



VENDOR OPPORTUNITIES APPLICATION

Thank you for your interest as a vendor at the 2022 Flagstaff Pro Rodeo. The following is a list of questions that should help you decide if you would like to rent a vendor spot at our event. After reviewing these questions, if you still need more information or want to continue reserving a spot, please contact the Flagstaff Pro Rodeo Vendor Director, Laura Gonzales (928)-607-7139 info.fprvendors@gmail.com Visit us at www.flagstaffrodeo.com

1. What are the dates and performance times for this event?

June 23rd 7pm
June 24th 7pm
June 25th 7pm

Each night our gates open to the public at 5:00pm, with the performance starting at 7:00pm and most patrons having left the rodeo grounds by 10:00pm.

We will also be hosting a barrel race that is open to the public on Wednesday, June 22nd at 5:00pm. Vendors are not required to be open for this event; however, Flagstaff Pro Rodeo will not be responsible for and damaged or stolen items.

2. How many people attend the 3 rodeo performances?

We expect an attendance of 8,000 ticket holders during the total 3 performances and another 750 contestants, families, and volunteers.

3. What vendor opportunities are available?

We have vendor spaces available under our Grandstands & behind the Grandstands near the main entrance gate.

4. What is the cost for vendor space?

Food vendor spaces are \$550/includes 5 bags of ice; additional bags are \$5 each. Merchandise vendor spaces are \$400 for 10X10 or \$450 for 10X20. Daily vendor spaces are \$250 each and must be approved in advance. **We will issue a max of 4 vendor passes per vendor.**

5. What size are the vendor spaces?

10' wide by 10' deep. Or 10'X20'. Special arrangements can be made for additional required footage.

6. Is electricity/water available?

One standard 110-volt, 60-watt outlet is available with each space. Water is available at some vendor spaces, but prior arrangements must be made to guarantee this. For food vendors requiring large amounts of electricity for deep fryers etc., we recommend bringing your own generators to ensure you have the power supply needed to operate your equipment. *FPR is not responsible for loss of merchandise, food etc. in the event of a power outage.

Lighting below the grandstands is limited, and does get a little dark at night, we recommend vendors in this area bring lamps or other lighting for their spaces.



7. Are sewer hookups available?

No

8. Is insurance required?

Yes. **We require a Certificate of Insurance for a minimum of \$1 million liability with three named insured:**

1. Flagstaff Pro Rodeo Inc.
2. City of Flagstaff
3. Coconino County

9. Are Health Department Licenses required?

Yes. Any vendor selling food (unless it is prepackaged and sealed) must obtain a Special Event License from the Coconino County Community Health Services. **This is required by June 10 to the vendor director.** Please contact us with any further questions. They can be reached at (928) 679-8756.

10. Can every vendor be approved for a vendor space?

All vendor requests and applications are reviewed, and spaces assigned based on type of product being sold and space availability. There is a limit to the number of spaces available. Vendor space location is to be decided by the vendor director in advance. Spaces will not be given first come, first serve.

11. Are there any restrictions on what items can be sold at the rodeo?

Yes, Flagstaff Pro Rodeo Inc. has its own beverage concession which covers any alcoholic beverages sold at the rodeo, water and specific soda and drink items. If beverages are approved for a vendor to sell, they must NOT be items included in the FPR inventory. ***If you are a food vendor, your menu must be preapproved by the Vendor Chairman so that we don't duplicate our available food products.** We also have a beverage contract with Pepsi/Nackard and all drink items not included in the FPR beverage concession must also be preapproved by the Vendor Chairman and from the Pepsi family of products. They must be purchased on site from the Pepsi Trailer. Both bottled soda and fountain drinks will be available for purchase with prior arrangements. *No obscene or offensive items will be sold or displayed. The items sold by any vendor must pass strict family oriented scrutiny. No items with logos that express sexual innuendo, present defamatory statements or obscenity will be permitted. If such items are put on display, the Chairman or Director reserves the right to request their removal. Menus from food vendors must be submitted by June 1st for approval or the application will be declined, no exceptions. Any vendor selling items outside of the approved menu will be asked to leave, and no refund will be given.

12. Are there restrictions on the use of the FPR name?

The terms Flagstaff Pro Rodeo & Flagstaff Pro Rodeo Inc. (FPR) are registered trade name and shall not be used by the Vendor. Vendor shall not represent or infer that any product is sanctioned by Flagstaff Pro Rodeo.



VENDOR APPLICATION

Name: _____

Title: _____

Company/Organization: _____

Phone: _____

Email: _____

Address: _____

City: _____ Zip: _____

Please describe what you will be selling: _____

Please indicate if you need: Electric ____ Water ____

Food vendor spaces are \$550 for the 3 days, merchandise vendors are \$400 10X10 or \$450 10X20 or \$250/day if you book separately. *Payment is required when you submit your application. Vendors MUST check in/set up on Wednesday or Thursday before noon. THERE WILL BE NO REFUNDS.

By signing this contract, the vendor listed above agrees to be at the Coconino County Grandstands, set up and open prior to the time gates open to the public each night of the rodeo, and will not begin tear down until Sunday morning. Vendor is responsible for securing goods at night. Vendor hereby agrees to indemnify and hold harmless the FPR Inc. against any damages or claims that may arise in connection with vendor's presence at the event and vendor's activities of any kind.

Signature: _____

Date: _____

Please make checks payable to: Flagstaff Pro Rodeo Inc. (or FPR)
Mail: 7950 Hollow Ridge Rd. Flagstaff AZ 86004

For further information, please email us at flagstaffrodeo@gmail.com

APPLICATIONS DUE JUNE 1, 2022



This Contract is made by and between Flagstaff Pro Rodeo Inc. and the applicant, herein referred to as Vendor. The term of this Contract is from the signing by both parties of the Contract through June 30, 2022. In consideration of the mutual benefits to both parties, both parties agree to the following:

REFUNDS: If you withdraw your application within 5 days after it is received, your deposit will be refunded less a \$50 cancellation fee. If you withdraw any time after June 1st there is **NO REFUND**. If your application is not accepted, booth fee/deposit will be refunded the first week of June 2022. **THERE WILL BE NO EXCEPTIONS.**

PROCESSING FEE: There is no processing fee for the application.

FEES AND SERVICES: Vendor and FPR Inc. will provide the fees and services outlined in the Food Vendor Guidelines attached hereto and incorporated herein. Vendor will conform to the terms described in this application, contract, and Food Vendor Guidelines.

PRODUCT LABELING: No Vendor will sell any merchandise that is misbranded, nor will Vendor misrepresent the size, quality, capabilities or other characteristics of any merchandise offered for sale.

ACTS OF GOD: Neither FPR Inc. nor Vendor will be held liable for an inability to perform its obligations under this Contract due to acts of nature or any other circumstances beyond their control.

RIGHT TO DISAPPROVE MERCHANDISE OR PRICES: FPR Inc. reserves the right to disapprove prices and/or products to ensure that variety and diversity of products are offered to the public.

MEDIA RIGHTS: Vendor agrees to allow FPR Inc. and PRCA to photograph or record Vendors activities and permits use of such photographs or recordings for promotional purposes. All media access and relations will be coordinated by FPR Inc. prior to and during the Flagstaff Pro Rodeo.

AMENDMENT: The parties hereto reserve the right to amend this Contract as they deem necessary and appropriate provided that no modification hereof will be valid unless in writing and signed by the authorized representatives of both parties.

INDEMNITY: Vendor agrees to indemnify and hold FPR Inc., PRCA and Coconino County harmless from any and all losses, claims, actions, damages and expenses arising out of its performance or lack of performance under this Contract. Vendor assumes all risk of loss or damage to Vendor's property at any time while on Coconino County Rodeo Grounds except in the event of the sole negligence of FPR Inc., PRCA and Coconino County.

SAFETY: FPR Inc. staff reserve the right to make modifications to Vendor's booth if staff deems the booth presents a risk to neighboring booths or to the products within the Vendor's booth.



TERMINATION: FPR Inc. may terminate this Contract at any time if Vendor fails to perform any obligation described in this Contract and its attachments.

SELECTION PROCESS: Once your application and payment are received, your application and payment will be processed. The FPR Inc. committee will review your application based on date it is received, quality of product, experience in the region, space availability, operations requirements and reputation. You will be notified by the first week in May of the committee's decision. If you are not accepted, your payment will be refunded at that time. Application and past participation does not guarantee acceptance.

BOOTH FEE: All vendors are required to pay the booth fee in its entirety to apply. If you withdraw your application within 5 days after it is received, your deposit will be refunded less a \$50 cancellation fee. If you withdraw any time after June 1st there is **NO REFUND**. If you are not accepted your booth fee/deposit will be refunded the first week of June 2022. **THERE ARE NO EXCEPTIONS.**

PROPANE: Vendors must provide their own propane. Please note that propane is not available at Coconino County Rodeo Grounds during the rodeo weekend. Vendor is responsible for making these arrangements.

BOOTH TECHNICAL INFORMATION: Booth sizes are as stated on the application. Vendor agrees to serve only from inside the parameters of the canopy and plan the operation so everything fits entirely under the canopy including side awnings, walkways, etc.

CLEAN UP: Vendor is responsible for booth cleanup each night. At the end of the rodeo weekend, each booth area must be left clean. If FPR Inc. or Coconino County has to dispose of any materials or cleanup after a Vendor, that Vendor will be fined and/or responsible for those fees.

IMPROPER DISPOSAL: No dumping of any product, liquid or solid, is allowed anywhere on Coconino County Rodeo Grounds. Illegal dumping is subject to fines FPR Inc. and Coconino County. Facilities are provided near the craft booths for disposal of craft waste, trash, recyclable products and grease. Vendors are responsible for all costs resulting from the improper disposal of materials.

FIRE EXTINGUISHER: All Food Vendors must have at least one fire extinguisher in their booths at all times each day of the Festival. Check with Fire Department to ensure that you have the correct type of extinguisher for your booth.

Signature: X _____ Date: _____