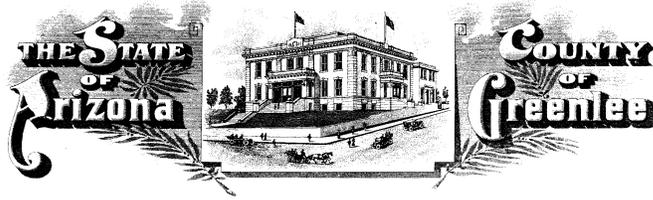


Lendsey Basteen
Greenlee County
Events
P.O. Box 123
Duncan, AZ 85534



Office: (928) 359-2032
Fax: (928) 359-2721

Email:
lbasteen@co.greenlee.az.us
www.co.greenlee.az.us/fair

EXHIBITOR/CONCESSIONAIRE AGREEMENT/APPLICATION GENERAL INFORMATION, RULES & REGULATIONS

COUNTY FAIR DATES: SEPTEMBER 15, 16, 17, & 18, 2016

LOCATION: 1248 Fairgrounds Rd Duncan, AZ

CHECK IN TIMES & PROCEDURES: Thursday, Sept 15, 2016 8:00 am – 12:00 pm

Entrance: Vendor's need to Enter and Exit through the BACK GATE off of Hwy 75 between the baseball fields and the Public Works Office. All vendors are required to park outside of the designated no parking area during open fair hours.

Upon arrival, please have your vendor passes and vehicle permit tag to enter the Back Gate.

When the agreement/application is approved you will receive a vendor package in the mail please make sure you complete the application with the correct contact information. Each vendor space will receive 2 vendor passes and a vehicle permit tag. The only vehicles that will be allowed within the no parking area during set up, take down, after hours for restocking, will be vehicles with a permit tag. Additional passes for vendor workers will be \$5.00 each. Up to 5 additional passes may be purchased per space for workers. The number of additional Passes will need to be specified on the application.

Check in at the Events Office.

Event Personnel will assist you in getting located at your assigned and designated site. Moving your booth or stand once it is placed by event personnel will be considered a violation of the contract and could result in dismissal from the property and event. ***If vendor fails to check in by 12:00 pm on Thursday, they will FORFEIT ALL PAYMENTS and DEPOSITS for the Event, unless alternative arrangements have been previously made with the events office.***

SPACE SET UP: Thursday, Sept 15, 2016 8:00 am - 2:00 pm

Greenlee County will provide 1 table and 2 chairs to each inside booth.

Electricity will be provided to outside and inside booths if requested in advance. Vendor's needing electricity are required to bring their own electric adapter and extension cords. Electric specifications are enclosed on the application. This agreement requires SPACE to **be operational by no later than Thursday at 2:30 p.m.**

RE -STOCKING: 7:30 am - 9:00 am

Vendors may drive vehicles in the no parking area for stocking purposes. Please have your vehicle permit clearly visible. All unauthorized vehicles in the no vehicle zone will be towed away at the owner's expense. Vendors must report to the events office and obtain specific permission if the vendor needs to have their vehicles inside of the designated vendor area during fair hours for set up or restocking.

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REQUIRED OPERATION TIMES:

Indoor building spaces will be locked down at 9:00 p.m. every evening except Sunday, and opened 9:00 a.m. every morning.

Outdoor spaces are allowed to open before the stated opening times and remain open past the stated closing times. However, they must be operational during the following hours:

Thursday	09/15/2016	2:30 p.m. - 9:00 p.m.
Friday	09/16/2016	9:00 a.m. - 9:00 p.m.
Saturday	09/17/2016	9:00 a.m. - 9:00 p.m.
Sunday	09/18/2016	9:00 a.m. - 12:00 p.m.

RULES REGARDING RENTAL AND USE OF EXHIBIT SPACE:

- All spaces are issued/reserved on a first-come, first-served basis and positioned as needed.
- Pre-payment of the space rent, a list of generally describing the product(s) and or service(s) you provide, and deposit are required in order to reserve space and will be accepted in the form of a money order or cashier's check only.
- Electrical Service is limited to five (5) amps per indoor space and may be limited to available spaces.
- Food vendors must contact the Greenlee County Health Department to obtain permits and instructions on the requirements to sell food and drink. [Health Department \(928\)865-2601](tel:(928)865-2601)
- The state Fire Marshall and the Greenlee County Health Department will be conducting inspections before and during the event. You are responsible to ensure that you have all necessary and proper permits and are in compliance with all applicable code requirements before and throughout the event.
- Subletting of any kind will not be allowed unless approved by the event office in advance.
- Exhibitors shall conduct business within the area for which they have contracted. Soliciting in the aisles or hanging flyers outside of your space is not permitted. All Exhibitors are expected to treat other Exhibitors and event patrons with respect. Shouting, arguments, fighting or other aggressive behavior will not be tolerated.
- SPACE ATTENDANTS: for "Display Only" spaces, the presence of an attendant is suggested but not required. All other spaces are required to be open for business as indicated previously.
- All participants shall cooperate with the adjoining spaces and not create disturbances, nuisances or interfere with the rights or enjoyment of others in any manner.
- Exhibitors shall provide all display equipment.

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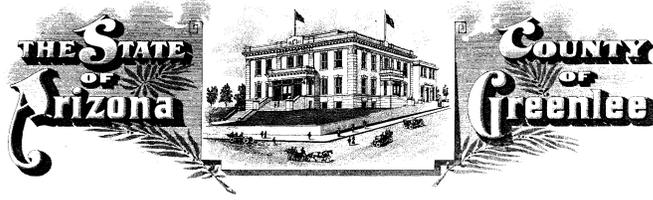


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- All giveaways, sound devices, or video equipment to be used shall be cleared through the Events Office.
 - All bottled water to be sold by all vendors at the event MUST be purchased from Greenlee County.
 - The Greenlee County retains the right to prohibit the sale or display of items deemed to be obscene, pornographic, vulgar, profane or which promotes, solicits, or encourages acts of violence or illegal behavior.
 - Greenlee County reserves the right to reject any and all requests for exhibit spaces. Such rejections shall not be in conflict with Greenlee County's existing policies prohibiting discrimination.
 - Cleanliness- Exhibitors shall keep their space or concession clean at all times.
 - Exhibitor shall surrender premises to Greenlee County at the end of the license period in the same condition as received.
 - Greenlee County assumes no responsibility for any property stored or placed on the premises; such property being stored or placed is at the Exhibitor's sole risk. This agreement releases Greenlee County and holds Greenlee County harmless from any and all liability due to the of loss or damage to the Exhibitor's property resulting from any cause whatsoever.
 - Should acts of God, strikes, work stoppages, or any other cause not within the control of Greenlee County and its employees make it impossible for the event to be held or particular area to be occupied by the exhibitor, then Greenlee County and its' employees are individually and jointly released from any and all claims which may arise as a result thereof. Should the event be partially cancelled due to such circumstances, Greenlee County will refund a pro-rata share of the pre-event payments received from the Exhibitor for the exhibit space rented. In no event shall Greenlee County be liable for loss of profits, business prospects, or any other damage of any kind to Exhibitor through Greenlee County's cancellation of the event for such causes. Greenlee County's liability to Exhibitor in circumstances that are beyond Greenlee County's control shall not exceed the money paid by Exhibitor to Greenlee County to obtain its' exhibition site.
 - Personal Property Protection- Each exhibitor is responsible for the safekeeping of all their property. It is strongly urged that each exhibitor/concessionaire obtain and keep in force insurance to cover the entire value of their merchandise or personal property against theft, burglary, or vandalism.

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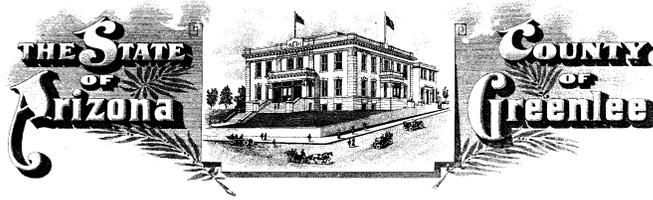


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- Greenlee County is NOT responsible for any negligent, grossly negligent, reckless, intentional or willful acts of any Exhibitor which may cause injury of any kind to any person, business or entity, including Greenlee County. Each Exhibitor is solely responsible for their own acts and the acts of their employees as well as any liability which may result from their equipment, products, property or otherwise. Each Exhibitor is responsible to procure any and all insurance necessary to cover any and all liability that may result from their operation, employees, equipment, products, services, property or otherwise.
 - In addition to the rules and regulations set forth in this agreement, Greenlee County reserves the right to establish and enforce additional rules as necessary and to interpret existing rules for the regulation of exhibits/vendors/concessions. Rules will not be arbitrarily established or applied. Failure to abide by these rules/regulations will result in Exhibitor being required to immediately vacate the exhibition space. (No refund will be made and the space will be resold for the remainder of the event.)
 - Greenlee County shall have full authority to interpret and enforce all terms of this agreement and the rules contained herein as well as such further rules and regulations as Greenlee County shall in its sole discretion, consider necessary for the proper conduct of the event.

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Commercial Exhibitor/Concession space agreement Due by August 20, 2016

Section A - Applicant Information:

Company Name: (dba) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Alt. Contact Name: _____ Phone #: _____

Email address: _____

For Emergency alerts may we text your cellular device? ____YES ____NO

Number of Extra Vendor Passes requested: _____

Name on Extra Vendor Passes: _____

Section B – Space Rent

- Rental fee is for - Thursday, Friday, Saturday, and Sunday
 - Electricity – you will need to adapt to a NEMA plug 10-30R – 30 amp for outdoor spaces
- Please mark the appropriate information below for the space you are requesting:

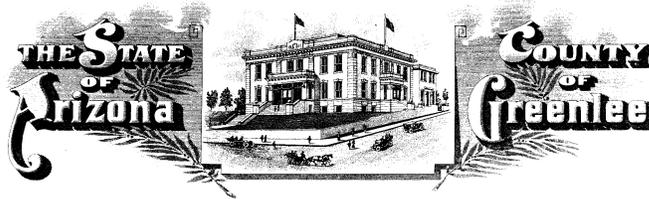
\$60.00
10x10 Indoor Space: _____
Electricity: usage _____
5 amp only
110 volt: _____

\$40.00
12x12 Outdoor Space: _____
Electricity: usage _____
5-10 amp
110 volt: _____
220 volt: _____

Outdoor Booths: Mark measurements of the van, trailer, or tent, **and** indicate the selling side below:
Please draw a diagram of your booth. Include awnings, counters, hitch, privacy area, and dimensions of your booth.



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Section C – Deposit

A \$40.00 security deposit is required in addition to the space rental fee. Additionally, both for indoor and outdoor spaces, Exhibitors are required to provide a list of general list of items and/or services Exhibitor intends to offer to event patrons. The security deposit will be returned to the individual or entity listed in Section A at the address provided within two weeks after close of the event. The security deposit will be returned after the event if the following conditions are met:

- Exhibitor’s booth remains open, intact and operational during Event open hours.
- All rules related to this agreement have been adhered to throughout the event.
- The space is clean and you have signed out at the Event Office.

Section D – Processing fee

All applications will be required to pay a non-refundable \$10.00 processing fee.

Section E – Payment

A signed Vendor Application & Agreement for Event Space Rent, space rental fee, processing fee, and deposit must be received to secure space reservation.

Submit the Application and Agreement along with payment by money order or cashier’s check payable to **Greenlee County** and mail to:

Greenlee County
P O Box 123
Duncan, Arizona 85534

Greenlee County EXHIBITOR/CONCESSIONAIRE AGREEMENT/APPLICATION, General information, rules, and regulations document are all made a part of this agreement and are fully incorporated herein, and the Exhibitor agrees that they have read this agreement and the conditions and stipulations and understands that they shall apply.

Printed Name

Signed

Date

.....
For Office Use

Date Received: _____

Cash Receipt # Issued: _____

Amount Received: _____ Money Order: _____ Cashier’s Check: _____

Space # Issued: _____

By: _____



