of certificate of insurance at least one week PRIOR to event—Insurance certificate must name Greenlee County as additional insured, \$1,000,000. Options to purchase from is eventhelper.com

CHECK IN—Wednesday, September 14 8AM—7PM

If vendor fails to check in by 7PM the Wednesday before fair, they will forfeit all payments and deposits for the event, unless other arrangements are made in the Event Office 2 days before check in date.

ENTER AND EXIT—Upon arrival, gate personnel will direct you to where you need to go. All vehicles need to be moved out of the no parking area as soon as possible after unloading to allow other vendors same opportunity on Wednesday.

During Fair Permitted vehicles will be the only ones allowed to park with in the no parking area to unload and load items.

Vendors who can not make the Wednesday set up will need to make other arrangements with the event office.

On Thursday any vehicles in the no parking area with out permission from the office will forfeit their deposit.

RESTOCKING—

Vendors may drive into the no parking area for stocking purposes beginning at 7AM, but must be moved from the no parking area by 8:00AM. For the safety of the public and vendor the Event Office will help shuttle items from the parking lot to vendor space during other times, call and request a shuttle 20 minutes a head of time 928-359-2032.

REQUIRED OPERATIONS TIMES—

All vendors must be open to the public during the times listed below.

Outdoor vendors may be open before and after required times.

Indoor vendors do not have that option.

September 15	3 PM—9 PM
September 16	9 AM—9 PM
September 17	9 AM—9 PM

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VENDOR PASSES—

Each vendor space will receive two passes, a vehicle permit tag, and a map. Additional passes for vendor workers will be \$7 each for the whole fair weekend of fair. Up to 5 additional passes may be purchased per vendor for workers. Additional passes need to be purchased at time of turning in vendor application. No passes will be sold week of fair.

RESTOCKING—

Vendors may drive into the no parking area for stocking purposes beginning at 7AM, but must be moved from the no parking area by 8:00AM. For the safety of the public and vendor the Event Office will help shuttle items from the parking lot to vendor space during other times, call and request a shuttle 20 minutes a head of time 928-359-2032.

ICE—

Ice is available to purchase on site through Greenlee County while supplies last. Other convenience stores in the area are Stage Stop, Chaparral Hotel Mini Mart, and Family Dollar

PARKING AND CAMPING—

Parking is NOT allowed in the no parking area during open hours. Vendors must park in the parking lot. Dry camping without electricity is available for \$5 a day. Showers and restrooms are on grounds and available for use.