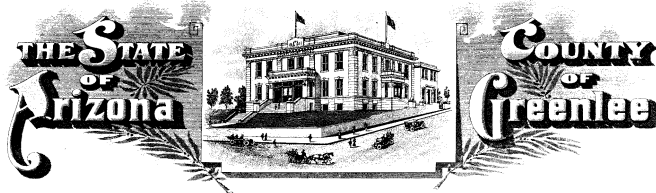


Lendsey Basteen
Greenlee County
Events
P.O. Box 123
Duncan, AZ 85534



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

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

VENDOR/CONCESSIONAIRE AGREEMENT/APPLICATION

GENERAL INFORMATION, RULES & REGULATIONS

COUNTY FAIR DATES: **SEPTEMBER 14, 15, 16, & 17, 2017**

LOCATION: **1248 Fairgrounds Rd Duncan, AZ**

CHECK IN TIMES & PROCEDURES:

Wednesday, Sept 13th 3:00 pm – 5:00 pm or **Thursday, Sept 14th 9:00 am - 11:00 am**

If vendor fails to check in by 11:00 am on Thursday, they will FORFEIT ALL PAYMENTS and DEPOSITS for the Event, with the exception of other arrangements being made with the events office.

Entrance: Vendors need to Enter and Exit through the BACK GATE off of Hwy 75 between the baseball fields and the Public Works Office.

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. Each vendor space will receive 2 vendor passes, a vehicle permit tag, and a map.

- Additional passes for vendor workers will be \$7.00 each to enter the entire fair. 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 and paid for with the space rent.

The only vehicles that will be allowed within the no parking area will be vehicles with a permit tag. All vehicles will need to be moved out of the no parking area as soon as possible after set up area, and no later than 11:00 am on Thursday. At 11:00 a.m. any remaining vehicles in the no parking area will be towed at owner's expense.

All vendors are required to park outside of the designated no parking area during open fair hours.

SPACE SET UP:

Wednesday, Sept 13th 3:00 pm – 5:00 pm or **Thursday, Sept 14th 9:00 am - 11:00 am**

Event Personnel will direct you to your space location. 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.

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

Electricity is available to outside and inside booths for a minimal fee. Please call for questions on specific electrical adaptations for outside food trailers. Food trailers must have own water storage tanks and drainage tanks.

This agreement requires tenant to have space **operational by no later than Thursday at 12:00 p.m.**

RE-STOCKING:

Vendors may drive vehicles in the no parking area for stocking purposes between 7:00 am and 8:30 am.

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 restocking. Please have your vehicle permit hanging. All unauthorized vehicles in the no vehicle zone will be towed away at the owner's expense.

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	09/14/2017	12:00 p.m. - 9:00 p.m.
Friday	09/15/2017	9:00 a.m. - 9:00 p.m.
Saturday	09/16/2017	9:00 a.m. - 9:00 p.m.
Sunday	09/17/2017	9:00 a.m. - 12:00 p.m.

In addition to the rules and regulations set forth in this agreement, Greenlee County reserves the right to establish and enforce whatever rules appear necessary for the regulation of vendors/concessions. Failure to abide by these rules/regulations will result in Tenant 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 power in interpretation and enforcement of all terms and rules contained herein and such further rules and regulations as it shall consider necessary for the proper conduct of the event.

- All spaces are issued/reserved on a first-come, first-served basis and positioned as needed.
- Greenlee County reserves the right to reject any and all requests for vendor spaces.
- Pre-payment of the space rent, a list of general product and or services you provide, rental agreement and deposit are required in order to reserve space. Payment will be accepted in the form of a **money order or cashier's check only.**
- Vendors selling Bottled Water on fairgrounds may only sell bottled water purchased from Greenlee County. Please let the office know how many bottles of water you would like to purchase.
- Emergency alerts and Fair news will be texted to the cell phone number and contact email provided on the application. If you do not have an email, sign up for a free email address at <http://mail.google.com>.
- 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.
- The state Fire Marshall and the Greenlee County Health Department will be conducting inspections before and during the event. Tenant is 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.
- Tenants shall only conduct business within the area for which they have contracted. Soliciting in the aisles or hanging flyers outside of your space is not permitted. We ask all concerned to refrain from demoting any products, people or their concerns.
- All Tenants shall cooperate with the adjoining spaces and not create disturbances, nuisances or interfere with the rights or enjoyment of others in any manner.
- All giveaways, sound devices, or video equipment to be used shall be cleared through the Events Office.

- Greenlee County may bar items in bad taste.
- Cleanliness- every space or concession shall be clean at all times.
- Tenant 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 Tenant's risk. This agreement releases Greenlee County and saves them harmless from liability because of loss or damage to such 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 tenant, then Greenlee County and its' employees are jointly release from any and all claims which may arise as a result thereof. The Events Office shall determine and refund to the tenant their proportionate share of applicable payments for space received in accord with accountable expense incurred. In no event shall Greenlee County be liable for loss of profits, business, or any other damage to Tenant through Greenlee County's cancellation for such causes, and in any case not to exceed the money paid by Tenant to Greenlee County to obtain its' rental space.
- Personal Property Protection- Each tenant is responsible for the safekeeping of all their properties. It is strongly urged that each tenant obtain and keep in force insurance to cover the entire value of their merchandise or personal property against theft, burglary, or vandalism.

Space Rent/Processing fee/Deposit

- Rental fee is for - Thursday, Friday, Saturday, and Sunday
- All applications will be required to pay a non-refundable \$10.00 processing fee.

A \$40.00 security deposit is required for indoor and outdoor spaces. The security deposit will be re- issued to the Contact name and address listed on application; within two weeks after the event. One will receive refund after the event if the following conditions are met:

- Your 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.

Submit the Application and Agreement along with payment **payable to Greenlee County**
 Greenlee County
 P O Box 123
 Duncan, Arizona 85534

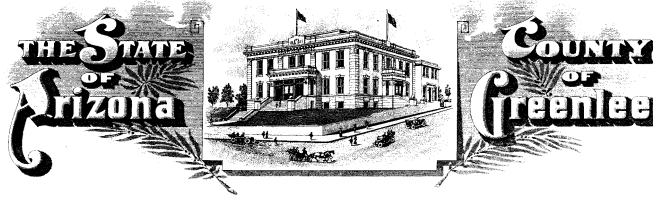
Greenlee County **VENDOR/CONCESSIONAIRE AGREEMENT/APPLICATION**, General information, rules, and regulations document are all made a part of this agreement and are fully incorporated herein, and the Exhibitor agrees that they have read this agreement and the conditions and stipulations and understands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

Printed Name

Signed Name

Date

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Payment & Space Agreement Due by August 18, 2017.

Applicant Information:

Company Name: (dba) _____

Mailing _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Alt. Contact Name: _____ Phone #: _____

Email address: _____

Please mark the appropriate information below for the space you are requesting:

INDOOR SPACE 10x10		(#)	
Commercial	\$60.00		\$
NonProfit	\$30.00		\$
Electric (5 amps) 110 outlet			\$
Additional cost:	\$20.00		
OUTDOOR SPACE 13X13			
Non-Food Space	\$40.00		\$
Non-Food Non Profit Space	\$20.00		\$
FOOD Space	\$80.00		\$
FOOD Non Profit Space	\$60.00		\$
Electricity: Usage 5-10 amp			
	110 volt: \$20.00		\$
(limited call to secure)	220 volt: \$40.00		\$
DEPOSIT/GATE PASSES			
Space Deposit	\$40.00	Required	\$40.00
Processing Fee	\$10.00	Required	\$10.00
Dry Camping space per day (no electric or water)	\$5.00		
Individual Vendor Pass	\$7.00		\$
TOTAL DUE			\$

For Office Use

Date Received: _____

Cash Receipt # Issued: _____

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

Space # Issued: _____

By: _____



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



General products and or services you provide

Note: All products for which you apply may not be approved. Any changes or additions must be approved in writing by Event Management. Please call if you have questions- your entire inventory does not need to be stated.

Please specify the most appropriate category for your product/service:

<input type="radio"/> Apparel	<input type="radio"/> Health/ Beauty	<input type="radio"/> Information & Services
<input type="radio"/> Art Photo	<input type="radio"/> Home Improvement	<input type="radio"/> Novelties/Toys/Games
<input type="radio"/> Electronics	<input type="radio"/> Household items	<input type="radio"/> Packaged premade Foods
<input type="radio"/> Food cooked onsite	<input type="radio"/> Jewelry/ Fashion accessories	<input type="radio"/> Outdoor/Recreation
<input type="radio"/> Gifts & Souvenirs	<input type="radio"/>	<input type="radio"/>

Food spaces are required to list all menu items:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Selling Water at the Fair

Yes No

Greenlee County Bottled Water \$0.50 per bottle

Specify number of bottles expecting to buy: _____

Applications will not be considered unless filled out completely and accompanied by payment. All fees must be paid by **cashier's check, money order**. Acceptance of application does not guarantee space. All Payments and refunded if you are not accepted as a vendor.

Former Exhibitor? Yes No If previous exhibitor, when? _____

Applicants Signature: _____

Date _____