

Apache County Fair Association

◆ PO Box 1047 ◆ St. Johns, AZ 85936 ◆ (928) 245-6803

August 23-26, 2023

Dear Vendors:

We hope this letter finds you all healthy and doing well. We are ready to get back in the swing of things and start preparing for a great 2023 Apache County Fair! We have had some big changes at the fair this year, mainly the fair dates, if you haven't heard yet we had to move up two weeks! So, we now will have the Apache County Fair **August 23rd, 24th, 25th and the 26th**! We know this is a big adjustment for all, thank you for understanding.

Along with your booth rental fee, we are required to have all vendors provide the Fair with a **Certificate of Insurance** that covers your operation at the booth with a policy liability limit of \$1,000,000. If you do not already carry insurance for what you will be doing in your booth you can pay an additional \$80.00 to your other fees and our insurance carrier will add you to our policy for the days the Fair is in operation.

Payment for the booth is expected at the time of reservation. Please find attached an information packet containing all the details you will need to reserve your space for the upcoming fair. Vendors are a part of what make the Apache County Fair a great and fun experience for all who attend, we look forward to having you join us.

Please make your **Money Order payable to Apache County Fair**, P.O. Box 1047, St. Johns, AZ 85936. We no longer accept personal checks. If you have any questions or need more information, please call Annie Anderson (928)245-6803 or email apachecountyfair@gmail.com.

We are excited to have you participate in the Apache County Fair.

Sincerely,

Josh and Annie Anderson

Apache County Fair Managers

928-245-6803

apachecountyfair@gmail.com

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2023 Apache County Fair

Vendor Packet: Rules and Information

The following is the information you will need to participate in the Apache County Fair. **Please read over all rules and regulations, keep the packet for your future reference**, and send in the last page, the contract with payment for your booth rental.

Exhibit Space

- The Apache County Fair provides no special services with setting up your booth for the fair. We will provide the partitioned off space for your booth if rented inside, or open area for space rented outside, but you are required to do any additional set up including; tables, chairs, power cords and any other equipment.
- The Apache County Fair will prepare the layout for the fair and all the booths and reserve the right to change the layout as we see necessary.
- No verbal contracts will be honored. Each vendor must have a contract and payment received to reserve a space.
- No Vendor will be granted exclusive rights to their product.
- Booth spaces must be kept clean and be pleasing to the eye.
- **Exhibit Spaces will be available for setting up on Tuesday, August 22, from 9 am to 6 pm.**
- **All vendor vehicles must be removed from fairgrounds by 9 am each day. No vehicles will be permitted on fairgrounds after that time. Vehicles must remain in the parking lot. Re-stocking booths must be done prior to 9 am each morning. Vendors may stock booths by driving onto grounds each morning from 7 to 9 am. Refusal to follow this rule may result in not being allowed to be a return vendor. Safety is a priority.**
- All inside vendors must man their booth at all times during the fair and may not dismantle their booth until Saturday at 6 pm.
- All outside vendors must man their booth at all times during the fair and may not dismantle their booth until Saturday at 10 pm.
- No refunds will be granted if you cancel or are a “no show”.

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Security

- There will be overnight security during the fair. The Fair will not be responsible for any theft or damage.

Utilities

- Apache County Fair will not provide generators, electrical adaptors, extension cords or water hoses. It is the Vendors responsibility to come prepared.

Hours of operation

- Booth set up time is Tuesday August 22, from 9 am to 6 pm unless another time is approved by Fair Management.

Wednesday August 23 11 am 9 pm

Thursday August 24 9 am to 9 pm

Friday August 25 9 am to 9 pm

Saturday August 26 9 am to 10 pm

Your booth must be manned at all times during the Fair and booth may not be dismantled until closing time, Saturday at 6 pm for inside vendors and 9 pm for outside vendors.

*Contact the Apache County Health Department and have your application approved with them before the fair. They require at least three weeks for the application process. (928)337-7932

We look forward to having you join us for the Apache County Fair. If you have any questions or concerns please feel free to call anytime.

Josh and Annie Anderson
Fair Managers
928-245-6803

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CONCESSION BOOTH RENTAL CONTRACT

Name: _____

Address: _____

Phone Number: _____ Email: _____

Type of item or items to be sold:

Inside Concession Vendors (We only have three available locations, they are a first come first served basis PLEASE CALL BEFORE SENDING IN CONTRACT TO CHECK FOR AVAILABILITY): **\$350**

Outside Concession Vendors: \$300

Give size requirements and if electricity is needed

Size of space needed _____

Electricity needed ___ Electricity not needed ___

120V___ OR 240V___

Insurance is required. You may be added to our policy for \$80 or if you have your own policy please send a copy with Apache County Fair Association named as Additionally Insured.

Add me to fair Policy _____ I have my own policy attached _____

No booth is to be dismantled until after 10 pm Saturday. Area is to be cleaned and will be inspected by fair management.

Please complete and return with full payment. Make payment payable to the Apache County Fair, P.O. Box 1047, St. Johns, AZ 85936. Booths are rented on a first come first serve basis.

Signature: _____ Date: _____