

2024 Navajo County Fair Vendor Application

93rd Annual Navajo County Fair and Rodeo * 404 E. Hopi Drive * Holbrook, AZ 86025 * (928)524-4757
vendors@navajocountyfair.net

The Navajo County Fair will be held September 11 through September 14, 2024
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. If a booth is not manned during these hours, the security deposit will not be returned.
- **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.**
 - If a vendor cannot provide their own, it may be purchased through the Fair Office.
 - 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.
- 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 9, 2024 8 am to 5 pm; Tuesday September 10, 2024 8 am to 8 pm and Wednesday September 11 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 14, 2024 at 10 pm. If a booth is dismantled before this time, the security deposit will not be returned. The Fair does not close until midnight and no vehicle traffic will be allowed before the midway is clear of patrons.
- All booths require a security deposit of \$150. Deposit refund checks will be distributed to vendors via USPS to the address on record no later than the end of October.
- All vendor payments must be made in the form of a credit card, debit card, money order, or cashier's check made payable to 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 _____

Type of Booth: _____ Inside 10x10 (\$200) _____ Inside 10x20 (\$400) _____ Non-Profit 10x10 (\$100)

_____ Outside 10x10 (\$200) _____ Outside 10x20 (\$400)

_____ Food Vendors – Specify Size _____ (i.e. 15x25)/Total Square Feet _____ (\$4/ sq ft)

Electric: _____ None _____ 110 Volts (\$100) _____ 220 Volts (\$200) _____ Inside Vendor (\$25)

Water Required at Booth (outside booths only): _____ Yes (\$50) _____ No

Vendor Gate Pass (4 provided with space rent): Quantity _____ X \$5 = _____

Dry Camping: Number of Nights _____ X \$25 = _____

Insurance: _____ I will provide my own insurance _____ I need to purchase insurance through the Fair

Food Permit: _____ I have a Navajo County Permit _____ I have a permit in another Arizona County

_____ I do NOT have a health permit

Security Deposit: \$150 Required for all booths

TOTAL FEE: _____

Attachments required: _____ Photo(s) of booth in operation _____ Liability Insurance

_____ Menu/list of items for sale with pricing _____ Diagram of booth/trailer including dimensions

Applicant Signature

Incomplete Application WILL NOT be processed

Navajo County Fair Official

Date

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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 electric? If so, did I include a photo of the plug I have?
- _____ Is my application signed and included?
- _____ Did I include complete payment?

Applicant Signature

Date