

COCONINO COUNTY



Vendor Application



2446 Fort Tuthill Loop

Flagstaff, Arizona 86005

Phone (928) 679-8000 Fax (928) 774-2572

coconino.az.gov/CountyFair



Dear Potential Vendor:

The Coconino County Parks & Recreation Department is currently accepting applications for the 2018 Coconino County Fair. The Fair will be held at the County Fairgrounds in Fort Tuthill County Park, Flagstaff, Arizona on the following dates and times:

Friday, August 31	10:00 a.m. to 10:00 p.m.
Saturday, September 1	10:00 a.m. to 10:00 p.m.
Sunday, September 2	10:00 a.m. to 10:00 p.m.
Monday, September 3	10:00 a.m. to 4:00 p.m.

Coconino County Fair vendors have the opportunity to reach over 40,000 attendees during the four-day event. If you haven't experienced the product awareness and selling power of the Coconino County Fair, we encourage you to do so this year.

Early Bird rates are available to Coconino County-based for profit businesses only. Nonprofit vendors are excluded. Booth space for Early Bird vendors in non-premium outdoor locations on the fairgrounds. The Midway, which is located from the northeast entrance to the carnival entrance, receives the most traffic of the fairgrounds. Nonfood vendors may want to pay a little extra and apply for a premium Midway placement while space is available. Premium placements are also available at one of the entrances of the fair. May 31, 2018 is the deadline for early bird prices.

To ensure the opportunity for a booth space at the Coconino County Fair please submit your application as soon as possible to avoid delays. No additional documents are needed at this time. Once accepted into the fair you will be asked to send documents along with your signed contract and the \$100.00 non-refundable deposit.

1st review March 2018

2nd review April 2018

3rd review May 2018

Booth space will not be guaranteed until your signed contract and \$100.00 non-refundable deposit have been received. **The non-refundable deposit will be applied to final payment** and is due with your signed contract.

Please feel free to contact us at **928-679-8000** or fair@coconino.az.gov if you have any questions. We hope you decide to be a part of the best and largest event in northern Arizona.

Sincerely,

Ricky Conway
Fair Manager

Vendor Selection Procedure

Applications must be completely and accurately filled out to be considered. DO NOT send payment with your application:

- Completeness and thoroughness of the application
- Appearance of the booth
- Uniqueness of products
- Fair's previous experience with the vendor; and
- What is to ultimately determined to be in the best interest of the fair.

Application Packet Checklist – **All items REQUIRED**

- Application
- Photo of Booth
- Product List (with pricing)
- Vendor needs electric, water, tent with side's walls or back wall
- Booth Diagram **with total dimensions of space needed**

Applications without the required information (LISTED ABOVE) will not be considered.

- Send application, but do not send any money or insurance at this time.
- Upon approval of the vendor application, a contract will be issued.

If your application is approved, you will need to send:

- \$100 Deposit (Nonrefundable but goes toward final payment)
- Signed Contract
- Proof of Insurance
- IRS 501 (c) (3), if non-profit
- Tax Identification Number
- Food Vendors: Coconino County Health Permit
- Payment is due in full by **August 13, 2018**

Full payment must be received no later than the date noted on the contract. If the contract and payment are not received by the deadline, the vendor will not be considered. If you foresee any delay, please contact fair staff immediately.

Fairground layout is subject to change up until the beginning of the fair. Returning vendors may request a specific location in the application but not during set up. Every consideration will be given to booth location requests, but **desired placement is not guaranteed**. Booth assignments are made by the fair manager and are final.

Send applications to:
Coconino County Fair
2446 Fort Tuthill Loop
Flagstaff, AZ 86005
Email: fair@coconino.az.gov

Important Information

- There is a **\$100.00 Nonrefundable Vendor Deposit** that assists the fair in securing serious vendor candidates. The deposit must be received with your signed contract (not this application) in order for a booth space to be reserved and will go toward your final payment.
- Please review the following rules and procedures. Additional rules, regulations, and procedures will be provided in the contract package upon acceptance into the fair.
- Booths must be staffed during **all days and hours** of the fair.

Fair Dates & Hours

Friday, August 31	10:00 am – 10:00 pm
Saturday, September 1	10:00 am – 10:00 pm
Sunday, September 2	10:00 am – 10:00 pm
Monday, September 3	10:00 am – 4:00 pm

Fair Set-up Dates & Hours

Wednesday, August 29	8:00 am – 5:00 pm
Thursday, August 30	8:00 am – 5:00 pm

- Booths must be arranged as not to obstruct view of other booths or create hazards. Fair staff have final approval.
- **Vendors must stay within contracted booth space.** Tacking, posting or placing advertisements outside of the contracted space will not be permitted. Soliciting fairgoers outside contracted booth space is prohibited. Vendors shall keep their equipment, displays, product, and information within the confines of their contracted booth space. Exhibitors are expected to keep their designated spaces clean and neat at all times.
- Vendors are required to remove all product, equipment, containers, trash, etc. from around and within contracted space. Please do not leave anything from your booth on the Fairgrounds after the fair.
- Vendors are required to have a minimum of 10' x 10' booth space.
- Only approved items listed on the contract may be displayed and/or sold.

Vendor Pricing Information

Early Bird Vendors

- Early Bird rates end **May 31, 2018** and are available to **Coconino County-based for profit businesses only**. All other fees apply (electrical hook-ups, tents with side walls and back walls, additional badges, etc.).
- **Non-Premium Outdoor Locations Only** - Indoor, Food, and Midway locations are not available at Early Bird rates.
- \$1.50 per sq. ft. up to 400 sq. ft.

Commercial Vendors (Non Food)

- **Indoor Commercial Space (limited availability)**
 - 10 x 10 space (minimum) - \$450.00

- 10 x 10 corner space - \$500.00
- Additional 10 x 10 space - \$250.00
- **Outdoor Commercial Space**
 - **Midway (non-food/beverage) - Premium Location – limited availability**
 - \$4.00 per sq. ft. up to 400 sq. ft.
 - \$1.25 for 401 sq. ft. or more
 - **Non-premium Location – All other outdoor vendors**
 - \$3.00 per sq. ft. up to 400 sq. ft.
 - \$1.25 for 401 sq. ft. or more

Food Vendors

- \$4.00 per sq. ft.
- \$2.00 per sq. ft. if non-profit
- **Square footage must INCLUDE trailer hitch, storage space, grills, open awnings, etc.** Be accurate with your space requirements. Additional space needed during the fair, if available, will be charged **double** the price listed above. Staff will verify contracted space with actual space used during set-up and throughout the Fair.
- Coconino County Health Department guidelines for temporary food establishments must be adhered to. For more information visit the **Coconino County Health Department at coconino.gov/health or call (928) 679-7272**. Vendors must be able to provide their Coconino County Health Permit upon request.

Non-Profit / Community Service

- \$1.50 per sq. ft. ONLY outdoor locations
- Organizations must supply a copy of the IRS 501(c) (3) status with contract.

Vendor Badges

Badges are the credentials required for parking and entry during the Coconino County Fair. Badges are provided **per vendor, not per space**.

- **Commercial & Food Vendors** will receive four (4) vendor badges (includes parking and fair admission for entire fair). You may purchase up to two (2) additional badges at half price of \$26.00/badge.
- **Non-Profit/ Community Service Vendors** will receive eight (8) vendor badges (includes parking and fair admission for the entire fair), you may purchase up to four (4) additional badges at half price of \$26.00/badge.

Please send back the following 3 pages with a photo of your booth and your product list

Booth Information

*Your application will not be considered without a **complete documentation**. Please read and complete this application **thoroughly**.*

- | | |
|--|---|
| <input type="checkbox"/> Amusement/Game Vendor | <input type="checkbox"/> Indoor Commercial Vendor |
| <input type="checkbox"/> Commercial Food Vendor | <input type="checkbox"/> Indoor Corner |
| <input type="checkbox"/> Vendor Non-profit/Community Service | <input type="checkbox"/> Outdoor Commercial |
| | <input type="checkbox"/> Midway Commercial |

CONTACT INFORMATION

Group/Organization/Business Name: _____

Contact Person: _____

Role in Organization: _____

E-Mail: _____

Daytime Phone Number: _____ Alternate Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Vendors are required to have public liability and bodily injury insurance at a minimum amount of \$1,000,000.00 for food vendors and \$250,000.00 for all other vendors.

Have you participated in *the Coconino County Fair* before? Yes No Year(s): _____

Have you participated in other fairs or events? Yes No If yes, please list at least 1 reference.

Contact Person	Location	Name of Event	Phone Number
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Please give a brief explanation of your group or business purpose:

What does your group or business plan to do or sell at the fair?

Booth Information

Square footage must include space for trailer hitch, storage, grills, open awnings, etc.

Use the space below to show your booth or trailer set up (placement of tables, chairs, grills, displays, etc.)

Photos of the booth or trailer must also be included with this application.

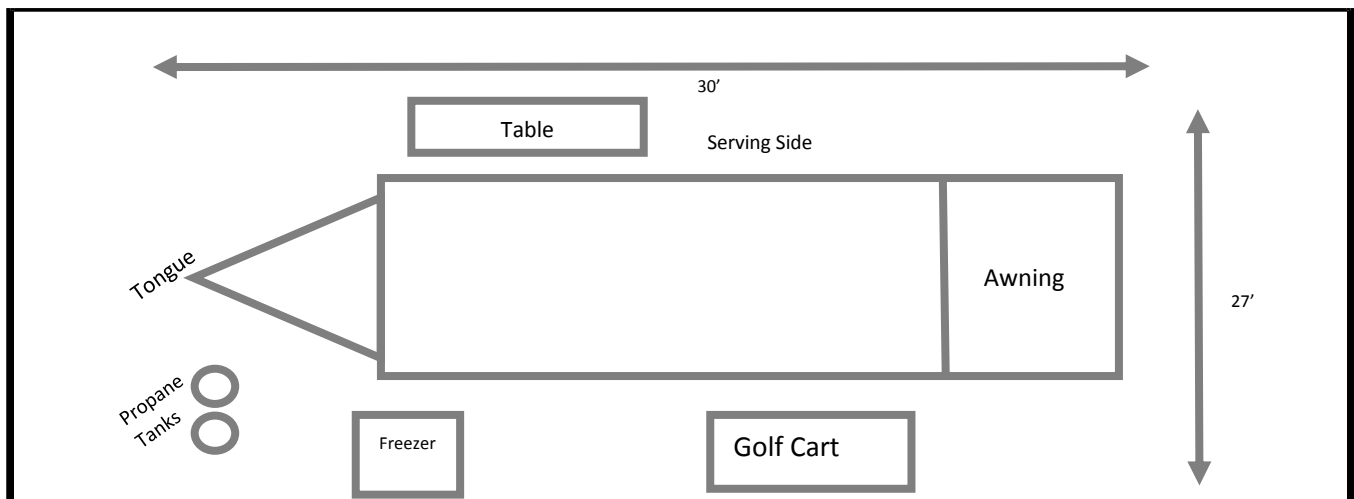
On the next page, please provide a sketch of the layout of your space in the area below. Include trailer hitch, even if removable, storage, serving side, and awnings. See example below.

Example:

Width: 30 feet

Depth: 27 feet

Ft²: 810 ft²



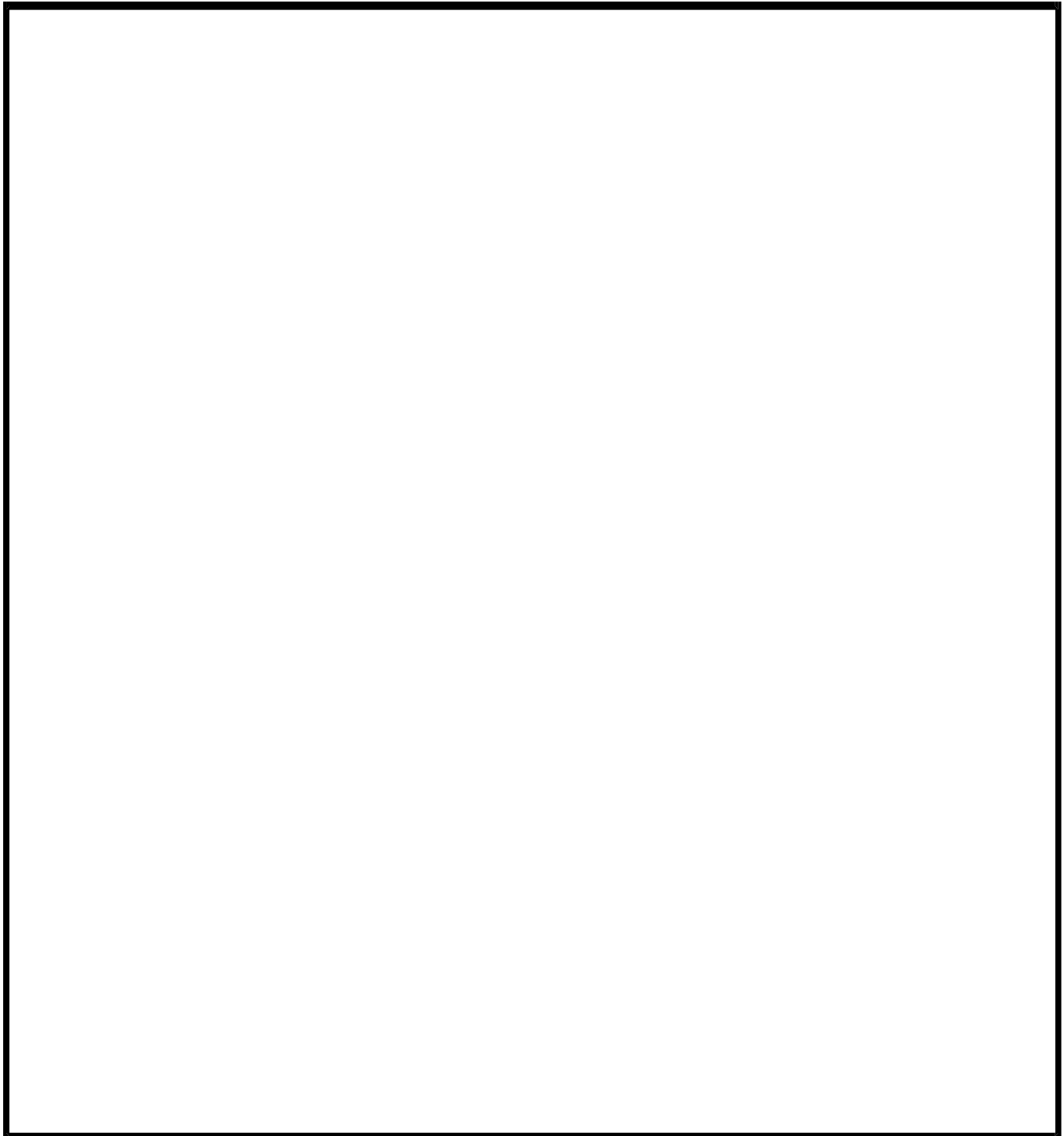
What is the width needed? _____ ft.

This is the side you will be serving from.

What is the depth needed? _____ ft.

This is the dimension from serving side to back of space, including front awning.

Width _____ ft. X Depth _____ ft. = _____ Total ft²



Vendor Pricing Guide

Rental Space Required	Quantity/Pricing	Total Cost
Width (Frontage) _____ X Depth _____ = _____ ft ²	_____ ft ² X \$ _____ =	\$ _____
Utilities		
110v/20amps	\$17.00 X _____ =	\$ _____
220v/50amps	\$35.00 X _____ =	\$ _____
Extra 120v/20amps	\$12.00 X _____ =	\$ _____
Water Hook-up	\$20.00 X _____ =	\$ _____
Grey Water (wastewater)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Utilities Subtotal		\$ _____
Tent Rental (Specify number of side walls needed)		
10' X 10' - \$250.00 ea	_____ walls \$250.00 X _____ tents =	\$ _____
10' X 20' - \$350.00 ea	_____ walls \$350.00 X _____ tents =	\$ _____
20' X 20' - \$450.00 ea	_____ walls \$450.00 X _____ tents =	\$ _____
Tent Subtotal		\$ _____
Fair Badges/Passes		
Commercial Vendors (limit 4 complimentary)		
Non-profit Vendors (limit 8 complimentary)		
Additional badges at ½ price Limit 4 for nonprofit Limit 2 for commercial	\$26.00 X _____ badges =	
Additional badges at full price	\$52.00 X _____ badges =	
Badges Subtotal		\$ _____
Grand Total		\$ _____
<i>Due no later than deadline noted on contract</i>		\$ _____