

# Craft Vendor Application

## **2023 Harvest Festival**

*Presented by Caywood Farms*

October 14 & 15, 2023

Applications are due by September 8, 2023, at 11:59 PM MST.

**Applications cannot be considered until they are complete. Applications will be processed the week of September 10, 2023; and contracts will be sent out on September 15, 2023.**

If your application is accepted, we will request a \$100 deposit which is due upon receipt of the contract. The remaining balance is due no later than September 29, 2023, at 11:59 PM MST. YOUR SPACE AND LOCATION ARE NOT GUARANTEED UNTIL FULL PAYMENT IS RECEIVED.

The Arizona State Fire Marshall will be on site for inspections. All vendors must be completely set up and present for their inspection.

Rent for commercial and craft vendors is based on booth size. All spaces are assigned by PCFEC management.

Today's Date

## VENDOR INFORMATION

### Booth Name

This is the name that appears on your signage. May be the same as Vendor Company.

### Vendor Company

Legal operating name of the business, if different from Booth Name.

### Primary Contact

### Primary Phone

We will never, ever share or abuse your phone number!

### May we send text messages to the primary phone number?

Yes                  No

### Secondary Phone

We will never, ever share or abuse your phone number!

### May we send text messages to the secondary phone number?

Yes                  No

### Primary Email

### Secondary Email

### Billing Address

### Business Website/ Social Media

Please enter the URL for your website or social media page.

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## On-Site Contact

Who will be our main point of contact during the event?

Same as Primary Contact above.

## On-Site Contact Person

## On-Site Contact Email

Although this is not required, it is highly recommended. We will only use this email address to send pertinent, day-of-event information.

## On-Site Contact Mobile Phone

## May we send text messages to the on-site phone number?

Yes                      No

We require the cell phone number for someone who will be on-site every day of the event.

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## Vendor References

### Is this the first event ever for your booth?

Yes                      No

*If you are a brand new company which has never attended any event at any venue or facility, we may request further information. This will not affect your chances to be considered for a booth.*

### If accepted, will this be your first time vending for Pinal County Fairgrounds & Event Center?

Yes (Please provide references below.)

No (References not required.)

If you are not a new company, but have never been a vendor at the Pinal County Fairgrounds, please list three (3) references from other events. **Please include the name of the event with the show manager's name, email address and phone number.**

### Vendor Reference 1

### Vendor Reference 2

### Vendor Reference 3

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## BOOTH INFORMATION

### Type of Booth

Open  
Trailer

Tent  
Truck

Open: Only tables and signage, no canopy, etc.

Tent: Your booth has a canopy or other covering.

Trailer: A pull-type booth with or without a removeable hitch.

Truck: A single, self-contained unit (like a van).

### Size of Canopy

E.g., 10'x10'.

### Do you require electricity at your booth?

Yes      No

### Please select the voltage/amperage required for your booth.

110v/15A      30A      220v/50A

### Booth Diagram

Please use the drawing board below to show us how you set up the OUTSIDE of your booth space. Please include all awnings, counters, hitch, mats and privacy area.

**△ Please note that we do not need a diagram of the inside of your booth. We use this diagram for placement, so we need to know whether a trailer has a hitch, if you use mats or awnings or anything else that will be OUTSIDE the booth.**

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### Booth Selection

Please select the size and location of booth space you require. **Include counters, awnings, mats, privacy rooms, hitch, etc.** Inside booths are housed in our commercial building and will have a full-height back canvas wall and half-height canvas side walls. Outside booths are located on the main walkway between the entrance and the carnival.

#### Inside

- 10'x10', Open Front Only, No Corner (\$100)
- 10'x10', Open front and one side, Corner (\$165)
- 10'x20', Open Front Only, No Corner (\$150)
- 10'x20', Open front and one side, Corner (\$175)

#### Outside

- 10'x10', Open Front Only, No Corner (\$165)
  - 10'x20', Open Front Only, No Corner (\$215)
  - 20'x10', Open Front Only, No Corner (\$240)
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## CREENTIALS, PARKING, CAMPING, ETC.

- The Vendor Package includes 2 Vendor Credentials (entry passes for the duration of the event).
- Each vendor is required to purchase at least 1 Parking Pass.
- A limited number of RV spaces are available. Spaces will be assigned by management.
- Stock Trucks check in Monday, check out Sunday.

### Additional Credentials

\$10 per credential

### Parking Passes

\$10 per parking pass, AT LEAST ONE (1) REQUIRED.

### Golf Cart Passes

\$50 per cart

*A Certificate of Insurance is now required for all golf cart passes. All drivers must be over the age of 16 with a valid driver's license.*

### Camping Spaces

\$25 per night, per space

### Number of Nights

⚠ Please note that camping spaces are not guaranteed and will be confirmed with your contract, should you receive one.

### Stock Truck Parking

### Stock Truck Parking + Power

**Please select the voltage/amperage required for your stock truck.**

110v/15A

30A

220v/50A

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## EVENT INSURANCE

All contracted concessionaires and vendors are required to provide product and general liability certificates of insurance for \$1 Million.

You may purchase event insurance through PCF below or provide your own upon acceptance.

Vendor-provided insurance certificates must include the Pinal County Fairgrounds as an additional insured. The following wording must be used:

**Pinal County, Central Arizona Fair Association, Fair Executives, their officers, officials, agents, employees and representatives**

### CAFA Insurance

Yes                  No

*Select 'Yes' if you would like to purchase event insurance through PCFEC for \$120. Select 'No' if you will provide your own insurance. COIs are due by September 29, 2023.*

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## **INVENTORY & PHOTOS**

Every item you would like to sell must be listed and must include the price. NOTE: All products for which you apply may not be approved. Only the products listed on your contract, if you receive one, are authorized to be sold. Any changes or additions must be approved in writing by Fair Management.

Please submit the following:

- Up to three photos of your booth setup, the way it looks when it's set up and open for business.
- A PDF or photo of your inventory, including prices -OR- type/write your inventory in the space below.

Applications received without photos, diagram and complete inventory will not be considered.

**Images and inventory may be mailed with this application or emailed to [vendors@pinalfairgrounds.com](mailto:vendors@pinalfairgrounds.com).**

**All vendors are required to update photos annually.**

If you do not have a photo or other file for your inventory, please enter it in the space below.

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## **SPECIAL REQUESTS**

Please use this space to make any special requests. While we cannot promise to grant all requests, we make an effort to accommodate our vendors. E.g., same spot as previous year, near another vendor, etc.

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## **SIGNATURE**

By signing below, I am certifying that I have reviewed my application and all of the information I have entered is correct and accurate.

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