

# INDOOR VENDOR APPLICATION



2446 Fort Tuthill Loop  
Flagstaff, AZ 86005

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

[www.CoconinoCountyFair.com](http://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](mailto: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**

- Indoor Vendors are those selling items or providing information on their business that would like to be located inside the Commercial Building. Upon approval, items can include pre-packaged/prepared foods.
- Indoor Vendors are charged a **\$250 refundable deposit**. The refundable deposit must be received with your signed contract (**not this application**) for a space to be reserved. The deposit will be refunded if there are no damages or violations to terms in the contract.
- **The Coconino County Fair is proudly sponsored by Swire Coca Cola. Only their products may be sold and only their logos displayed.**
- All products for which you apply may not be approved. **Staff will list any products not approved in your contract.** Any changes or additions must be approved in writing by the Fair Management.
- Corner booth spaces are limited. First preference will go to vendors who have previously operated at our Fair.
- Booths must be staffed during **all days and hours** of the fair. **No exceptions.**
- Vendors cannot pack up before 4:00 pm on Monday of the Fair.
- Booths must be set up no later than **Thursday, August 29 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 are required to remove all product, equipment, containers, trash, etc. from around and within contracted space at the close of the Fair. Please do not leave anything from your booth on the Fairgrounds after the Fair.
- It is the responsibility of Vendor to provide a **certificate of insurance** that names Coconino County as additional insured for the duration of the event, including set-up and tear-down. More information will be available in the event a contract in the event one is offered.
- **NO animals are allowed on the Fairgrounds or left in vehicles. Exceptions will be made for certified service animals and animals participating in Fair exhibitions and entertainment.**
- Vendors are required to have a minimum of 10' x 10' booth space.
- **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> - CDC
    - <https://www.azdhs.gov> – ADHS
    - <https://coconino.az.gov> – CCHHS
- *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 an ABC fire extinguisher if possible.
  - 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>.

## Indoor 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)	
				<input type="checkbox"/> I agree to receive text 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

What is the width (frontage/serving) of your booth in feet?		What is the depth of your booth in feet?	

Provide/Upload a diagram of your booth layout and dimensions below.  
**Include sales point/s, storage, electrical, and any other aspects to your booth space.**

Indoor Vendor Pricing Information			
10 x 10 Space (Minimum)	\$500	Booth Space Subtotal	
Additional 10 x 10 Space	\$300	\$ _____	
Utilities			
Your first electric hookup is <b>free!</b> 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  \$ _____ - \$ _____ = \$ _____ <small>(Subtotal cost of electrical needs)      (Subtract \$25 or \$50 for 1 free)      (Total cost for electricity)</small>	
Water access is charged \$25 per hookup. Do you require water access?  <input type="radio"/> Yes (ADD \$25) <input type="radio"/> No		Utilities Subtotal (Electric + Water)  \$ _____	
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  \$ _____
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. <b>Camping is not staffed or monitored.</b> 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>	
<b>Subtotal</b>		Total Vendor Fee (Sum of all gold boxes)  \$ _____	
<b>REFUNDABLE Deposit due with <u>signed contract</u></b>		<b>ADD \$250</b>	
<b>If accepted, total due NLT August 2, 2024</b> <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](http://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](mailto: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**
- Booth Space Layout – **Page 5**
- Vendor Pricing Guide – **Page 6**
- Product List (with pricing) – **Page 7**
- Public Health Questionnaire – **Page 8**
- Photo of Booth**