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Vendor Reservation Form

September 20th – 23rd, 2023

VENDOR INFORMATION

Company: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-Mail: _____ Contact: _____

Check one	LOCATION	SIZE	TYPE	COST	EARLY PMT DISCOUNT
	OUTSIDE	10X10	SALES	\$200	\$150
	OUTSIDE	10X20	SALES	\$275	\$225
	OUTSIDE	10X30	SALES	\$350	\$300
	OUTSIDE Single Day	10X10	SALES	\$75	---

Check all that apply	SERVICES	NOTES
	Electricity	7 amps
	Do you require ADDITIONAL POWER	Electrical service limited to 7 (SEVEN) amps, if you require more power, it will be supplied at an additional fee of \$50.
	Water	Water is provided and will be made available to you at or near your booth
	ICE	Ice must be purchased from Gila County Fair Committee. Location will be provided at check-in.
	Propane	Will you be using?

If an outside vendor, will you be selling from a trailer or canopy?

Circle one. TRAILER or CANOPY

In the space provided please provide a detailed diagram of your booth or trailer, including location of the hitch, awning, side you are selling from and indicate location of exit door.

***No vendor shall come out farther than the fire line restriction.**



Vendor Contract

September 20th – 23rd, 2023

Fair Hours: Thursday 3:00 pm - 10:00 pm
 Friday 9:00 am - 10:00 pm
 Saturday 9:00 am - 11:00 pm

Location: **GILA COUNTY FAIRGROUNDS 900 Fairgrounds Rd. Globe, AZ 85501**

By signing the Gila County Fair's vendor agreement, you are hereby acknowledging that you have read and agree to all stated regulations of the Gila County Fair and the Gila County Fairgrounds. Violations or non-compliance of these rules may result in immediate removal from the fair, forfeiting your booth costs and may also result in your inability to return in future years.

DEFAULT

1. If a vendor is in default under any section of this policy agreement or fails to adhere to the policies or management directions established by the Gila County Fair, the Fair shall notify vendor of such default or failure and vendor shall have ample time to remedy such default or failure. If the vendor does not remedy such conditions in ample time, the Fair may terminate contract agreement, expel vendor from the location and re-rent the location to another vendor without any further liability or obligation to previous vendor.
2. A separate \$150.00 refundable deposit, in the form of a money order or cashier's check will be required with your reservation form to guarantee your rental space will remain open, intact, and staffed until the release time, which is Saturday, September 23, 2023, at 11:00 p.m.
Deposit refunds will be distributed, in the form of a check, to vendors upon check out on Sunday, September 24, 2023, from 8:00am – 10:00am.

Upon approval of this policy agreement, there will be no refunds of exhibit fees/deposits. All fees/deposits will be refunded to those applicants whose reservation form has not been approved.

All approved contracts and payments for such (including deposits), will be directly deposited to our business account immediately upon receipt.

Gila County Fair will no longer accept personal checks or cash as a form of payment for vendor spaces or deposits. All payments must be made in the form of a business check, money order or cashier's check. You may pay the remaining balance after the deposit by credit card at Vendor Check-In at the Fair (A fee may apply).



EXHIBIT SPACE

1. **No vendor will be granted exclusive rights to their product(s).**
2. The Gila County Fair provides no special services in connection with setting up or decorating the display. All exhibits, including chairs, tables, furniture, equipment, and other display material must be provided and set-up by the vendor. ** Inside booths will be provided tables and chairs upon request.
3. The Gila County Fair will prepare the layout of booths and assign spaces accordingly and reserves the right to re-vamp the layout, as necessary. Returning vendors will be given priority on space assignments.
4. Vendors are prohibited from assigning or subletting a booth or space that has been allotted to them. They may not exhibit or sell any product, commodity or merchandise that has not been listed on the contract and approved by the Fair. Also, vendors are prohibited from roaming the grounds selling merchandise, handing out flyers or coupons. Any variation will result in the vendor forfeiting his/her right to conduct business at the Gila County Fair.
5. Exhibit spaces will be available for setup **Wednesday, from 7 a.m. to 4:00 p.m.**
6. The Fair will open on **Thursday, at 3:00 p.m.**
7. **All vendors must be open for business on Thursday, by 3:00 p.m. and complete display must stay intact until 11:00 p.m. on Saturday.**
8. **Displays should not obstruct neighboring displays or project ahead of neighboring booths. Aisles and pedestrian walkways on the Fairgrounds must not be obstructed in any way.**
9. Handwritten signs are not allowed at any booth/area. If a handwritten sign is displayed, you will be asked to remove it. *Exception: Erasable boards, i.e., chalkboards, will be permitted.*

Vendor Hours of Operation

Thursday	3:00 p.m. - 10:00 p.m.
Friday	9:30 a.m. - 10:00 p.m.
Saturday	9:30 a.m. - 10:30 p.m.

During these hours, all exhibits must be open and have a vendor representative in their booth. Unmanned booths will be subject to removal and may not be allowed to return.

SECURITY

Overnight security will be provided Wednesday through Saturday night. The Gila County Fair will not be responsible or liable for any loss or theft. All reports should be filed with the Gila County Sheriff Department.



FOOD INFORMATION

1. Food concessionaires must have a listing on their application of all items to be sold. No items may be added without permission from the Fair.
2. All food vendors shall comply with state and local health regulations. The Gila County Health Department phone number is (928) 402-8811.
3. Storage trailers/trucks with refrigerator/freezer must have contact name and phone number on back door for emergencies. In addition, there will be an additional fee for electric.

ICE

The Gila County Fair is the exclusive supplier of ice on the grounds. The Fair concession stand will be selling ice. Vendors must pay cash on receipt of all bags of ice. There will be no tabs.

FRAUD AND MISREPRESENTATION

Each vendor is expected to deal honestly and fairly with the public and his/her employees. Any attempted fraud or misrepresentation will be considered cause for revoking the contract and removal from the grounds.

VEHICLES ON GROUNDS

No vehicles including golf carts, or any type of ATV will be allowed on the grounds after 9:00 a.m. daily. Vendors can stock/load booths/areas by driving onto the grounds between 6:00 a.m. and 9:00 a.m.

INSURANCE

All vendors must submit a copy of Certificate of Insurance for general liability with limits of \$1 million and food vendors must have product liability, naming the Gila County Fair and Gila County as an additional insured. The copy of Insurance is required to be mailed 30 days prior to the Fair. Vendor setup will not be allowed until the Certificate of Insurance has been filed and acknowledged by the Fair office. *Gila County Fair does not offer insurance for purchase.*

Gila County Fair
PO BOX 906
Globe, AZ 85502

Gila County
1400 E. Ash St
Globe, AZ 85501



LIABILITY

The Gila County Fair shall not be liable for any loss or damage to the property of the vendor or of its employees, agents, patrons, or guests due to fire, smoke, water from any source, theft, criminal mischief, accident of any kind or from any other cause whatsoever and will not be liable for injuries to the vendor, his employees, agents, patrons or guests for damages or injuries arising from or in any way connected with the use of occupancy of space. The vendor agrees to indemnify and hold harmless, the Gila County Fair and their employees, against any and all claims of any person whomsoever, arising out of acts or omissions of this vendor, his employees, agents, patrons, or guests.

LOSS OR DAMAGE

The Gila County Fair shall not be responsible for any loss or damage suffered by any vendors, patrons, employees, or guests from any act of theft, vandalism, accidental injury, or weather. For any loss or damage, refer to the Security section.

LOTTERIES/RAFFLES/DRAWINGS/CONTESTS

Any use of promotion, scheme, or device, involving the award of any prize, gift or privilege determined as a result of any contest or by chance, without prior consent of the Fair is prohibited. Promotions shall have written approval by the Fair.

RULES AND ORDINANCES

The vendor agrees to conduct all its business in an orderly and lawful manner and to obey all rules of the Gila County Fair.

All vendors are expected to convey a professional behavior and dress appropriately. Vendors not complying will be asked to leave.

NON-PROFIT CORPORATIONS

Nonprofit corporations, who are not selling anything and can provide proof of non-profit status, will be charged half price. Any non-D profit corporation, who will be selling items, will be charged full price. Please include your nonprofit information on your space rental application.

SELECTION OF VENDORS

1. Submission of the reservation form does not guarantee that a space will be awarded to you.
2. Returning vendors, who in the opinion of the Gila County Fair management have run acceptable operations, will have first option to renew their contracts.
3. **All vendors must submit with their reservation form:**
 - a. **Photograph(s) of your exhibit/display, required.**
 - b. **Three (3) references including contact name and phone number(s).**
 - c. **Complete description of all products to be displayed/sold.**



CONTRACTS

1. Upon approval of the reservation form, you will receive a confirmation from the Gila County Fair.
2. Upon contract approval monies will be directly deposited to our business account.
3. **All vendors must be paid in full by August 1st, to secure their space. All vendors NOT paid by this date will be subject to a \$50 late reservation fee per booth. Late applicants will be reviewed and selected last.**
4. Upon signature of the contract, there will be no refunds of exhibit fee/deposits. (Although the Fair executives and board have the right to discuss individual circumstances that may justify a refund.)
5. Unapproved reservation forms and deposits will be refunded to applicants.

UTILITIES

It is the responsibility of the vendor to make sure that they have the correct electrical plug to connect to our electricity. It is also the responsibility of the vendor to supply all their own water hoses and electrical cords. If you will be connecting to our water supply, please provide a "Y" so that others may connect and have access to the water faucet as well. Vendors may supply their own generator. Please be sure to notify us if you will be utilizing a generator. You will need to include space for your generator in the square footage that you rent from us. All generators **MUST** have a safety barrier around them.

SALES TAX

All vendors are responsible for the collection and submittal of sales tax to the State of Arizona, Gila County. Gila County Fair is not responsible for any violations pertaining to sales tax reporting.

UNSUITABLE PRODUCTS

The Gila County Fair reserves the right to deny any display and/or sale of items which, in the Fair management's sole judgment, are inappropriate.

FEES

Please see fees/charges on Space Reservation Form.

PLEASE NOTE: Booths will be judged on Friday and ribbons will be presented to the 1st, 2nd and 3rd place on inside booths; and 1st, 2nd and 3rd place on the outside booths. The booths will be judged on attractiveness, design, congeniality, and artwork. Expense will not be a factor.



ADMISSION PASS ORDER FORM

Business: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

You will receive **TWO** complimentary passes for each paid vendor space. Any additional passes can be purchased at the time of pick-up. **YOUR TWO COMPLIMENTARY PASSES, OR ANY ADDITIONAL PASSES, WILL NOT BE MAILED TO YOU.** Passes will be reserved under your business name and will be available for pick-up in the Fair office Wednesday, September 20, 2023, from 8:00am to 11:00am. EMPLOYEES MUST SIGN FOR PASSES.

Please distribute passes to your employees before they enter the Fair Grounds.

DAILY VENDOR PASSES ARE \$5.00 EACH

Number of Thursday Passes: _____ x \$5.00 = _____

Number of Friday Passes: _____ x \$5.00 = _____

Number of Saturday Passes: _____ x \$5.00 = _____

Additional Vendor Passes needed during the fair are available at \$5.00 each in the fair office.

PLEASE ENCLOSE THIS FORM AND PAYMENT WITH YOUR CONTRACT

Please make money order or cashier's check payable to Gila County Fair



Please complete, detach page, and return with all other forms to:

Gila County Fair
 ATTN: VENDORS
 PO Box 906 Globe, Arizona 85502

I, _____ Date _____ agree to the policies, procedures and regulations set forth in this booklet. I understand that violation of any of these policies will result in my removal from the Gila County Fair.

 Vendor Signature

 Vendor printed name

 Business Name

 Title

 Address

 Phone #

 E-mail

Vendor Checklist		OFFICE USE ONLY	
<input type="checkbox"/>	Signed Last Page of Vendor Booklet	REC'D	
<input type="checkbox"/>	Reservation Form	MO#	
<input type="checkbox"/>	50% of your total contract price (your space down payment)	Date	
<input type="checkbox"/>	\$150.00 refundable security deposit		
<input type="checkbox"/>	List of items to be Sold/ Displayed and/or Menu (Food Vendor)		
<input type="checkbox"/>	Photograph(s) of exhibit/display		
<input type="checkbox"/>	References (3)		
<input type="checkbox"/>	Admission Pass Form		
<input type="checkbox"/>	Certificate of Liability Insurance		



VENDOR APPLICATION

This application is for information purposes only. It does not guarantee space at the Gila County Fair. If approved, the applicant will be notified.

- Vendors must submit this application by **August 1, 2023**, to be considered. After August 1, 2023, you may submit your application with a \$50 late fee.
- Applications will be reviewed and accepted based on the best interest of the Gila County Fair.
- A current photo of your booth and list of items to be sold or exhibited must accompany your application for consideration.
- Proof of \$1,000,000 liability insurance policy is required.
- A \$150.00 refundable deposit will be required upon submission of this application to even be considered and full vendor fees are due no later than **August 1st, 2023**. If your application is denied, your \$150.00 refundable deposit will be returned.
- Booth set up time will be on Wednesday, September 20, 2023, from 7:00am to 4:00pm.
- Booths are required to have an attendant and be open for business during official published fair hours. Booths can be dismantled after 11:00 p.m. on Saturday September 23, 2023, if dismantled before the end of the fair, your deposit will be forfeited.
- All booths will receive 2 duration passes at no charge. Additional passes can be purchased through the Admission Pass Order Form.

TYPE OF ORGANIZATION: (PLEASE SELECT)

Amusement/Game Vendor
 Commercial Food Vendor
 Community Service/Non-Profit
 Commercial Business Vendor
 Demonstration/Education
 Arts & Crafts

Have you been a vendor at the Gila County Fair? YES / NO If no, please list two references:

1. Name _____ Phone: _____

2. Name _____ Phone: _____

Please list all items you wish to sell or exhibit in the space provided below:

VENDOR INFORMATION

COMPANY : _____ CONTACT: _____
 ADDRESS: _____ CITY/STATE: _____ ZIP: _____
 PHONE: _____ FAX: _____
 E-MAIL: _____

APPLICATION RECEIVED	APPROVED	DEPOSIT RECEIVED	INSURANCE RECEIVED	CONTRACT RECEIVED	PAYMENT RECEIVED	BOOTH ASSIGNED #