



GILA COUNTY FAIR, INC.

2024 VENDOR HANDBOOK

Inside you will find information you MUST use to make your stay with us a pleasant and profitable experience.

TABLE OF CONTENTS

1.	Contracts and Payment	4
2.	Credentials	4
3.	Check-In and Move-In	4
4.	Restocking	5
5.	Move-Out	5
6.	Parking	5
7.	Golf Carts	5
8.	Messages and Deliveries	6
9.	Insurance	6
10.	Outside Displays	7
11.	Manning of Concessions	7
12.	Novelties and Offensive Items	7
13.	Prizes and Drawings	7
14.	Sound and Visual Devices	7
15.	Sales Area	8
16.	Subletting	8
17.	Taxes	8
18.	Fire Regulation	8
19.	Cleanliness	8
20.	Prices	8
21.	Fee Schedule	8
22.	Evaluations	9

FOOD CONCESSIONS

1.	Health Requirements	9
2.	Food and Beverage Suppliers	9
3.	Registers	9
4.	Fee Schedule	10
5.	Settlement	10
6.	Payment	10

FIRE MARSHAL REGULATIONS	11 & 12
--------------------------	---------

2024 Gila County Fair Contacts:

Vendor Coordinator: Julie Hazen - Email: vendors@gilacountyfair.com

Fair Dates: September 25-28, 2024

CHECK IN & SET-UP DATES:

Commercial Vendors

Monday 9/23	12:00 PM – 6:00 PM
Tuesday 9/24	8:00 AM – 6:00 PM

Food Vendors

Monday 9/23	12:00 PM – 6:00 PM
Tuesday 9/24	8:00 AM – 6:00 PM

HOURS OF OPERATION

GATE & BUILDING HOURS:

Wednesday 9/25	3:00 PM – 10:00 PM
Thursday 9/26	3:00 PM – 10:00 PM
Friday 9/27	12:00 PM – 11:00 PM
Saturday 9/28	10:00 AM – 11:00 PM

RESTOCK HOURS:

Thursday 9/26	8:00 AM – 2:00 PM
Friday 9/27	8:00 AM – 11:00 PM
Saturday 9/28	6:00 AM – 9:00 AM

NOTE: Vehicles must be off the fairgrounds midway/vendor court areas one hour prior to opening. No vehicles are allowed on the midway/vendor court when Fair patrons are present. Vehicles will not be allowed on the fairgrounds midway/vendor court areas after closing time on Saturday night. **NO EXCEPTIONS!**

MOVE OUT: Sunday, September 29th from 8:00 AM – 4:00 PM

EXHIBITING RULES

1. CONTRACTS AND PAYMENT

A. **Vendor applications are due by 11:59PM on August 15th.** Your application will be reviewed, and you will be notified if/when your application is approved or denied. Applications must be submitted online through the vendor application form found on the fair website, and must be received by the deadline. Booth space fee will be invoiced when you are notified of your application being accepted, **payment MUST BE received by August 22nd. Payment** can be remitted online via invoice link or you can mail a check or money order (no personal checks will be accepted).

B. All concession space fees shall be paid in full according to the terms of the contract. The failure to remit payment when it is due shall be considered a breach of contract.

C. Contracts as issued are non-transferable. The contract for each vendor shall be issued only to the owner or lessee of the concession. The subletting of space, misrepresentation of ownership, operation or appearance of any concession shall be considered a breach of contract and grounds for immediate removal. Contracts may not be sublet or shared.

D. Vendors shall sell only those items that are listed on the contract. The selling of any item that is not on the contract shall be considered a breach of contract. Only the Fair Manager or Vendor Coordinator shall designate any approved changes of additional sale items in an amended contract. The selling of items not listed on the contract gives the Fair Manager the right to terminate the contract and order the vendor to leave the premises.

E. The vendor, without written notice to the Fair, may not cancel the space agreement. Notice of cancellation refund request must be given prior to September 1st. An administrative fee of \$150 will be assessed on all cancellations prior to September 1st. **No refunds will be given after September 1st.** Booth space assigned but not occupied by the opening of the Fair, as well as fees previously paid, will be retained as damages and that space may be resold.

F. Exhibits removed or canceled for breach of contract shall not receive a refund.

G. **Please help us control electrical costs – turn off any unneeded power.**

2. CREDENTIALS:

A. Two (2) parking passes for food vendors (per contract) shall be included in the vendor packets. Two (2) parking passes for commercial exhibit vendors (per contract) shall be included in the vendor packets.

B. Additional parking passes are \$20 each. Parking pass will permit vendor employee admissions during Fair hours. Lost passes will be replaced at \$20 each.

3. CHECK-IN AND MOVE-IN

A. Vendors must check in with the Vendor Coordinator prior to setting up. When you check in you will be given a Vendor's Packet, which includes passes, concession permits and other pertinent information. Vendors will not receive Vendor Packets, passes, or be allowed to set up until the Fair office has received your Certificates of Insurance and all charges have been paid. Anyone attempting to set-up without Fair Office approval will be subject to removal.

B. A Fair representative will place all vendors in their assigned space. With many vendors

attending the Fair, every effort shall be made to assist and spot vendors as quickly as possible. We thank you in advance for your patience during this process. No one is to locate him or herself. No preferential space selection is given to any vendor.

C. The moving of a concession after placement without prior approval of Fair management personnel shall be considered a breach of contract and shall be grounds for removal from the Fairgrounds.

4. RESTOCKING

The fairgrounds midway/vendor court will be open for restocking up to one hour prior to gates opening. You must present your vendor's pass at the gate to enter the fairgrounds before opening hours. Vehicles must be off the midway/vendor court one hour prior to opening.

5. MOVE-OUT

A. Vehicles shall not be permitted onto the Fairgrounds for move-out prior to Sunday, September 29th at 8:00 AM.

B. The closing hour for all buildings on the final day of the fair shall be 11:00 PM on Saturday. **Booths must remain intact until that time.** Vehicles will not be allowed on the fairgrounds midway/vendor court areas after closing time on Saturday night. NO EXCEPTIONS!

C. Parking passes may be required to enter and remove items from the fairgrounds on Sunday, please keep yours with you. Security may not allow anyone in the building without parking passes. Vehicles shall be subject to possible inspection as they leave the grounds.

D. All vendor booths, vehicles, and equipment must be removed by 4:00 PM on Sunday, September 29th. Any items remaining after that time will be declared abandoned. The Fair is not responsible for any articles left on the grounds.

6. PARKING

A. AUTOMOBILES: Vendors are given passes to the parking lot. Additional parking passes may be purchased at a cost of \$20 per vehicle.

B. RVs AND TRAILER SPACE: Permits will be sold through the County Fairgrounds Office based on availability. Dry camping spaces are available on a first-come, first-served basis.

C. STOCK TRUCKS: Limited space is available on the grounds for the parking of vehicles holding stock for vendors. Vendors will be given space for one (1) stock truck or trailer. There are **NO** power hookups for stock trucks available.

7. GOLF CARTS AND OTHER MOTORIZED VEHICLES

A. Golf carts may be used on the grounds during the Fair after purchasing a permit from the Fair Office. A Certificate of Insurance covering the golf cart must accompany applications. The issued permit must be always posted in plain sight on the cart.

B. No golf carts, except emergency and public safety vehicles shall be driven on the midway during operating hours. There may be times when carts will not be allowed in other areas. These times shall be posted accordingly. Any reports or viewing of dangerous or unsafe driving of golf carts on the Fairgrounds may result in the removal of the permit and denied use of that golf cart. Drivers must have a driver's license to operate golf carts. No children are allowed to operate golf carts.

- C. Passengers must be properly seated in the golf cart and there must be a manufacturer intended seat for each.
- D. Keys are not to be left in the golf cart when the driver leaves the cart.
- E. Golf carts are not to be parked in view of the public nor used as seating at your booth.

8. MESSAGES AND DELIVERIES

The Fairgrounds office is unable to take messages and deliveries. Shipping items via UPS or FedEx is at your own risk. Please contact USPS, UPS, or FedEx for best local delivery options. The Fair is not responsible for any items left at the Fair Office or sent or shipped to the fair or fairgrounds.

9. INSURANCE

A. **Vendors shall be covered by no less than \$1 Million per occurrence liability policy.** Vendors will not receive Vendor Packets, credentials or be allowed to set-up until the Fair Office has received your certificate of insurance. The insurance certificate should name Gila County Fair, Inc. and Gila County as additional insured. **It must appear on the certificate as stated: "Gila County Fair, Inc., their directors, officers, employees, agents and representatives, as additionally Insured, PO Box 906, Globe, Arizona 85502" and "Gila County, 1400 E Ash St., Globe, AZ 85501."**

B. Additionally, a certificate of insurance is required for Arizona Workman's Compensation for each vendor who hires employees, showing that each vendor's employees are insured. Out of state certificates for workmen's compensation are not acceptable unless this event is specifically stated as being covered. If you do not hire any employees your certificate must state that in the remarks section.

C. Every vendor shall be responsible for the protection of their property and shall be responsible for obtaining their own personal property insurance against theft, burglary, vandalism and/or fire. The Fair Board of Directors, its employees, servants, or agents shall not be responsible for the protection of any vendor's property nor loss or damage.

10. OUTSIDE DISPLAYS

Pop-up style tents and canopies will be allowed and must be anchored. Vendors shall supply a tarp or cover to secure merchandise overnight. Tents must be fire-rated if cooking occurs underneath the tent.

11. MANNING OF CONCESSIONS

Booths, exhibits, displays, sales counters, and concessions shall be open, staffed, and ready for business during all specified hours of the Fair. Patrons attending the Gila County Fair are entitled to see a complete show, no matter what hour they enter the Fairgrounds. Failure to open and staff any portion of your operation at the specified times, or early vacation of space shall be considered a breach of contract.

12. NOVELTIES & OFFENSIVE ITEMS

The right to sell or give-away novelties, souvenirs, hats, T-shirts, balloons, whistles, or any other mass-produced souvenir articles shall be contracted by the Fair. No vendor shall sell or give-away any type of these items without the approval of the Fair.

*The fair is about good, wholesome entertainment. As such, we reserve the right to prohibit the

sale, rental or display of any item we reasonably deem objectionable from the standpoint of taste, quality or compatibility with the Gila County Fair. Some items that will be prohibited for sale, giveaway or rent include but are not limited to stun guns, switchblades, lasers, high powered water guns, pornographic and drug related items.

13. PRIZE DRAWINGS AND GIVEAWAYS

Vendor shall advise the Fair in writing of any giveaway items or prize drawings the vendor wishes to conduct during the Fair. The request forms shall be submitted before the beginning date of the Fair to be considered for approval. The forms are available upon request. Approved giveaways and prize drawings shall be open to any person attending the Fair. The rules for any approved prize drawing shall be clearly stated and posted conspicuously. The drawing shall be held at the Fair no later than 6 PM on the final day of the Fair. The winner's name and address shall be filed with the Fair Office no later than 10 PM on closing Saturday.

14. SOUND & VISUAL DEVICES

Gila County Fair will not supply any sound or visual aid devices. No sound devices shall be allowed, which are not an integral part of the concession's sales. Sound devices include record players, tape recorders, TV's, VCR's, public address systems, microphones, etc. The use of sound devices shall be revoked if the noise level becomes a nuisance to Fair patrons or interferes with other concessions. The Fair Manager or the Vendor Coordinator shall determine the appropriate noise level.

15. SALES AREAS

Vendors and their agents shall be prohibited from operating outside the confines of their contracted space or selling in aisles or as a Hawker on the grounds.

16. SUBLETTING

The subletting or use of a vacant space in any way, shape, or form, is strictly prohibited. Anyone in violation of subletting space shall be considered in breach of contract, forfeiting all monies paid.

17. TAXES

Vendors shall be responsible for their State and City taxes, including the licenses to conduct transactions. State and City tax representatives may be at the fair.

18. FIRE REGULATION

Vendors shall follow all current State Fire Marshal regulations. A copy of these regulations is included in this manual.

19. CLEANLINESS

Vendors shall agree to the following:

A. Keep their area clean and free of all garbage, rubbish, or any other litter. Vendors are required to sweep their booths as necessary and keep the premises cleaned at closing time each night. Garbage barrels shall be placed in suitable locations over the Fairgrounds for the collection of

garbage. Concessions dispensing foods, which create garbage, shall be required to furnish sufficient garbage cans with covers in which to keep the garbage covered until trucks pick it up. Garbage can, after pick-up, shall be thoroughly rinsed and disinfected before putting in use again (a strong chlorine rinse is suggested). Garbage cans shall be kept always covered. BE CLEAN BY SEEING THAT YOUR EMPLOYEES ARE CLEAN AND YOUR EXHIBIT OR CONCESSION IS CLEAN, ALONG WITH CUSTOMER EATING AREAS AT YOUR STAND.

B. Animals shall be prohibited from being around or in any space location, except those used as an integral part of the exhibit and approved by the Vendor Coordinator.

20. PRICES

Vendors shall post the prices of all their sale items for the public to plainly see. Sale items and prices are approved at the time of contracting. Vendor pricing must be submitted with the vendor application for all items available for purchase. Any changes to this list must be submitted to the Fair Coordinator prior to opening day. One-day vendor pricing is available, please contact Vendor Coordinator for pricing and availability.

21. FEE SCHEDULES

Fee Schedule for Commercial Vendors

The spaces are based on service footage. It is important that you calculate counters, awnings, privacy rooms, hitch, etc. into total space needed. Electrical and water are not guaranteed. Please indicate need for electrical and water service on application. One-day vendor pricing is available, please contact Vendor Coordinator for pricing and availability.

10 foot x 10 foot	\$200 due with application
10 foot x 20 foot	\$250 due with application
20 foot x 20 foot	\$300 due with application

Fee Schedule for Food Vendors

The spaces are based on service footage. It is important that you calculate counters, awnings, privacy rooms, hitch, etc. into total space needed. The Booth space fee includes the space, electrical and water usage. Fees are as follows; space fee will be invoiced upon acceptance of application. **A 10% charge of gross sales will be due at settlement on Sunday.**

10 foot x 10 foot	\$150 due with application
10 foot x 20 foot	\$250 due with application
20 foot x 20 foot	\$350 due with application

NOTE: Daily sales, credit card sales, along with Z-tapes will be submitted daily to the vendor

office in the daily sales report envelope provided to you in your food vendor packet. **Food Vendors only: a 10% charge of gross sales will be due at settlement on Sunday.**

22. EVALUATIONS

Various Fair employees and individuals representing the fair may evaluate all concessions. The evaluations shall be used as a determining factor of the vendor fulfilling their contractual requirements and next year's return privilege. Participation in the current fair or previous fairs does not guarantee acceptance to future fairs, that your location will remain the same, or, that the same menu items will be approved in the future. Any vendor may be declined for future fairs for any reason.

Failure to comply with all the provisions of these rules and regulations manual shall serve as a breach of contract and may make the vendor ineligible for future fairs and/or be grounds for immediate removal. Incompliant vendors may be publicly listed as such at gilacountyfair.com and/or this information may also be shared with other fairs or events.

FOOD VENDOR REQUIREMENTS

1. HEALTH REQUIREMENTS

Food concessions are required to comply with the Gila County Environmental Services pertaining to temporary food service. All permits must be presented to the Vendor Coordinator during the check-in process. Vendors without current permits WILL NOT be allowed to set up.

A. Gila County Environmental Services regulations are a part of this contract. Food vendors shall operate under these regulations and shall be responsible for obtaining the necessary permits needed for their operation in this state, county and/or city. Health Inspectors will be on site and complete inspections prior to fair opening to the public. Failure to pass inspection will result in immediate vendor removal from the event.

B. Storage areas for food concessions shall be screened from public view. The screening shall be neat and sturdy. Concessions failing to properly screen their storage areas shall be cited. If not corrected, the concession shall be removed.

C. Each food and beverage concession is required to have a health permit. A completed permit application and a fee are required for each permit. Vendors who fail to provide these items will be excluded from the event. Contact Gila County Environmental Services at 928-402-8811 for more information.

D. A temporary food service establishment of peddler's permit is required for pre-packaged food vendors. Example: any vendor selling jam, salsa, dips, nuts, spices, etc.

2. FOOD AND BEVERAGE SUPPLIERS

A. ICE - The Fair will have an ice supplier available on the Fairgrounds. Available while supplies last. Please see Vendor Coordinator for details on purchase location.

B. BEVERAGE - The fair will not have an exclusive beverage supplier.

C. FOOD - The Fair will not have an exclusive food supplier.

3. Registers

A. All sales must be recorded by use of an approved cash register/POS system. So that accurate records can be kept, sales cannot be made from an open cash box, apron or off the counter. **All cash register tapes/digital reports must be turned into the Gila County Fair Vendor Office after closing of the fair each night.** Please place register tapes in your daily envelope (provided in Vendor Packet) and turn in to the Fair Vendor Office.

B. Each register needs to have the following:

-Each cash register needs to have legible detail tapes. **NO EXCEPTIONS**

-Prior to opening on Wednesday, each register will need to be “Z”ed and initialed by event management. You cannot open to the public until your register tape has been initialed each day.

-**DO NOT USE “No Sale” or “VOID”** – all “incorrect” rings or mistakes should be noted on your sales report.

-Should your register malfunction or break down, please contact the Vendor Coordinator immediately.

C. We reserve the right to enter your booth at any time to observe transactions.

NOTE: Concessions failing to properly ring sales will not be allowed to participate in future Gila County Fairs and will be listed at gilacountyfair.com as ineligible for return due to audit noncompliance. This information will also be shared with other local events and fairs.

4. Fee Schedule for Food Vendors

The spaces are based on service footage. It is important that you calculate counters, awnings, privacy rooms, hitch, etc. into total space needed. The Booth space fee includes the space, electrical and water usage.

10 foot x 10 foot	\$150 due with application
10 foot x 20 foot	\$250 due with application
20 foot x 20 foot	\$350 due with application

NOTE: Daily sales, credit card sales, along with Z-tapes will be submitted daily to the vendor office in the daily sales report envelope provided to you in your food vendor packet. **Food Vendors only: a 10% charge of gross sales will be due at settlement.**

5. Settlement

Settlement of vendor space due will be done on Sunday, September 29th from 8:00 AM – 12:00 PM. Please be sure to sign up with the Vendor Coordinator for an appointment time to settle with Management when you check in on Monday or Tuesday. Settlement appointments are on a first come basis. You will receive an invoice and receipt for your records.

6. Payment

Booth space fee will be invoiced when you are notified of your application being accepted, **payment MUST BE received by August 22nd.** Payment can be remitted online via invoice link or

you can mail a check or money order (no personal checks will be accepted). **Please make checks payable to: Gila County Fair, Inc.** A processing fee will be charged if choosing to pay by credit card.

STATE FIRE MARSHAL REGULATIONS

** These rules are subject to change without notice **

Listed below are regulations that shall be enforced by the Gila County Fire Marshall's Office during the Fair. The Fire Marshal, or his deputy, and the application of the State Fire Code and any applicable standards shall apply in all cases. Inspections may be conducted during any phase of the Fair period.

1. SMOKING: No smoking shall be permitted inside any exhibit buildings or structures. "NO SMOKING" signs shall be posted throughout these areas.
2. DECORATIVE MATERIALS: all drapes, hanging, curtains, drops and all other decorative material, including Christmas trees, which may tend to increase the fire and panic hazard, shall be made from material which is not flammable or shall be treated and maintained in a process approved by the chief. Treatments used to accomplish this retardation shall be renewed as often as may be necessary to maintain the flame retardation effect. Field Flame Test shall be the flame-retardant material not igniting or allowing the flame to spread over the surface when exposed to an open flame. Exit doors, exit lights, fire alarm sending station, wet standpipes, hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.
3. EXITS AND AISLES: Shall be clear of all obstructions. Aisles shall be in accordance with the State Fire Code as outlined on approved plans. Only vendors or any other activities will occupy the area approved for use by the State Fire Marshall.
4. FIRE EXTINGUISHER AND APPLIANCES: Shall be maintained by annual inspection and operational. A three-foot clearance shall be provided around fire hose cabinets, portable fire extinguishers and alarm boxes. Clear access shall be maintained to these appliances. Portable extinguishers of the proper type shall be in place for onsite inspection during set up and remain in place for the Fair. Size and type as outlined in NFPA 10.
5. OPEN FLAME AND OPEN FLAME DEVICES: Shall be prohibited.
6. COMPRESSED FLAMMABLE GASSES: Shall be prohibited inside any building. Non-flammable, high-pressure cylinders shall be secured.
7. FLAMMABLE/COMBUSTIBLE LIQUIDS: Shall be prohibited inside any building. Exception: Service equipment may be used.
8. COMBUSTIBLE MATERIALS: Shall be limited to a one-day supply and shall be maintained in an orderly fashion.
9. EXPLOSIVES AND BLASTING AGENTS: Shall be prohibited.
10. HAZARDOUS CHEMICALS AND MATERIALS: Shall be prohibited.
11. LIQUIFIED PETROLEUM GASES (LPG): all installations of LPG systems shall be accordance with IAW, Article 82 of the State Fire Code. On site inspections shall be required to be performed prior to the operation of any LPG system IAW, Section 82.103
 - a. Hose connections and hoses for LPG systems shall be installed properly, IAW approved methods as recommended in NFPA 58 to insure leak free conditions.

- b. All LPG containers shall be secure in such a way to not allow accidental tipping over to cause damage to the valves or hoses of the containers.
 - c. Filling of LPG containers shall be performed by a qualified person who is responsible for the proper reinstallation of such cylinders to insure a leak free condition of cylinders upon completion of refilling operation. The supplying company shall provide and install safety plugs per NFPA 58.
 - d. LPG safety devices of any LPG container shall not be tampered with or made ineffective by any person.
 - e. No person shall smoke within 25 feet of any lpg container or maintain any open flame device outside of structures within 25'+ of LPG containers. Exception: Food stands utilized open flame devices with an on-site inspection conducted by the Fire Marshall.
12. ELECTRICAL WIRING AND APPLIANCES: Shall be installed and maintained in an approved manner.
- a. Electrical lamps shall only be provided with the maximum rated watt bulb as so marked on the lamp per IAW Section 85.104.
 - b. Clamp on type lamps shall be so attached as not to be connected metal to metal to cause electrical shock.
 - c. Electrical extension cords shall be of the commercial rated/listed type. No two wired type cords shall be permitted. All approved cords shall be maintained in good condition and not be utilized for over their rated capacity. Cords shall be plugged directly into an approved permanent receptacle.
13. KITCHEN GREASE HOODS AND DUCTS: Approved fire-suppression systems shall be provided for the protection of commercial-type food heat processing equipment with an approved annually inspected dry chemical portable fire extinguisher which has a rating of not less than 40 B-C. A qualified person shall inspect the fixed extinguishing system every six months.
14. VEHICLES DISPLAYED: Vehicle display in buildings shall be permitted only when special requirements are followed:
- a. Fueling or defueling is prohibited inside any exhibit building.
 - b. The positive and negative battery cables shall be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all exposed metal.
 - c. All fuel tank openings shall be satisfactorily sealed with a locking cap and taped to prevent the escape of vapor.
 - d. Fuel gauges shall read near empty of all vehicles and equipment on display in all buildings.
15. COOKING AND/OR WARMING DEVICES: Shall only be utilized in areas approved for such use in the buildings.
16. a. Any special situations requiring variance from the State Fire Code shall be submitted to the State Fire Marshall's Office in writing as soon as possible before the Fair.
- b. Inspections may be conducted during any phase of the Fair or during its set up and operation.