



Thank you for your interest as a vendor for the 2023 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 or at [info.fprvendors@gmail.com](mailto:info.fprvendors@gmail.com). You can also visit us at [www.flagstaffrodeo.com](http://www.flagstaffrodeo.com).

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

We will also be hosting a barrel race that is open to the public on Wednesday night beginning at 5:00 PM. Vendors are not required to be open for this event, however, should you choose to open and serve this night, Flagstaff Pro Rodeo will not be responsible for damaged or stolen items as after this event there is limited security.

**2. How many people attend the three rodeo performances?**

We expect a total of 8000 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 and behind the grandstands near the main entrance gate.

**4. What is the cost for a vendor space?**

Food vendor spaces are \$600 for the whole weekend. Merchandise spaces are \$400 for a 10x10 space or \$500 for a 10x20 space. Daily spaces are also available for \$300 per day.

**5. What size vendor spaces are available?**

Merchandise- 10x10 or 10x20. Special arrangements may be made for the required extra space. Merchandise trailers are accepted on a first come, first serve basis with limited spots available and an extra fee incurred based on size.

**6. Is electricity and water available?**

One standard 110 Volt, 60-Watt outlet is available near each merchandise space. Flagstaff Pro Rodeo provides lighting underneath the grandstands, but it is recommended to also bring extra lighting just in case. Some Spider boxes are available for hooking up but Food vendors requiring substantial amounts of electricity for deep fires 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. Water is available in limited spaces of the grandstands. You must provide your own water hose. There are no sewer hookups available.

### **7. Is insurance required?**

Yes. When require a certificate of insurance for a minimum of \$1,000,000 liability with three named insured: 1. Flagstaff Pro Rodeo 2. City of Flagstaff 3. Coconino County. If you are a merchandise vendor, you may contact your private insurance company and ask for a liability contract for the weekend.

### **8. 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 May 15th to the vendor director. Please contact us with any further questions. They can be reached at 928-679-8756. Please also be prepared for a health inspection at some point during an event.

### **9. 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.

### **10. 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 be items included in the FPR inventory. We have a beverage contract with Pepsi/Nackard and all drink items not included in the FPR beverage concession must also be approved by the vendor chairperson and from the Pepsi family of products. All drink items must be purchased on site from the Pepsi trailer. Both bottled soda and water will be available for purchase with prior arrangements. No obscene or offensive items may 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 chairperson or director reserves the right to request the removal. Menus from food vendors must be submitted by May 15th for approval or the application will be denied, no exceptions. Any vendor selling items outside of the approved menu will be asked to leave and no refund will be given. You may not sell alcoholic beverages of any kind. You may also not sell weapons of any kind.

### **11. Are there restrictions on the use of the FPR name?**

The term Flagstaff Pro Rodeo and Flagstaff Pro Rodeo Inc. (FPR) Are registered trade names and shall not be used by the vendor. Vendor shall not represent or infer that any product is sanctioned by Flagstaff Pro Rodeo.



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Please describe what you will be selling:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate if you need Water \_\_\_\_\_ Electric \_\_\_\_\_

All payment is required with application. We accept check, money order, cash, or PayPal/Square (PayPal/Square will be charged a 3% processing fee). No spaces will be reserved without proper insurance proof and payment. **THERE WILL BE NO REFUNDS.** The deadline is May 1<sup>st</sup>.

Please indicate space needed and days of attendance: \_\_\_\_\_

By signing this contract, the vendor listed above agrees to be at the Coconino County fairgrounds, set up an open prior to the time the gates open to the public each night of the rodeo, and will not begin teardown until after the last performance on Saturday night or until Sunday morning. Vendors are responsible for securing goods at night. The vendor hereby agrees to indemnify and hold harmless FPR Inc., against any damages or claims that may arise in connection with vendors presence at the event and vendors activities of any kind.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to Flagstaff Pro Rodeo Inc. or FPR

**Mail application and check/money order to 7950 Hollow Ridge Rd. Flagstaff AZ 86004**

**For further information, please e-mail us at [info.fprvendors@gmail.com](mailto:info.fprvendors@gmail.com)**

**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 11th, 2023. In consideration of the mutual benefits to both parties, both parties agree to the following:**

**REFUNDS:** if you withdraw your application within five days after it is received, your deposit will be refunded less a \$50 cancellation fee. If you withdraw any time after May 15th there is **NO REFUND**. If your application is not accepted, the fee and deposit will be refunded the second week of June 2023. There will be no exceptions.

**PROCESSING FEES:** There is no processing fee for the applications, only if the fees are paid through PayPal. The fee is a 3% charge.

**FEES AND SERVICES:** Vendor and FPR Inc. Will provide the fees and services outlined in the food vendor guidelines attached hereto and incorporated herein. Vendors 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 circumstance 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. Your application is based on the date it is received, the products you provide, and space availability. Application and past participation do 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 five days after it is received, your deposit will be refunded less a \$50 cancellation fee. If you withdraw any time after May 15th there is **NO REFUND**. If you are not accepted your fee and deposit will be refunded the second week of June 2023. **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. The vendor is responsible for making these arrangements. open

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

**CLEAN UP:** vendor is responsible for booth cleanup each night. A dumpster is provided at the rodeo grounds for vendor use. At the end of the rodeo weekend, each booth area must be left completely clean and free of trash. If FPR Inc. Or Coconino County must dispose of any materials or clean up after a vendor, that vendor will be fined \$100. All Pepsi/water pallets that are empty must be returned to the front of the Pepsi trailer.

**IMPROPER DISPOSAL OF HAZARDOUS MATERIALS:** no dumping of any hazardous product, liquid or solid, is allowed anywhere on the Coconino County Rodeo Grounds. Illegal dumping is subject to fines incurred for cleanup.

**FIRE EXTINGUISHER:** all food vendors must have at least one fire extinguisher in their booths at all times of the day during the rodeo. Check with the fire department to ensure that you have the correct type of extinguisher for your booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_