

# 2025 NAVAJO COUNTY FAIR VENDOR APPLICATION

94th Annual Navajo County Fair and Rodeo \* 404 E. Hopi Drive \* Holbrook, AZ 86025 \* (928)524-4757  
vendor@navajocountyfair.org

The Navajo County Fair will be held September 10th through September 13th, 2025.  
Vendor hours: Wednesday 4 pm to 10 pm; Thursday through Saturday 9:30 am to 10 p.m.

- Booths must be staffed during the above-listed vendor hours. Vendors and their agents shall be prohibited from operating outside the confines of their contracted space or selling in aisles or as a hawker on the grounds.
- All fees must be paid, health permits (if required) and insurance are required before you will be allowed to set up.
- Insurance – minimum of \$1,000,000 general liability per occurrence, naming the Navajo County Fair as additional insured. Insurance certificate must be on file in the Fair office prior to set up.
  - Please provide this language to your insurance company for the additional insured: The certificate of insurance must read exactly as follows: Navajo County Fair, Inc., Fair executives, their directors, officers, employees, agents and representatives, as additionally insured, 404 E Hopi Drive, Holbrook, AZ 86025.
- Purchase admission passes for staff (or pay the daily rate)
  - Four (4) passes are included with your space rent, additional passes are available for \$5
- Booth space location will be assigned by Fair Management. Special requests will be considered, but not guaranteed. Actual Vendor foot print will be measured and charged accordingly
- Vendors plan accordingly, once the fair is open to the public, drive-thru fair gates WILL NOT be opened.
- Vendors will have a designated vendor parking space.
- There will be overnight security during the fair. The Fair WILL NOT be responsible for any theft or damage.
- The indoor building is locked each night and unlocked in the morning with supervision.
- Tents, tables, chairs, generators, electrical adaptors, extension cords, and water hoses are the responsibility of the applicant. Equipment is not provided.
- All products for which you apply may not be approved. Any changes or additions must be approved in writing by Fair Management. The selling of any item that is not on the list shall be considered a breach of contract.
- Booth set up time is Monday, September 8, 2025 8 am to 5 pm; Tuesday September 9, 2025 8 am to 8 pm and Wednesday September 10, 2025 7 am to 2 pm.
- Vendors may stock and prepare booth areas between 6 am and 9:30 am daily. No vehicles of any kind will be allowed on the grounds after 9:30 am daily.
- Booths may not be dismantled until September 13, 2025 at 10 pm. The Fair does not close until midnight and no vehicle traffic will be allowed before the midway is clear of patrons.
- Vendor fees must be paid in full by August 11, 2025 in order to guarantee vendor space. All vendor payments must be made in the form of a credit card, debit card, money order, or cashier's check made payable to the Navajo County Fair. All returned checks will be assessed at a minimum fee of \$25.
- All generators MUST have a safety barrier around them.
- Grease traps are provided for you to dispose of your grease.
- All booths must comply with the Arizona State Fire Marshall. If you need a copy of the requirements contact the fair office or the State Fire Marshall Office.

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Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Website \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

## NON-FOOD VENDOR

\_\_\_\_\_ Inside 10x10 (\$200) \_\_\_\_\_ Inside 10x20 (\$400)  
\_\_\_\_\_ Outside 10x10 (\$200) \_\_\_\_\_ Outside 10x20 (\$400)  
**ELECTRIC: (\$25)** \_\_\_\_\_

**SUBTOTAL:** \_\_\_\_\_

## FOOD VENDOR

Specify Size of Booth & Include Tongue \_\_\_\_\_ (i.e. 15width x 25depth)  
Total Square Feet \_\_\_\_\_ (\$5/ sq ft)

**SUBTOTAL:** \_\_\_\_\_

## ELECTRIC:

30 AMPS (\$100) \_\_\_\_\_ 50 AMPS (\$200) \_\_\_\_\_  
Total Plug Ins needed: \_\_\_\_\_

**SUBTOTAL:** \_\_\_\_\_

Additional fees will apply if extra electrical is needed.

**WATER:** Yes (\$50) \_\_\_\_\_ (Water is for outside booths only)

**VENDOR GATE PASS** (4 provided with space rent):  
Quantity \_\_\_\_\_ X \$5 = \_\_\_\_\_

**DRY CAMPING:** Number of Nights \_\_\_\_\_ X \$25 = \_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_

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Attachments required:

\_\_\_ Photo(s) of booth in operation

\_\_\_ Liability Insurance

\_\_\_ Menu/list of items for sale with pricing

\_\_\_ Diagram of booth/trailer include dimensions, tongue and complete foot print of area being utilized.

Insurance must be provided prior to set-up.

Food Permit: Navajo County will issue temp. permits.

INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

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Date

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Applicant Signature

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Navajo County Fair Official

## 2025 NAVAJO COUNTY FAIR VENDOR APPLICATION

Use this checklist to make sure your application packet is complete. Initial each line.

- \_\_\_\_\_ Did I read the complete application and regulations carefully?
- \_\_\_\_\_ Is my application complete and enclosed?
- \_\_\_\_\_ Did I include a complete product list with pricing?
- \_\_\_\_\_ Is there a drawing of my booth/trailer including dimensions included?
- \_\_\_\_\_ Did I include a photo of my booth?
- \_\_\_\_\_ Is my space big enough to store all my products and supplies?
- \_\_\_\_\_ Did I order electricity? If so, did I include a photo of the plug I have?
- \_\_\_\_\_ Is my application signed and included?
- \_\_\_\_\_ Did I include complete payment?

### 2025 Food Vendor Electrical

If more plug-ins are requested add'l fees will apply.

Fair Staff will oversee check-out, prior to leaving the facility.

#### CHECK IN

- \_\_\_ Spider Box(\$20 each)
- \_\_\_ Cords (\$20 each)
- \_\_\_ RV Adapter (\$40 each)

#### CHECK-OUT

- \_\_\_ Spider Box
- \_\_\_ Cords
- \_\_\_ RV Adapter

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

