

# Food Concessionaire 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 no later than September 29, 2023, at 11:59 PM MST. YOUR SPACE AND LOCATION ARE NOT GUARANTEED UNTIL FULL PAYMENT IS RECEIVED.

The Pinal County Health Department and Arizona State Fire Marshall will be on site for inspections. Fire hoods, extinguishers and LPG detectors will be inspected. All concessionaires must be completely set up and present for their inspections. If you fail to have correct equipment, you may be unable to operate.

You will be required to use a cash register or electronic POS. We require z-tapes or Square/Clover **DETAILED** daily reports to be delivered to the office or emailed to vendors@pinalfairgrounds.com each night.

Rent for food concessionaires is charged on a percentage basis against a minimum prepaid rent. Rent is calculated by multiplying your gross sales (less sales tax) by 20%. Your rent will be which ever is greater - the percentage or the minimum prepaid rent.

## **Prepaid Booth Rent**

Single-Food Item Concessionaire: \$200 per space

Food Concessionaire: \$400 per space

All spaces are assigned by PCFEC management.

Today's Date

## VENDOR INFORMATION

Do you sell more than one item?

Yes                  No

*For example, if you sell only lemonade with 3 different flavors, select 'No.' If you sell lemonade and popcorn, select 'Yes.'*

**Booth Name**

**Vendor Company**

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

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

**Primary Contact Person**

**Primary Email**

**Secondary Email**

**Primary Phone**

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

Yes                  No

**Secondary Phone**

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

Yes                  No

**Billing Address**

**Business Website/ Social Media**

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

**Type of Health Services Permit**

Pinal County                  Other Arizona County                  Neither

⚠ PERMITS AND PERMIT APPLICATIONS ARE DUE ON OR BEFORE 9/29/23.

## On-Site Point of Contact

Same as Primary Contact above

## On-Site Contact Person

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

## 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 contact's phone number?

Yes                      No

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## BOOTH INFORMATION

### Type of Booth

Open	Tent
Trailer	Truck

### Service Side

Side-Serve (Long Side)	End-Serve (Short Side)
Both (Corner)	

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 bread truck).

### Size of Canopy

E.g., 10'x10'.

### Total Frontage (ft)

The entire outside footage you need along the main service side. Include counters, awnings, privacy rooms, hitch, etc.

### Total Depth (ft)

The entire outside footage you need along the side or depth of your booth. Include counters, awnings, privacy rooms, hitch, etc.

### Do you require electricity at your booth?

Yes                      No

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

110v/15A                      30A                      220v/50A

## Diagram of Outer Setup

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. It doesn't have to be perfect—we know that drawing with a computer mouse can be difficult.

△ 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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## MENU & PRICES

Please submit a PDF or photo of your menu, including prices -OR- type/write the entire menu in the space below. Applications received without complete menu will not be considered. **Menu files may be mailed with this application or emailed to [vendors@pinalfairgrounds.com](mailto:vendors@pinalfairgrounds.com).**

### Menu & Prices

*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.*

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## VENDOR REFERENCES

**Is this the first event ever for your booth or product?**

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, would 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 and phone number.**

**Vendor Reference 1**

**Vendor Reference 2**

**Vendor Reference 3**

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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 Pass

\$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 space, per night

### Number of Nights

⚠ Please note that camping spaces are not guaranteed and will be confirmed with your contract, should you receive one. No camping is allowed in a Stock Truck.

### Stock Truck Parking

\$30 per space

### Stock Truck Parking + Power

\$50 per space; please indicate voltage.

**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 commercial vendors are required to provide product and general liability certificates of insurance for \$1 Million.

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.**

**By checking this box, I understand that I am required to provide a Certificate of Insurance to PCFEC by September 29, 2023.**

Yes, I understand.

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## PHOTOS

Please submit up to 3 photos of your booth setup, the way it looks when it's set up and open for business. Applications received without photos and diagram will not be considered.

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

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

I am submitting photos showing my entire booth, the way it looks when it's set up and open for business. I understand that my application is not complete without these photos.

**Initial Here →**

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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.

## 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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