



# THE nuttiest festival in Southern Arizona!

November 10, 2018

1525 East Sahuarita Road  
Sahuarita, Arizona 85629 | (520) 329-5790  
[sahuaritapecanfestival.com](http://sahuaritapecanfestival.com)

*Join us for the 10th Annual Sahuarita Pecan Festival on Nov. 10, 2018 from 9:00 am to 5:00 pm.*

**The Festival will feature live entertainment, heritage demonstrations, a kid's zone, food, and shopping—all in a lively and fun atmosphere.**

The Sahuarita Pecan Festival is seeking vendors that will enhance the atmosphere of the Festival.

Please read this **entire packet thoroughly**, as there are several changes from our previous year's policies.

- Due to the event's high popularity, spaces fill up quickly; vendors are strongly encouraged to submit their registration as soon as possible.
- The deadline for ALL registrations for all areas will be Oct. 1, 2018. Festival staff will evaluate the registrations weekly and select based on the criteria below. We will notify vendors regarding acceptance decisions.
- Please note that completing the registration is not a confirmation of acceptance.
- Vendors must fill out the application completely, sign and return to us to be considered for space.
- Most Festival communication is done via email. Please help ensure we can reach you by writing your email address clearly!
- New vendor applications will be presented to a committee and are subject to approval according to criteria listed below.
- Failure to comply with payment will open the space for others.
- All vendors are required to submit full payment, proof of insurance, copies of applicable licenses and copies of applicable permits. **Failure to submit payments and necessary forms within 30 days of application approval may result in losing your spot reservation, as it will be opened to others on the waiting list. Prompt payment is required!** Please reference the attached documentation for details on all requirements.
- Sponsorship opportunities are available for businesses to participate as booth attendees. Please contact Paula Beemer for sponsorship packet.
- The Community Partners registration is limited to eight vendors. A community partner is a non-profit or fundraising group promoting its services.
- All selected vendors are required to stay open until 5:00 p.m. on the day of the event.
- Absolutely no refunds for no-shows or cancellations.
- Arts & crafts vendors must sell hand-crafted or specialty manufactured work and/or art.
- Preference will be given to food vendors that incorporate pecans into their menu items.
- Presentation and booth quality - **New vendors must send a photo (hard copy or digital) to demonstrate booth quality.**



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## VENDOR CONTACT INFORMATION

Applications should be mailed to Paula Beemer, Green Valley Pecan Company,  
1525 E Sahuarita Rd, Sahuarita, AZ 85629 or email [pbeemer@greenvalleypecan.com](mailto:pbeemer@greenvalleypecan.com).

You can apply online at [www.sahuaritapecanfestival.com](http://www.sahuaritapecanfestival.com)

Call 520-329-5790 with questions.

**Legal Business Name:** \_\_\_\_\_

**DBA Name:** \_\_\_\_\_

*(As you would like it listed in the program)*

**Contact Person Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

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

*Most Festival communication is done via email. Please help ensure we can reach you by writing your email address clearly!*

**Website:** \_\_\_\_\_

**Phone 1:** \_\_\_\_\_ **Phone 2:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Merchandise Description: (this information will be used in the printed program, it must be 50 words or less )**

  

What percent of your product you sell is handcrafted in Arizona? \_\_\_\_\_

Percent handcrafted by you? \_\_\_\_\_



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## Electricity Requirements

Will you need electricity (\$30.00 for day of event)?		AMPS needed:	
Number of outlets:			
Will you need electricity to run overnight prior to event?			
Appliances to be connected to electricity:			

Special requests (e.g. handicap spot needed, proximity to another artist):  
\_\_\_\_\_  
\_\_\_\_\_

## Food Vendors Only: (Fresh made and pre-packaged)

You are required to have a Pima County Health permit. Expiration date: \_\_\_\_\_

Would you like to participate in food voucher program? \_\_\_\_\_

*The food voucher program is a \$5.00 voucher given to FICO/Green Valley Pecan staff to use the day of the event. They may purchase an item at your establishment with the voucher(s). No change is given if under total given and if total is over total of vouchers given, diner must pay the difference. The establishment turns in vouchers to event staff at end of festival and a check will be written for total owed the following week. Only vouchers for the current year's festival will be reimbursed.*

Please specify truck/trailer size and area needed for parking. Please include a sketch (sheet on next page) showing your booth set-up. Feel free to enclose a photo if you wish. Be as precise as possible in describing your set-up, including any vehicles, trailers, cooking equipment, tents and tables that will be part of your booth. Please include the length, width and direction of your equipment and serving area. If you need electricity, please describe your hookup and your needs. Please use the next blank sheet in this packet to diagram your layout.

**Note:** Applications will not be accepted without a complete description of restaurant vendor space requirements. Many restaurant vendors' food carts or trucks require them to face a certain direction and have sufficient space/turning radius and it is critical that we have this information in advance for our site planning. Health certificate and business license also required.



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Food vendors, please use this blank sheet to diagram your layout indicating dimensions.



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## VENDOR RULES AND REGULATIONS

### Health and Safety Deposit

Vendors are required to follow all the health and safety rules established by Festival staff. In order to ensure compliance with these rules, vendors will be required to provide a \$100 deposit as part of their Festival application. If vendors comply with the rules, a \$100 refund check will be issued after the Festival. If a vendor violates any of the rules of the agreement, the deposit will not be returned and vendor will not be asked back.

### Leaving Festival Grounds Early is Prohibited

Driving a vehicle onto 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. 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, they cannot drive their vehicle on to the grounds until given specific clearance by Festival staff and the Sahuarita Police Department (SPD). Any vendors that drive a vehicle on the Festival grounds early will forfeit their deposit.

### Loading Periods and Parking

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 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. Once the unloading period ends, Festival vendors must move their vehicles to the designated vendor parking area.

Each vendor will be given ONE vendor parking pass for use during the event day.

There is limited parking. Please use the pass for those that need access to their cars during the day. If you have volunteers coming to work that day and do not need to transport product, we ask that they park in lot south of Sahuarita Road.



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You may acquire general parking passes for your volunteers. We have free shuttle parking available from Walden Grove High School and Sahuarita High School and \$5.00 onsite parking. The parking proceeds benefit our many student groups and local organizations that help make the Festival a success. It is our biggest fundraiser for the Festival.

### **Pre-Festival Meeting**

We will host a vendor meeting **on Oct. 18, 2018, 6 p.m. to 7 p.m. at the Town of Sahuarita Council Chambers located at 315 W Sahuarita Center Way, Sahuarita, AZ 85629**. We ask our vendors to attend to learn of changes to the Festival and ask questions during this time. Vendors receive their maps and parking passes at this meeting. **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 vendors participating in the Festival must have \$1,000,000 liability insurance. You will be required to name FICO/Green Valley Pecan Company/Sahuarita Pecan Festival as additional insured. Certificate of insurance must be received with the application for returning vendors and within 30 days of being approved for new vendors. If you have attended the Sahuarita Pecan Festival in the past and you are renewing your certificate, please let us know the renewal date. General liability insurance procured by the vendor is primary and non-contributory. If the vendor is unable to provide insurance, please contact the Festival coordinator to make other arrangements.

### **Business Licenses**

Vendors must receive a Business License from the Town of Sahuarita; there is no charge for this license.

The license may be obtained from the Town Clerk's office by calling (520) 822-8801, or you may fill out and submit the document online at: <http://sahuaritaaz.gov/Index.aspx?NID=248>



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Non-profit organizations do not need a business license.

Here is the link if you are renewing: <http://sahuaritaaz.gov/DocumentCenter/View/390>

Your documents must be completed by Oct. 15, 2018.

### **Pima County Temporary Food Establishment License and Food Safety**

Restaurant/food vendors (non-Licensed Mobile Food Units) must receive a Pima County Temporary Food Establishment License. *Please submit this with your application.* The cost of this license is \$60.00 and it can be obtained from Pima County Health Department at (520) 724-7908 or at [Pima County Health Department](#).

The Sahuarita Pecan Festival requires that **ALL food vendors** follow the Pima County Consumer Health and Safety policies and procedures. A valid Pima County Temporary Food Vendor certificate and Food Handlers Card must be provided to the Festival when applying.

Mobile Food Units must provide a copy of their Pima County Food Establishment License when submitting their application. If your license expires before the event you will need to send a copy of the new document.

If you do not have a mobile food unit, you must comply with the [Pima County Health Department's Temporary Food Establishment Guidelines](#).

### **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.

### **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.

All vendors using tents must stake their tents (Marketplace area) or use sandbags. Prior to the start of the Festival, there will be a safety inspection to make sure all canopies are properly weighted.



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## 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. Festival staff will determine if the vendor has satisfactorily complied with Festival rules and regulations. Deposit reimbursements will be mailed out the week after the festival.

## 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 or damage to products or structures. You may check the Sahuarita Pecan Festival website at [www.sahuaritapecanfestival.com](http://www.sahuaritapecanfestival.com) on the morning of the event if you are unsure of weather conditions.



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## FEES SCHEDULE

Vendor Type	Cost	Payment
Application Fee	\$0	
Artist & craft	\$130	
Pre-packaged food	\$150	
Premium Location - Artist, craft & pre-package food add \$15 (Limited)	\$15	
Community Partner - non-profit (Limited to eight vendors)	\$75	
Restaurant/Food Truck (electricity not included) with 10x10 space or less	\$180	
Restaurant/Food Truck (electricity not included) with space larger than 10x10	\$200	
Opt-in for insurance (required if you do not have your own policy)	\$70	
Electricity (select this option if you need electricity for your setup)	\$30	
<b>Required! Refundable health and safety deposit</b>	<b><u>\$100</u></b>	<b><u>\$100</u></b>
	<b><u>TOTAL</u></b>	

### Payment Information:

After your application is accepted, mail check and Acceptance of Rules, Regulations and Release Agreement to:

Green Valley Pecan Company  
c/o Shannon Field  
1525 E Sahuarita Rd  
Sahuarita, AZ 85629

**Memo line:** Sahuarita Pecan Festival

If you are paying by credit card, contact Shannon Field at (520) 879-7423 or provide us with your phone number and best time to reach you.

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*Please note that you still need to mail the Acceptance of Rules, Regulations & Release Agreement.*

**Reminder:** Full payment, including deposit, must be received within 30 days from the approval date. Failure to comply will make the space available to others.



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**\*\*\*THIS MUST BE SIGNED AND RETURNED\*\*\***

## ACCEPTANCE OF RULES & REGULATIONS & RELEASE AGREEMENT

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 and ready for the pre-Festival inspection.
  - I do not leave the Festival grounds early under any circumstance (including running out of food or supplies).
  - My booth area will remain clean and I will leave no trash.
- I will comply with all applicable insurance, licensing, tax and food safety requirements.

This agreement is entered into by and between FICO, the organizer of the event (Organizer) and the business vendor completing, signing, and returning the application (Vendor). The Vendor hereby indemnifies and holds the Organizer, its agents, employees and servants harmless from all claims, including costs and attorney's fees resulting there from or arising out of said Vendor's participation in 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 location of the space designated for them by the Organizer. The Vendor agrees to hold harmless the Organizer from 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 or damage to products or structures.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Business name: \_\_\_\_\_



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## APPLICATION CHECKLIST

If any of your permits and/or insurance will be renewing just before the Festival date, please send us your current copy. We will track and notify you for the updated copy when the current form expires.

Please initial each item to ensure complete submittal of your application:

- Completed Vendor Contact form
- Completed Fees Schedule
- Town of Sahuarita Marketplace License – Renewal Date: \_\_\_\_\_
- Pima County Health Department Temporary Food Establishment License or copy of license for Licensed Mobile Food Units
- Certificate of Liability Insurance – Expiration Date \_\_\_\_\_
- Acceptance of Rules & Regulations and Release Agreement – Document must have initials and signature to be considered
- NEW VENDORS ONLY: Photo of booth and self-addressed, stamped envelope (if you want the photo returned), digital copy emailed to coordinator or website link. Returning vendors are not required to submit photos unless requested.



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