



THE **nuttiest** festival in Southern Arizona!

1625 East Sahuarita Road
Sahuarita, Arizona 85629

(520) 329-5790
sahuaritapecanfestival.com

Join us for the 11th Annual Sahuarita Pecan Festival on Nov. 9, 2019 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.

Please read this **entire packet thoroughly**, as there are 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, 2019. 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.
- All vendors are required to:
 - a) Pay within 30 days of application approval.
 - b) Submit Certificate of Insurance with Farmers Investment CO/ Green Valley Pecan Co. added as additional insured. Please refer to **Insurance** section for additional requirements.
 - c) Submit Pima County Health Department Permit if selling food.
 - d) Submit Town of Sahuarita business license, except non-profit.
- All documentation must be received by Oct. 1, 2019
- **Failure to comply with any of the above, may result in losing your spot reservation, as it will be opened to others on the waiting list.**
- 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.
- It will be strictly prohibited to take down booth before 5 p.m. Failure to abide will forfeit the deposit.
- Absolutely no refunds for no-shows or cancellations.
- 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.
You can apply online at 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 use in the printed program, it must be 50 words or less)

What percent of your product 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:

You are required to have a Pima County Health permit.

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. *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. **You will not be allowed additional space on the day of the event.** Please include the length, width and direction of your equipment and serving area. If you need electricity, please describe your hookup and your needs. 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.

Blank area for food vendor layout diagram.





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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 will be issued after the Festival. An ACH form is included in this packet if you prefer direct deposit. 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. Any vendors that drive a vehicle on the Festival grounds early will forfeit their deposit. In order to maintain the integrity of the event and to respect other vendors, it is strictly prohibited to take down the booth before 5 p.m.

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.

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.





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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. 17, 2019, 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

All vendors participating in the Festival must have \$1,000,000 of liability insurance. You will be required to name **Farmers Investment Co./ Green Valley Pecan Company**, P.O. Box 7, Sahuarita, AZ 85629 as additional insured. In the Description of Operations it should read as follows: ***“The Certificate holder is added as an additional insured with respect to our participation in the Sahuarita Pecan Festival per the attached endorsement.”*** The actual Additional Insured Endorsement must be attached. General liability insurance procured by the vendor is primary and non-contributory.

Certificate must be received no later than Oct.1, 2019. If the vendor is unable to provide insurance, please contact Shannon Field (520-879-7423) to be included in the festival’s insurance policy. Please reference the fee schedule for cost.

Failure of Farmers Investment Co./Green Valley Pecan Company to identify a deficiency from certificates and forms that are provided by vendor shall not be construed as a waiver of vendors obligation to maintain such insurance.

Certificate of Insurance sample is included in this packet for your reference.

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>

Non-profit organizations do not need a business license.





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License must be submitted to us by Oct. 1, 2019

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

Copies of the current documents must be submitted to us by Oct. 1, 2019.

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 issued 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 on the morning of the event if you are unsure of weather conditions.





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FEES SCHEDULE

Vendor Type	Cost	\$
Application Fee	\$0	
Artist & craft	\$130	
Pre-packaged food (Marketplace)	\$150	
Premium location Add \$15	\$15	
Community Partner - non-profit (Limited to eight vendors)	\$75	
Restaurant/Food Truck (electricity not included)	\$200	
Anything over 200 SF add \$0.35 p/excess SF	\$0.35 x (total SF-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	
Required! Refundable health and safety deposit	<u>\$100</u>	<u>\$100</u>
	<u>TOTAL</u>	

Payment Information:

Do not submit payment with the application. Once your submission is accepted we will contact you with further instructions. Please be sure your contact information is accurate.

Submit application to:

Green Valley Pecan Company
c/o Shannon Field
PO Box 7
Sahuarita, AZ 85629





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

ACCEPTANCE OF RULES & REGULATIONS & RELEASE AGREEMENT

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: _____



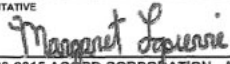


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COI Sample

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						04/01/19
PRODUCER PRIMITIVE GENERAL INSURANCE LLC 6459 N 4th St, #200 Phoenix, AZ 85016		CONTACT NAME: JOHN DOW PHONE (Acct. Inv. Ext.): (602)521-3598 FAX / (Acct. Inv. Ext.): E-MAIL: JDOW@PRIMITIVE.COM ADDRESS: JDOW@PRIMITIVE.COM		INSURER(S) AFFORDING COVERAGE INSURER A: COMPANY INS CO NAIC #: 40079 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		
INSURED Your business name Address						
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR (Instr. 1000)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> B/PPD Deductible \$1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	90LPS033303	01/03/19	01/03/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ Included \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
The Certificate holder is added as an additional insured with respect to our participation in the Sahuarita Pecan Festival per the attached endorsement This insurance is Primary and Non-Contributory.						
CERTIFICATE HOLDER				CANCELLATION		
Farmers Investment Co. Green Valley Pecan Company P.O. Box 7 Sahuarita, AZ 85629				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		
ACORD 25 (2016/03)		© 1988-2015 ACORD CORPORATION. All rights reserved.				
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ACH ENROLLMENT FORM

COMPANY NAME:

BANK NAME:

BANK ADDRESS:

BANK PHONE #:

BANK ACCOUNT #:

BANK ROUTING #:

EMAIL ADDRESS FOR REMITTANCE INFO:

If you would like to have your refundable deposit directly sent to your account after the festival, please complete this form, attach to your registration, email to dspivey@greenvalleypecan.com, or fax to 520-791-2853.

