

**FAIR VENDOR  
POLICIES, PROCEDURES  
AND  
REGULATIONS  
SEPTEMBER 12 – 15, 2018**



## Information Page

---

### Executive Board Members:

Mike Sample	President
Rusty DeSpain	Vice-President
Marshall Losey	Secretary
Anna Amos	Treasurer

### Board Members:

Ginnie Arthur	Jeremy Browning
J.R. DeSpain	Wes DeSpain
Bill Elkins	Steve Gouker
Clarke Jones	Redgie Justman
Patrick Kennedy	Jason Lewis
Heather Scott	Chad Senff
Valerie Slade	Leah Thomas
Paul Van Zelf	Jennifer Wilbanks
Hoby Wilhelm	

### Staff Members:

Jose Villarreal	Maintenance Foreman
Jme Baloo	Office Manager

# **2018 Navajo County Fair**

## **Vendor Packet**

The following is a description of the enclosed vendor information and forms. Please follow all instructions. Any questions please call (928) 524-4757.

**FAIR VENDOR BOOKLET:** All of our policies are fully outlined in the enclosed Fair Vendor Policies, Procedures & Regulations Booklet. Please read it carefully, **sign the last page and return it with the reservation form.**

**RESERVATION FORM:** The Navajo County Fair has outside vendor spaces and indoor vendor spaces. Please complete the enclosed Vendor Reservation Form and return as soon as possible to reserve your space. Each reservation shall be treated on a space availability basis.

**PAYMENTS:** Please enclose the following in the form of a **money order or cashier's check** made payable to the Navajo County Fair:

- 50% of your total contract price (your space down payment)
- \$150 (a refundable security deposit)

**CAMPING:** Overnight camping on the grounds is **NOT** available. There are local campgrounds if needed:

KOA Kampground	102 Hermosa Drive	928-524-6689
OK RV Park	1576 Roadrunner Rd	928-524-3226
Sun Valley RV Resort	7625 Quartzsite St.	928-524-2972

**ADMISSION PASSES:** Vendors will receive two complimentary passes with each rental space for the Fair. Additional passes are available; daily passes are \$5.00 each. Please fill out the enclosed order form for Fair Admission passes needed and return with full payment. Passes will **NOT** be mailed to vendors. All passes will be available for pick up at the Fair Office on Tuesday, September 11, 2018, from 8:00 a.m. to 8:00 p.m., Wednesday, September 12, 2018, from 8:00 a.m. to 10:00 a.m. All additional passes must be picked up at the Fair Office.

**CERTIFICATE OF LIABILITY INSURANCE:** All vendors **must** submit a copy of Certificate of Insurance for general liability with limits of \$1 million, naming the Navajo County Fair as additional insured.

**Navajo County Fair, Inc. will no longer accept business or personal checks as a form of payment for vendor spaces or deposits. All payments must be made in the form of a money order, cashier's check or cash.**

**All monies, including deposits, will be deposited immediately upon arrival in the fair office. Deposits will be returned to vendors, if warranted, in the form of a check.**

By signing the Navajo County Fair Vendor's Agreement found on the back page of this booklet, you are hereby acknowledging that you have read and **agree** to all stated rules and regulations of the Navajo County Fair and the Navajo County Fairgrounds. Violation or non-compliance of these rules may result in the Navajo County Fair Board's decision to request your immediate removal from the Fair. Such removal may 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 Navajo County Fair, the Fair shall notify vendor of such default or failure and vendor shall have ample time to remedy such default or failure. In the event that 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 Saturday, September 15, 2018, at 10:00 p.m. Deposit refunds will be distributed to vendors upon check out on Sunday, September 16, 2018, from 7:00 a.m. to 12:00 p.m.
3. **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.
4. All approved contracts and payments for such (including deposits), will be directly deposited to our business account immediately upon receipt.
5. All returned checks will be assessed a minimum fee of **\$25.00**.

#### **EXHIBIT SPACE**

1. **No vendor will be granted exclusive rights to their product(s).**
2. The Navajo 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.
3. The Navajo County Fair will prepare the layout of booths and assign spaces accordingly and also reserves the right to revamp the layout as necessary. Vendors will be placed on a first come first serve basis.
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. Vendors are not permitted to sell laser lights, silly string or poppers. Also, vendors are prohibited from roaming the grounds selling merchandise, handing out flyers or coupons. Any violation will result in the vendor forfeiting his/her right to conduct business at the Navajo County Fair.
5. **Absolutely NO dumping of oil, product, etc., on Navajo County Fair property.** Any violation will cause the forfeiture of security deposit.
6. Exhibit spaces will be available for set-up on **Monday, September 10 from 8:00 a.m. to 5:00 p.m., Tuesday, September 11 from 8:00 a.m. to 8:00 p.m. and Wednesday, September 12 from 7:00 a.m. to 10:00 a.m.**
7. **ALL VEHICLES MUST BE OUT OF THE FAIRGROUNDS BY 10:00 A.M.**
8. The Fair will open on Wednesday, September 12 at 12:00 p.m.

9. All vendors must be open for business on Wednesday, September 12 by 12:00 p.m. and complete display must stay intact until 10:00 p.m. on Saturday, September 15. **Any vendor that dismantles prior to 10:00 p.m. on Saturday, September 15, will forfeit their security deposit.**
10. All vendors must wear their VENDOR wristbands. Replacement wristbands are available at a fee of \$5.00 each.
11. 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. No overhangs or awnings will be allowed to protrude/extend outside of your rental area.**
12. Hand written signs are not allowed at any booth/area. If a hand-written sign is displayed, you will be asked to remove it. *Exception: Erasable boards, i.e. chalkboards, will be permitted.*

### **Vendor Hours of Operation**

Wednesday	12:00 p.m. – 10:00 p.m.
Thursday	9:30 a.m. – 10:00 p.m.
Friday	9:30 a.m. – 10:00 p.m.
Saturday	9:30 a.m. – 10:00 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**

1. Overnight security will be provided Wednesday through Saturday night. The Fair will not be responsible or liable for any loss or thefts. All reports should be filed with the Holbrook Police Department.
2. All exhibits must be removed from the Fairgrounds by 12:00 p.m. on Sunday, September 16 or an additional fee may apply.

### **FOOD INFORMATION**

1. Food concessionaires must have a listing on their application of all items to be sold. All menu listings must be approved by the Fair. No items may be added without permission from the Fair.
2. All food vendors shall comply with state and local health regulations. The phone number for the Navajo County Health Department is 928-524-4750.
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 Navajo County Fair is the exclusive supplier of ice on the grounds. The Fair concession stand will be selling ice. Vendors can pay cash at the time of purchase or set up an account to charge ice. All bills must be paid prior to the close of the Fair on Sunday. Those not paying will not receive their deposits back.

### **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 sufficient cause for revoking the contract and removal from the grounds.

## **VEHICLES ON GROUNDS**

1. No vehicles including golf carts or any type of ATV will be allowed on the grounds after 9:30 a.m. daily.
2. Vendors can stock/load booths/areas by driving onto the grounds between 6:00 a.m. and 9:30 a.m.

## **INSURANCE**

1. All food, commercial and religious (church) vendors must submit a copy of Certificate of Insurance for general liability with limits of **\$1 million**, also food vendors must have product liability, naming the Navajo County Fair and Navajo County as an additional insured. The copy of Insurance is required to be mailed **30 days** prior to the Fair. Vendor set-up will not be allowed until the Certificate of Insurance has been filed and acknowledged by the Fair office.
2. Navajo County Fair does offer insurance for purchase. The cost for coverage is \$325 for the 5 days of the fair.

## **LIABILITY**

The Navajo 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 Navajo 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**

1. The Navajo 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 act of God.
2. 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**

1. The vendor agrees to conduct all of its business in an orderly and lawful manner and to obey all rules of the Navajo County Fair.
2. All vendors are expected to convey a professional behavior and dress appropriately. Vendors not complying will be asked to leave.

## **NON-PROFIT CORPORATIONS**

Non-profit corporations, who are not selling anything and can provide proof of non-profit status, will be charged half price. Any non-profit corporation, who will be selling items, will be charged full price. Please include your non-profit 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 Navajo 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 Navajo County Fair.
2. Upon contract approval monies will be directly deposited to our business account.
3. **All vendors must be paid in full by July 27, 2018, to secure their space. All vendors not paid by this date will forfeit their space, regardless of an approved contract.**
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

Navajo County Fair will not provide generators, electrical adaptors, water hoses, etc. It is the responsibility of the vendor to make sure that they have the right electrical plug to connect to our electricity. It is also the responsibility of the vendor to supply all of 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 as well. 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, Navajo County and the City of Holbrook. Navajo County Fair is not responsible for any violations pertaining to sales tax reporting.

## UNSUITABLE PRODUCTS

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

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

**Navajo County Fair, Inc.  
P.O. Box 309  
Holbrook, AZ 86025**

I, \_\_\_\_\_, 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 Navajo County Fair.

\_\_\_\_\_  
Signature Date

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

**Vendor Checklist:**

- 🍏 Signed Last Page of Vendor Booklet
- 🍏 Reservation Form
- 🍏 50% of your total contract price (your space down payment)
- 🍏 \$150.00 refundable security deposit
- 🍏 List of Items to Be Sold/Displayed and/or Menu (Food Vendor)
- 🍏 Photograph(s) of exhibit/display
- 🍏 References
- 🍏 Admission Pass Form
- 🍏 Certificate of Liability Insurance





**Navajo County Fair & Rodeo**

P.O. Box 309  
 404 E. Hopi Drive  
 Holbrook, AZ 86025  
 Ph: 928-524-4757

[navajocountyfairvendors@yahoo.com](mailto:navajocountyfairvendors@yahoo.com)  
[navajocountyfair@yahoo.com](http://navajocountyfair@yahoo.com)

**September 12 – 15, 2018**

**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 Tuesday from 8:00 a.m. to 8:00 p.m. and Wednesday from 8:00 a.m. to 10:00 a.m. **EMPLOYEES MUST SIGN FOR PASSES!** Employees **must have a wristband on at all times during the Fair.**

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

DAILY VENDOR PASSES ARE \$5.00 EACH

Number of Wednesday Passes: \_\_\_\_\_ x \$5.00 = \_\_\_\_\_

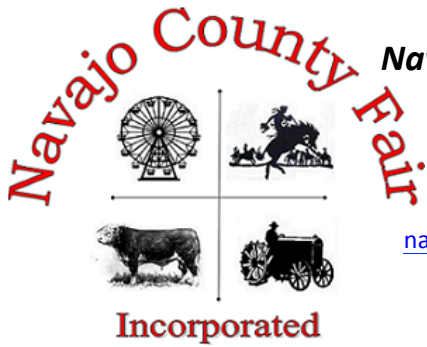
Number of Thursday Passes: \_\_\_\_\_ x \$5.00 = \_\_\_\_\_

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

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

**PLEASE ENCLOSE THIS FORM AND PAYMENT WITH YOUR CONTRACT**

**Please make money order or cashier's check payable to: Navajo County Fair**



**Navajo County Fair & Rodeo**

P.O. Box 309  
 404 E. Hopi Drive  
 Holbrook, AZ 86025  
 Ph: 928-524-4757

[navajocountyfairvendors@yahoo.com](mailto:navajocountyfairvendors@yahoo.com)  
[navajocountyfair@yahoo.com](http://navajocountyfair@yahoo.com)

**September 12 – 15, 2018**

**SPACE DESCRIPTION:**

- Space is sold at \$2.00 per square foot.
- There is a 100-square foot minimum.
- Depth is a 10-foot standard; additional depth = additional charge.
- Outside exhibitors are required to provide their own shelter.
- Spaces do not include shelter, tables or chairs.

PLEASE PRINT LEGIBLY!

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

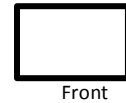
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

List ALL products to be sold/displayed (all items must be approved):

Mark One: **End** or **Side Serve**



Front Footage: \_\_\_\_\_

Side Footage: \_\_\_\_\_

Power Requirements: \_\_\_\_\_

AMP Requirements: \_\_\_\_\_

**🍏 Inside Space**

Total Square Feet: \_\_\_\_\_ x \$2.00 = \$\_\_\_\_\_

Electric, \$25 (inside vendors only) \$\_\_\_\_\_

**one outlet only**

Inside spaces are only 10' deep

**🍏 Outside Space**

Total Square Feet: \_\_\_\_\_ x \$2.00 = \$\_\_\_\_\_

Guaranteed 15' depth, add \$100 \$\_\_\_\_\_

Guaranteed 20' depth, add \$200 \$\_\_\_\_\_

**PLUS (for one outlet only)**

🍏 Water, \$50 \$\_\_\_\_\_

🍏 110V electric, \$100 \$\_\_\_\_\_

🍏 220V electric, \$200 \$\_\_\_\_\_

🍏 I will be supplying my own generator

Security Deposit \$ 150.00

**TOTAL CONTRACT PRICE:** \$\_\_\_\_\_

**Insurance Required:**

Food, commercial and religious (church) vendors are required to have liability insurance to participate in the fair. The fair and its representatives must be named as additional insured and a certificate of insurance must be issued and received no less than one week before the fair. Vendors that don't have their own policy may secure insurance through the fair for \$325.

**IMPORTANT** please provide this language to your insurance company for the additional insured. The certificate of insurance must read exactly as follows:

**Navajo County Fair Inc, Fair Executives, their directors, officers, employees, agents and representatives, as additionally Insured, 404 E. Hopi Drive, Holbrook, AZ 86025.**

**A non-refundable deposit of 50% must accompany this application. Balance is due by Friday, July 27, 2018.**

Applications received after July 27<sup>th</sup>, must be accompanied by FULL payment.

***\*\*Applications will not be considered unless filled out completely and accompanied by a deposit and current photo of booth. All fees must be paid by cashier's check, money order or cash. NO PERSONAL CHECKS\*\****

By signing below, I confirm that I have received, read and understood the 2018 Navajo County Fair Vendor Policies, Procedures and Regulations. I agree to abide by all Navajo County Fair rules and regulations explained in the handbook and understand that failure to comply may result in penalty fees and/or removal from the grounds with loss of fees paid. I release Navajo County Fair of any and all liabilities for any loss, injury or damage to persons or property. I understand that Navajo County Fair makes no profit guarantees and does not give refunds.

***Applicant Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Signing above does not guarantee you a space. This is an application that, if accepted by Navajo County Fair, becomes a binding contract. Accepted contracts will receive a confirmation by email or phone call. Rejected applicants will be notified by mail with returned deposit. Contracts accepted by the Fair may be declared null and void if it is discovered that the exhibitor misrepresented himself/herself or his/her company during the application process.