

2020 PIMA COUNTY FAIR
VENDOR REGULATIONS

I. APPLICATION AND CONTRACTS

1. Address all vendor correspondence to: Phyllis Ellis
Pima County Fair
11300 S. Houghton Rd.
Tucson, AZ. 85747
2. Print clearly your name and the name of your business on all checks, money order, and correspondence. List your business under one name only.
3. It is imperative that all applications be filled out completely. Only those products listed on your contract may be sold. No items will be added after contract is signed unless approved by SWFC.
4. **INSURANCE** – We require a one million dollar liability coverage listing **“PIMA COUNTY” & “SOUTHWESTERN FAIR COMMISSION” AS ADDITIONAL INSURED.** Please note the following as unacceptable: **Pima County Fair.** It is your responsibility to make sure a copy of your insurance policy has been received by us, no later than **April 11, 2020.** Any vendors without valid insurance coverage by this date will be charged **\$150.00** for a Vendor Insurance Policy. Some restrictions apply.
5. Applicants must apply for space each year. A completed application does **not** reserve or guarantee a space. SWFC reserves the right to approve or disapprove applications.
6. **PAYMENT IN FULL** unless prior authorization from SWFC. If you are assigned a location, a contract will be mailed to you. If you are not assigned a location, your money will be returned.
7. Personal or business checks will be accepted until **April 1, 2020.** After this date, all payments must be made in cash, cashiers check, money order or credit card. A 3% service charge will be added to all credit card payments over \$1,000.
8. Subleasing or sharing a space is prohibited.
9. New applicants must submit a current photo of your booth and include at least three references from previous shows as per application.
10. There is **NO** exclusivity on any item at the Pima County Fair.
11. Vendors planning a “drawing”, “raffle”, “selling of chance” etc. must fill out an application and receive written authorization from fair management. Prize must be issued by/on last day of fair.
12. Be sure to notify us of any change of address, phone number, etc.
13. All vendors are expected to adhere to all Federal and State Laws in regards to any items they may be selling.

II. VENDOR CHECK-IN

1. All vendors must check in at the fair vendor office upon arrival at the fairgrounds.
2. With each space rented you will receive four (4) photo I.D. badges. These badges will be your pass for parking and entrance into the fair. These badges must be worn while working in your space. Extra badges are available for purchase on the pre-order form or upon arrival through the Vendor Office. (limited to 10 per stand)

3. All vendors are responsible for providing proper credentials for their employees. There will be no free entrance into the fairgrounds without these credentials.
4. During the fair, all vendors must park in main parking lot. Reserve parking is available on the fairgrounds for a fee and purchasable upon check-in at the Vendors Office.
5. **DO NOT** use the fairgrounds as your billing address. All suppliers must bill to your address.
6. Inside vendors will be provided pipe and draping. Outside vendors are responsible for providing their own tents, tables, etc.
7. A set-up and takedown procedure as well as closing & opening will be in vendor packets. **LEAVE YOUR BOOTH CLEAN!! PLACE ALL YOUR OWN TRASH INTO GARBAGE RECEPTACLES.**

III. VENDOR CODE OF CONDUCT

1. All vendors must work within the confines of their booth. **No soliciting (Hawking)** outside of your space. Absolutely no bodily contact or barrier stopping of customers outside of booth. (touching, arm barriers etc.)
2. Vendor space must be kept clean and maintained in a professional manner. **Packing material must be taken outside to large trash receptacles. Do not leave in or by inside trash cans.**
3. **NO** profanity or profane items are allowed such as clothing, music, posters, etc.
4. All trailers (vendors/concessions) **MUST** have skirting. **NO** exposed wheels.
5. All **sound devices** must be approved by fair management and be kept at a **conversational level.**
6. **NO** knives, weapons, mace, firecrackers, party poppers, caps, laser pens, smoke or stink bombs, etc., will be permitted as sale items. Any vendor found selling these items may be asked to discontinue sale of such items and can be asked to leave immediately. (Exceptions will include kitchenware or other items approved only by fair management.)
7. **NO** bicycles, scooters, skateboards, etc. will be allowed on the grounds.
8. No **Golf Carts** allowed on Main streets of fairgrounds during **Open Hours** for any reason **except emergencies.** Other times keep at a Minimum. Proper speed and handling must be maintained at all times or privileges will be revoked.

IV. PACKAGE AND DELIVERIES

1. All **VEHICLES** & delivery trucks must be off fairgrounds by 10:00 am Fair Days, no exceptions.
2. SWFC will maintain a Post Office Trailer. SWFC will not pay for C.O.D. charges, stamps, etc, unless prior payments are made with Vendor Office or Mail Attendant.
3. Vendors must have business name and contact person on all packages delivered. Keeping packages in storage at Post Office Trailer is unacceptable.

V. R.V. & STOCK TRAILERS

1. R.V. & Stock trailer fees must accompany application in order to reserve space.
2. Any R.V./Stock trucks arriving before **April 14th, 2020** or leaving **after April 28, 2020** **MUST** pay \$30.00 per day, if hooked up, through the Vendor Office.

3. One vehicle is allowed per space, other vehicles must park in other designated areas. Vehicles that block or occupy other rented spaces may be subject to tow.
4. Electric service is limited, we will make the best effort to meet vendor needs.
5. Generators must be turned off between 12:00am & 6:00am. **NO** exceptions.
6. Vendors are required to provide an “O” Ring for sewer connections and water hoses that do not leak, and must bring all proper cords and adapters to fit Fair outlets. **NO** hard wiring!!

These regulations are subject to change.

SWFC Staff look forward to working with you at the 2020 Pima County Fair!



**Southwestern Fair Commission
2020 Pima County Fair
Thursday, April 16th – Sunday, April 26th**

**APPLICATION FOR CONCESSIONS
\$25 Non Refundable Application Fee per application**

**Please fill out the entire application
Applications missing information will not be processed
Please type or print clearly in ink.**

Check one: **NEW VENDOR** (PLEASE INCLUDE \$25 APPLICATION FEE) **RETURNING VENDOR**

OWNER/CONTACT NAME: _____
 BUSINESS NAME: _____
 ADDRESS: _____
 CITY/STATE: _____ ZIP: _____
 BUSINESS PHONE: (____) _____ OTHER PHONE: (____) _____
 FAX: (____) _____ EMAIL ADDRESS: _____

New Vendors Must Enclose:

- Items you would like to sell must be listed and/or enclosed with application. Please be specific and include prices.
- Nonrefundable application processing fee
- At least one current photograph of your booth
- List of references from other events (event, dates, commercial manager’s name & current phone number).

Dimensions & Utilities

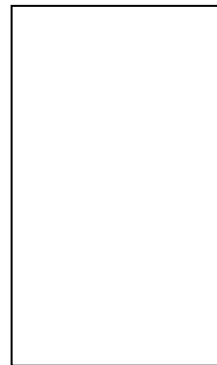
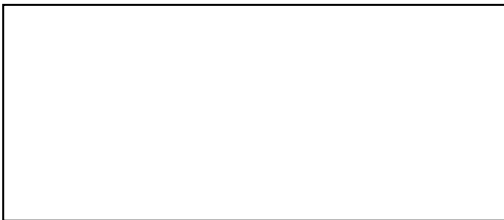
DIMENSIONS:

Total length of stand with hitch & awnings extended: _____

Total depth of stand including counters: _____

Is your hitch removable? Yes No

NOTE: Area must include total size (awnings, counters, etc.). Use the diagram below to show exact size and location of trailer hitch, sales windows, counters, awnings and storage areas. Incorrect information may result in your stand being displaced or relocated.



UTILITIES:

Electric: voltage _____/ amps _____

Water: Yes No

Drain: Yes No

Propane: Yes No

Does your stand produce grease? Yes No

Do you need an ice Merchandiser? Yes No

ADDITIONAL SPACES:

RV Space(s): \$375 each

Yes (how many? _____) No

Stock Truck Space(s): \$275 each

Electric needed? _____ amps _____

Yes (how many? _____) No

Spaces are available for 15 days total
(2 days prior and 2 days after are included)

Please be aware most RV spaces are 30 amps.
50 amp spaces are limited.

Insurance

Each company must provide the Southwestern Fair Commission with proof of both general liability (no less than \$1,000,000) and workers compensation insurance.

GENERAL LIABILITY:

Being on the WFA master list does not meet insurance qualifications. Please check one of the options below.

- My own carrier –
 Liability insurance **MUST** read: Southwestern Fair Commission & Pima County (as additionally insured).
 Additionally, the name of insured business must match business name on this application.
- Purchase through fairgrounds for \$150

WORKERS COMPENSATION:

- Will provide insurance form
- Please sign here if you are not required to carry WCI according to state law: _____

PIMA COUNTY HEALTH PERMITS:

Permits must be obtained a minimum of 14 days prior to Fair or additional fees will apply.
Applications may be obtained at: www.webcms.pima.gov

Extras

Golf Cart: No Yes (Must obtain \$50 permit in Vendor Office if bringing/renting golf cart)

- Special Parking Passes:
- \$50 Lot (Near Thurber Hall) How many? _____
 - \$50 Lot (Near Pima Hall) How many? _____
 - \$20 Lot (Next to Carnival) How many? _____

Fee Schedule:

All food concessions must pay the basic fee of \$275 plus 22% of daily gross. Each location will also have an electric fee of \$100.

Basic: \$ 275.00
 Electric: \$ 100.00
 Liability Insurance (if purchased through SWFC): \$ _____
 RV Space(s): \$ _____
 Stock Space(s): \$ _____
TOTAL AMOUNT DUE: \$ _____

Food & Drink Menus

Every item you would like to sell must be listed and/or enclosed with application. Each item must include prices including size breakdown (small, medium, or large – or by weight where indicated i.e., 8oz, 12oz, 1.4lb, Etc.)

PROPOSED FOOD MENU, SIZES AND PRICES:

Item/Size:	Price:	Item/Size:	Price:
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

If you need additional room, please attach a separate sheet.

NOTES:

- **All products for which you apply may not be approved. Your approved menu will be returned to you prior to fair, and only those items will be authorized for sale. No items will be added after contract is executed unless it is approved and changes made in writing by the Vendor Manager.**
- **No Styrofoam products.**
- **Pepsi is the official soft drink, bottled water, sports drink and bottle juice sponsor at the Pima County Fair. No other beverage may be sold or advertised unless approved by the Vendor Manager.**
- **If a contract is issued, the location of your booth will be determined by management; however your preference is important as long as there is availability. Locations are subject to change.**

All late payments made after April 1st, 2020 must be paid by cash, money order or cashier’s check.

IF FOR ANY REASON, The Vendor cancels within 60 days of the Fair, vendor will forfeit all monies received by the Pima County Fair and the Southwestern Fair Commission. Any cancellation earlier than 60 days before the fair shall be subject to an administrative/cancellation fee (\$50.00). If you are not assigned a location, your monies will be returned.

I understand that this form is an application for space only and is neither a commitment by the applicant, nor an offer by the Southwestern Fair Commission, to rent space. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

SIGNATURE: _____

TITLE: _____ DATE: _____

PLEASE RETURN TO:
 SWFC CONCESSIONS OFFICE
 11300 S. HOUGHTON RD.
 TUCSON, AZ 85747
 FAX:(520)762-5005
 PHONE:(520)762-9100 ext. 1021 or 1019
 EMAIL: fairvendors@pimacountyfair.com