

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



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Email:  
[lbasteen@co.greenlee.az.us](mailto:lbasteen@co.greenlee.az.us)  
[www.co.greenlee.az.us/fair](http://www.co.greenlee.az.us/fair)

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

**SPRING RAMPAGE DATES:** April 9, 2016

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

**CHECK IN TIMES & PROCEDURES:** Friday, April 8, 2016 9:00 am – 5:00 pm

Upon arrival, Check in at the Events Office.

Each booth will receive 2 vendor passes when checking in, and a vehicle permit tag. Each additional pass will be \$4.00 each. Up to 5 additional passes may be purchased for people working each booth. The number of additional passes and the names on the passes will need to be specified on the application and may be paid for at check in.

Event personnel will assist you in getting located. 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.

*If vendor fails to not check in by 5:00 pm on Friday, they will FORFEIT ALL PAYMENTS and DEPOSITS for the Spring Rampage, with the exception if other arrangements have been made with the events office.*

**BOOTH SET UP:** Friday, April 8, 2016 9:00 am - 5:00 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 your booth to **be operational by no later than Saturday at 9:30 a.m.**

All vendors are required to park outside of the designated vendor sales area. All Vendor vehicles must be removed to designated vendor parking areas by 9:00 a.m. on Saturday, April 9th. 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 beyond the time stated above for set up or restocking.

**BOOTH RESTOCKING:** Saturday April 9, 2016 7:30 am - 9:00 am

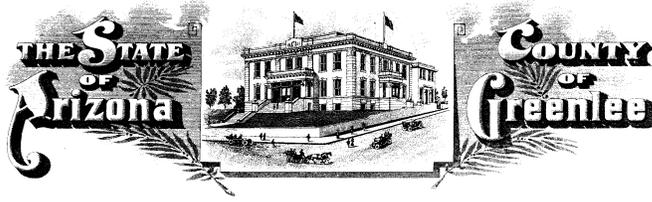
Vendors may drive vehicles in for stocking purposes. Please have your vehicle permit hanging. All unauthorized vehicles in the no vehicle zone will be towed away at the owner's expense.

**REQUIRED OPERATION TIMES:** Saturday, April 9, 2016 9:30 am – 9:00 pm

Indoor building spaces will be locked down on Friday, April 8, 2016 at 5:00 pm and opened no earlier than the times listed above.

Outdoor booths are allowed to open before the stated opening times and remain open past the stated closing times. However, they must be operational during the building hours 9:30 am- 9:00 pm

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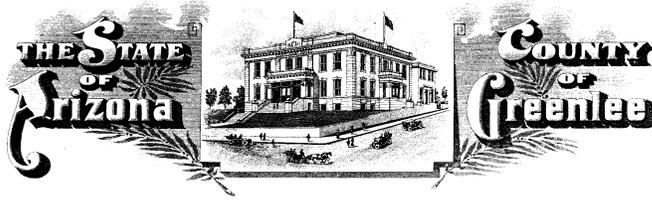
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In addition to the rules and regulations set forth in this agreement, Greenlee County reserves the right to establish and enforce whatever rules appear necessary for the regulation of exhibits/concessions. Failure to abide by these rules/regulations 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.)

- All spaces are issued/reserved on a first-come, first-served basis.
- Pre-payment of the space rent, a list of general product and or services 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 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:9288652601)
- 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.
- 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. We ask all concerned to refrain from demoting any products, people or their concerns.
- **SPACE ATTENDANTS:** for "Display Only" space, an attendant is not required; it is suggested. 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.
- All giveaways, sound devices, or video equipment to be used shall be cleared through the Events Office.
- Events office may bar items in bad taste.
- Greenlee County reserves the right to reject any and all requests for exhibit spaces.

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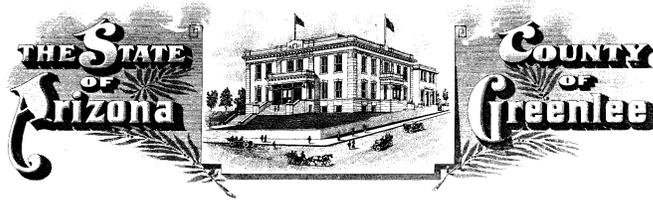
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**ITEMS PROHIBITED ON FAIRGROUNDS:** Alcoholic beverages; pets; open flames, throwing stars; knives; laser products and any other item considered to be dangerous.

- 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 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 exhibitor, 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 exhibitor their proportionate share of applicable payments for exhibit 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 Exhibitor through Greenlee County's cancellation for such causes, and in any case not to 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 properties. 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.
- In addition to the rules and regulations set forth in this contract, Greenlee County reserves the right to establish and enforce whatever rules appear necessary for the regulation of exhibits/concessions. 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 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.

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Commercial Exhibitor/concession space agreement

**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: \_\_\_\_\_

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**Section B – Space Rent**

- Rental fee is for (2) days- Friday, and Saturday
- 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:

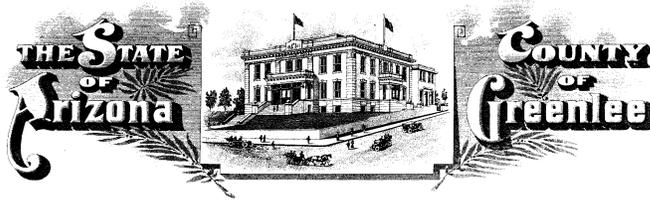
\$60.00  
10x10 Indoor Space: \_\_\_\_\_  
Booth requires electricity: \_\_\_\_\_

\$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 all awnings, counters, hitch, and privacy area, along with dimensions of your booth



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**Section C – Deposit**

A \$50.00 security deposit is required in addition to the space rental fee, and a list of general items and or services provided for indoor and outdoor spaces. The security deposit will be issued to the name and address listed in Section A within two weeks after the event refunded 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 clear and you have signed out at the Event Office.

**Section D – Payment**

A signed Vendor Application & Agreement for Event Space Rent, including space rental 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: \_\_\_\_\_



