

THE
nuttiest festival in Southern Arizona!

1625 East Sahuarita Road | (520) 207-5546
Sahuarita, Arizona 85629 | sahuaritapecanfestival.com



2010 Sahuarita Pecan Festival Vendor Application Packet

Thank you for your interest in the 2010 Sahuarita Pecan Festival! If you are interested in being a vendor of arts, crafts or packaged foods at the Festival, please fill out the application completely and return it by one of the deadlines listed below.

This packet contains:

- Page 1: Selection Process/Application Checklist
Page 2: Application (must be filled out completely)
Page 3: Fees Worksheet (please complete to determine vendor fees)
Pages 4-5: Rules & Regulations (please retain for your records)
Page 6: Acceptance of Rules & Regulations (must be initialed and returned)
Page 7: Release Agreement (must be signed and returned)

Selection Process and How to Apply

There will be two selection deadlines for Sahuarita Pecan Festival vendors:

- July 31, 2010: First deadline
September 30, 2010: Late deadline

Vendors are strongly encouraged to apply for the Festival's first deadline by July 31. Following each deadline, Festival staff will evaluate the applications received based on the criteria below and notify vendors regarding acceptance decisions. If there are enough qualified vendors that apply by the July 31 deadline, the September 30 deadline will be for the wait list only. ***Therefore, vendors should make every effort to apply prior to the July 31 deadline.***

Application Checklist

1. Completed application
2. Payment based on the amount due from the Fees Worksheet. The Festival will not process your payment unless you have been accepted to participate. Festival staff will send you an acceptance packet prior to processing your payment. A \$35 charge will be assessed for any returned checks.
3. Initialed and signed Rules & Regulations page
4. Signed Release Agreement
5. \$100 deposit check payable to Green Valley Pecan Company (check will not be cashed)

Return to:

Sahuarita Pecan Festival
PO Box 7
Sahuarita, AZ 85629

If you have questions, call or email:

Barbara Dolan: (520) 207-5546, barb@sahuaritapecanfestival.com



Presented by FICO and The Green Valley Pecan Company

2010 Sahuarita Pecan Festival
Arts, Crafts & Packaged Food Vendor Application

Company Name: _____

Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

List the products you would like to sell, including an item description & price (if exact prices vary (i.e. on artwork or crafts), please provide a price range):

- 1.
- 2.
- 3.
- 4.
- 5.

Will you need electricity? YES NO

If yes, what are your specifications? (AMPS, # of outlets needed, appliances that will be connected to electrical source) Do you have your own electrical cords?:

Description of Set up (Each booth space is 10 x 10):

List past events and festivals in which you have participated:

As a service to vendors, the Festival program will include your name and contact information. Please list **exactly** how you would like your vendor listing to appear:

Vendor category: _____

Vendor name: _____

Contact information (Website, Email or Phone number): _____

2010 Sahuarita Pecan Festival

Vendor Rules and Regulations

Goal

The Sahuarita Pecan Festival is seeking arts, crafts and packaged food vendors that will enhance the atmosphere of the Festival with high-quality foods and products for sale. The Festival seeks to highlight regional and local businesses, particularly those with locally grown foods or products of the Santa Cruz Valley.

Please note that this is not a business fair. Vendors must sell either food or products in order to be selected. A limited number of non-profit organizations will be allowed at the discretion of the Festival organizers.

Selection Criteria

Food and product vendors will be selected based on the following criteria:

- Types of products offered (efforts will be made to avoid duplications)
- Quality of the presentation and booth. Vendors may send a photo to demonstrate booth quality.
- As stated in the goal section, preference will be given to vendors that offer high quality food/products and those with a local/regional emphasis.
- Preference will be given to returning vendors that met all the safety, health and permitting regulations from last year's event.

Health & Safety Deposit

Vendors are required to follow all of the health & safety rules established by Festival staff. In order to ensure compliance with these rules, vendors will be required to provide a \$100 deposit. If vendors comply with the rules, the \$100 deposit will be returned at the end of the last day of the Festival. If a vendor violates any of the rules of the agreement, the deposit will not be returned.

Prohibition on Leaving Festival Grounds Early

Driving a vehicle on to the Festival grounds causes a significant safety issue for attendees, volunteers and other vendors. Once the Festival starts, vendors will not be allowed to access the Festival grounds with their vehicles until at least half an hour after the Festival closes (4:30 pm). There will be a "no vehicle" period following the close of the Festival to allow sufficient time for all attendees to exit the grounds. During the "no vehicle" period vendors may pack up their products and booth, however, cannot drive their vehicle on to the grounds until given specific clearance by Festival staff and the Sahuarita Police Department. Any vendors that drive a vehicle on the Festival grounds early will forfeit their deposit.

Loading periods

Vendors will be given time to unload and load their vehicles before and after the Festival. During this time, vendors must be patient and follow the directions of Festival staff and the Sahuarita Police Department (SPD), who will be helping to direct vendor traffic. Any vendor causing a safety problem or not following instructions from the staff or SPD will forfeit their deposit.

Pre-Festival Meeting

All vendors are required to attend a pre-Festival meeting to go over the Festival set-up, specific instructions for load/unload and booth location. Vendors will be notified of the meeting date, time and location in their acceptance letter. If a vendor is unable to attend, a pre-Festival phone consultation will be required. The meeting is important to ensure that vendors understand all applicable health and safety regulations.

Insurance, Sales Tax and Food Safety Requirements

Insurance: All food vendors participating in the Festival must have \$1,000,000 liability insurance. You will be required to name FICO as additional insured. Certificate of insurance must be received 15 business days prior to the event. General liability insurance procured by the vendor is primary and non-contributory.

Business Licenses: Vendors must receive a Public Market License from the Town of Sahuarita. The license may be obtained from the Town Clerk's office by calling 520-822-8801.

Sales Tax: Vendor is responsible for compliance with Arizona sales tax laws. Contact the Arizona Department of Revenue at 800-634-6494 for more information.

Food Safety: The Sahuarita Pecan Festival requires that all food vendors be in compliance with the Pima County Consumer Health and Safety policies and procedures. Please call 520-243-7908 for more information. A valid Pima County Temporary Food Vendor certificate and Food Handlers Card must be provided to the Festival organizers no later than 15 business days prior to the event.

Booth Set Up/Safety/Inspection

Applicants are required to provide their own booth set-up. Booth set up, signage and banners must be professional looking. The appearance of your booth is very important to the success of the Festival. Prior to the start of the Festival, there will be a safety inspection to make sure all canopies are properly weighted.

Booth Clean Up/Check-Out

Vendors are responsible for cleaning up their booth space area. Vendors that leave garbage, boxes or debris in their booth space at the end of the Festival will forfeit their deposit. There will be a vendor check-out half an hour after the Festival ends each day. At this time on the Festival's second day, vendors will get their deposit checks back if they comply with all of the rules and regulations.

Weather Policy

The Festival will occur, regardless of inclement weather. All vendors should come prepared to manage their booths in the event of rain or wind. The only exception is if the Festival organizers determine the weather to be a safety threat. If weather, major disaster or other circumstances beyond the control of the Festival organizers cause the cancellation of the Festival, fees will not be returned. FICO cannot be held liable by exhibitors for the failure of the event to take place. You may check the Sahuarita Pecan Festival website at www.sahuaritapecanfestival.com on the morning of the event if you are unsure of weather conditions.

2010 Sahuarita Pecan Festival
Acceptance of Rules & Regulations

This agreement shall be effective immediately upon execution. Please initial each item and sign below:

_____ I understand that there are no refunds available once I have been accepted for the Festival.

_____ I understand that submittal of an application does not guarantee acceptance.

_____ I have read the above document and agree to abide by the policies and regulations listed above.

_____ I will provide a \$100 health and safety deposit. I understand that my deposit will be returned if the following conditions are met:

_____ I arrive within the designated loading period and my booth is set up is ready for the pre-Festival inspection.

_____ I do not leave the Festival grounds early on either day under any circumstance (including running out of food or supplies).

_____ My booth area remains clean and there is no trash left behind.

_____ I attend the pre-Festival meeting, or contact Festival staff and make other arrangements if I cannot attend the meeting.

_____ I comply with all applicable insurance, licensing, tax and food safety requirements.

Signed

Date

2010 Sahuarita Pecan Festival
Release Agreement

This agreement is entered into by and between FICO, the organizer of the event (Organizer) and the business vendor filling out, signing, and returning the application (Vendor). The Vendor hereby indemnifies and holds the Organizer, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Vendor's participation in any and all events which have been organized by or through Organizer. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and arts or crafts to their designated location, the set up and display of any such structure and art or crafts, and the dismantling and removal of all such items from the area provided by or through the Organizer or its agents, employees and servants.

The Vendor hereby expressly assumes any risk of harm to the Vendor, guests or guests' property arising out of their participation and the participation of other artists or agents in any given festival organized by Organizer, including any risk resulting from the particular location of the space designated for them by the Organizer. The Vendor agrees to hold harmless the Organizer from any and all liability for damages to persons or property from any source. If weather, other acts of Nature, or other reasons beyond the control of FICO causes the event's cancellation, Vendor entry fees will not be returned and the Organizer will not be held liable to Vendors for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect through the Festival date.

Signed: _____ Date: _____