

FOOD

VENDOR APPLICATION



2446 Fort Tuthill Loop

Flagstaff, AZ 86005

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

www.CoconinoCountyFair.com



Dear Vendor:

The Coconino County Parks & Recreation Department is currently accepting applications for the 2024 Coconino County Fair! The Fair is scheduled to be held at the County Fairgrounds in Fort Tuthill County Park, Flagstaff, Arizona on the following dates and times:

Friday, August 30	10:00 a.m. to 10:00 p.m.
Saturday, August 31	10:00 a.m. to 10:00 p.m.
Sunday, September 1	10:00 a.m. to 10:00 p.m.
Monday, September 2	10:00 a.m. to 4:00 p.m.

On a typical year, 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.

To ensure the opportunity for a booth space at the Coconino County Fair please submit your application as soon as possible. **Payment is not needed at this time.** If accepted into the Fair, you will be asked to send additional documents, a signed contract, and payment.

1st review April
2nd review May
3rd review June

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.

Application Packet Checklist – **ALL ITEMS ARE REQUIRED.** Applications will **not** be processed without all items.

- Booth Information – **Page 5**
- Booth Space Layout – **Page 5:** Diagram with total dimensions of space needed
- Vendor Pricing Guide – **Page 6:** Includes electric, water, and/or tent needs
- Product List (with pricing) – **Page 7:** The Fair reserves the right to strike items from your menu.
- Public Health Questionnaire – **Page 8:** Please state what you can do in support of our efforts to mitigate the spread of illness during the event.
- Photo of Booth**

Sincerely,

Shayla Gunn

Fair Manager

Important Information

- Food Vendors are those **preparing food onsite**. Food vendors may be placed in non-food areas as needed.
- Food Vendors are charged **18% against a Minimum Guarantee (MG)**.
 - Vendors will pay based on their frontage (serving side). That amount will be your MG.
 - The MG does **not** include items like badges, electricity, camping, etc.
 - Vendors will turn in a record of sales each day (On Saturday for Friday's sales, Sunday for Saturday's sales, etc.).
 - On Monday, Vendors will reconcile with the Fair Office. Staff will deduct the MG from the Vendor's sales, then assess 18% to the remaining amount. That amount must be paid before the Vendor leaves the fairgrounds. Vendor deposits will be claimed first, then Vendors shall pay the balance due. Vendors may also turn in any meal vouchers or unused ice tickets for reimbursement.
- Food Vendors are assessed a **\$250 refundable deposit**. The refundable deposit must be received with your signed contract (**not this application**) for a space to be reserved.
- All products for which you apply may not be approved. **Only the products listed on your contract, if you receive one, are authorized to be sold**. Any changed or additions must be approved in writing by the Fair Management.
- Food Vendors must have a **cash register** or **Point of Sale (POS) System** to record sales.
 - Sales records must be turned in to the Fair Office daily.
- **Food Vendors must settle at the Fair Office on Monday, September 2, before leaving the fairgrounds.**
 - **Vendors must sign up for a time to settle by Sunday, September 1.**
- Food Vendors must have a **grease trap**. Coconino County does not rent, loan, or sell grease traps.
- **The Coconino County Fair is proudly sponsored by Swire Coca Cola. Only their products may be sold and only their logos displayed.**
- Booths must be staffed during **all days and hours** of the fair. **No exceptions.**
- Booths must be set up no later than **Wednesday, August 30 at 5:00 pm.**
- Booths must be arranged as not to obstruct view of other booths or create hazards.
- Fair Staff will determine booth locations.
- **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. Vendors are always expected to keep their designated spaces clean and neat.
- **NO animals are allowed on the Fairgrounds or left in vehicles. Exceptions will be made for credited service animals and animals participating in Fair exhibitions and entertainment.**
- Vendors are required to have a minimum of 10' x 10' booth space.
- Vendor must sufficiently **weigh down** any tents or similar structures. **Staking is not allowed.**
- **Additional rules, regulations, and procedures will be provided in the contract package upon acceptance into the fair.**

***NEW* Public Health & Safety**

The Coconino County Fair works with many entities, chief among them the Coconino County Health and Human Services and the State of Arizona Fire Marshal, to put on a safe and fun event for the community. There are many policies and procedures that we are expected to follow, and we ask that vendors do their part as well.

Please review the list of bullet points below and ensure you can adhere to the policies prior to applying.

- *Regarding Public Health*, it is recommended that Fair Staff and Vendors adhere to the following guidelines:
 - stay home when sick or feeling under the weather.
 - require frequent handwashing (e.g., before, during, and after preparing food or when changing tasks; after touching garbage; after using the restroom) with soap and water for at least 20 seconds.
 - ensure gloves are worn by employees when they are completing these activities:
 - Removing garbage bags or handling and disposing of trash.
 - Handling used or dirty food service items.
 - Cleaning and disinfecting surfaces; read and follow the directions on the label to ensure safe and effective use of disinfectant.
 - Handling ready to eat foods.
 - have adequate supplies to support [healthy hygiene](#). Supplies include soap, hand sanitizer containing at least 60% alcohol (placed on every table, if supplies allow), paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch/foot pedal trash cans.
 - [clean and disinfect](#) frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) at least daily, and as much as possible. Clean shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) between each use.
 - Be aware of additional health guidance available at:
 - <https://www.cdc.gov> | <https://www.azdhs.gov> | <https://coconino.az.gov>
- *Regarding Public Safety*, Fair Staff and Vendors shall:
 - ensure that the exhaust of any generators is at least 20' from tents or other structures.
 - provide a fire extinguisher suitable for the cooking apparatus.
 - Vendors that produce grease vapors **must** have a Class K Fire Extinguisher.
 - All extinguishers must have been inspected annually and be fully charged.
 - ensure that mobile food trucks that use propane:
 - have an LP alarm installed.
 - have had an annual inspection.
 - ensure that cover plates and panel covers are installed on any open junction boxes.
 - only utilize grounded extension cords.
 - ensure compressed gas cylinders are stored upright and are secured against falling.
 - be aware of additional guidance available at <https://dffm.az.gov/fire-marshal/arizona-state-statute-and-fire-code>.

Food Vendor Application

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

Vendor Information

Company Name			Contact First Name		
Contact Last Name		Cell Phone Number		Cell Phone Service Provider (For Text Message Alerts)	
Street Address			Apartment/Unit Number	City	
State	Zip Code	E-mail Address			
Have you participated in the <i>Coconino County Fair</i> before?			If not, have you participated in other fairs or events?		
<input type="radio"/> Yes	<input type="radio"/> No	Year(s): _____	<input type="radio"/> Yes	<input type="radio"/> No	Please list at least 1 reference below.
Reference Name		Location		Name of Event	
				Phone Number	

Booth Information

The rate for food spaces is based on service footage (frontage). It is important that you include counters, awnings, privacy rooms, and hitch when calculating your size.

What is the width (frontage/serving) of your booth in feet?		What is the depth of your booth in feet?	
Will your cooking apparatus produce grease vapors? If so, Class K Extinguisher is required.		Will you be cooking with an open flame under or within 20' of a tent?	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	

Provide/Upload a diagram of your booth layout and dimensions below.

Include sales point/s, sidewalls, cooking structures, storage, electrical, and any other aspects to your booth space.

Food Vendor Pricing Information				
Food Vendors are charged a minimum guarantee against 18%. <i>The minimum guarantee is based on your total serving area (frontage).</i>				
Your frontage is...	Therefore, your minimum guarantee is...	Minimum Guarantee Subtotal		
10 ft. or fewer	\$500	\$ _____		
11 ft. to 20 ft.	\$750			
Over 20 ft.	\$1,000			
Utilities				
Your first electric hookup is free! Additional hookups are charged: 110v/20 amp - \$25 per hookup 220v/50 amp - \$50 per hookup	Electric Needs (include all electrical needs) _____ 110v/20 amp X \$25 = \$ _____ _____ 220v/50 amp X \$50 = \$ _____	Electricity Subtotal		
		\$ _____ - \$ _____ = \$ _____		
(Subtotal cost of electrical needs)		(Subtract \$25 or \$50 for 1 free)		(Total cost for electricity)
Do you need access to Grey Water (Wastewater)? Requires an in-line grease trap that CCPR does not sell, rent, or loan.	Water access is charged \$25 per hookup. Do you require water access?	Utilities Subtotal (Electric + Water)		
<input type="radio"/> Yes (No Charge) <input type="radio"/> No	<input type="radio"/> Yes (ADD \$25) <input type="radio"/> No	\$ _____		
Badges				
<i>Badges are the credentials required for parking and entry during the Coconino County Fair. You receive 4 complimentary badges and are eligible to purchase up to four (4) additional badges at half price.</i>				
Badge Fees First 4 - \$0 ea. Up to 4 More - \$26 ea. All Others - \$52 ea.	Badges needed _____ Badges		Badge Subtotal \$ _____	
Tent Rental				
<i>Tents are rented from contracted fair vendor. Cost includes set-up and take-down.</i>				
Tent fees 10' x 10' - \$250 ea. 10' x 20' - \$350 ea. 20' x 20' - \$450 ea.	Tents needed <input type="checkbox"/> 10' x 10' QTY _____ <input type="checkbox"/> 10' x 20' QTY _____ <input type="checkbox"/> 20' x 20' QTY _____	Number of sidewalls needed (no cost)	Diagram of sidewall locations	Tent Subtotal \$ _____
Extras				
Pre-buy 16 lb. bags of ice. Unused tickets may be redeemed after the Fair. _____ X \$5 = \$ _____	Do you require trailer storage pre-or-post Fair dates? <input type="radio"/> Yes <input type="radio"/> No	Trailer dimensions in ft.	Trailer Storage Subtotal _____ days X \$13 = \$ _____	
Camping in Stables fees. Camping is not staffed or monitored. Electricity is unavailable. Camping w/o Water Hook-Up is \$16 per night Camping w/ Water Hook-Up is \$20 per night		Camping in Stables Subtotal _____ nights X \$ _____ = \$ _____ <small>(\$16 or \$20)</small>		
Subtotal		Total Vendor Fee (Sum of all gold boxes) \$ _____		
REFUNDABLE Deposit due with <u>signed contract</u>		ADD \$250		
If accepted, total due NLT August 2, 2024 <i>(Total Vendor Fee plus deposit)</i>		\$ _____		

Reminders:

- Do not send payment with your application.
- Incomplete applications will not be processed.

PUBLIC HEALTH QUESTIONNAIRE

Please use the space below to provide answers to the following questions.

1. Describe your plan to **clean and disinfect** frequently touched surfaces? **What surfaces** will you specifically clean and **how frequently**?

2. Describe your plan to encourage your staff to **wash their hands or use hand sanitizer**?
Think about signage and providing supplies.

3. Describe the **health screening procedures** you will employ for you and your staff.
Think about signage and communications. See www.cdc.gov/screening/index.html for more info on screening.

4. Are there any other health precautions you will deploy?

Vendor Selection Procedure

Applications must be completely and accurately filled out to be considered. **DO NOT SEND PAYMENT** with your application. Applications will be reviewed according to:

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

If your application is approved and a contract is issued, you will need to send additional documents and payment by **Friday, August 2, 2024**.

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 Staff and are final.

Mail applications to:
Coconino County Fair
2446 Fort Tuthill Loop
Flagstaff, AZ 86005

Scan and email applications to:
fair@coconino.az.gov

Fax applications to:
928-774-2572

Have you included all items? Incomplete applications will not be reviewed.

- Booth Information – **Page 5**
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