



Vendor General Information

1248 Fairgrounds Rd., Duncan, AZ. 85534, Building A
P.O. BOX 123 Duncan, AZ. 85534
Phone: 928-359-2032
fairgrounds@greenlee.az.gov

Greenlee County Fair

September 17-20, 2026

Thank you for your interest in participating as a vendor. Please read the following information carefully before submitting your application.

Submission of an application does **not** guarantee a vendor space. All applications will be reviewed by our department, and applicants will be notified regarding approval or denial once the review process is complete.

The application deadline is **June 30, 2026**. Late submissions may not be considered.

Please note the following important requirements:

- Do **not** submit payment with your application.
- Do **not** apply for event insurance until you have received approval for a vendor space.
- A **Food Vendor Approval Letter** from the Greenlee County Health Department must be included with your application submission. Please call 928-865-2601.

Incomplete applications or missing required documentation may not be considered.

We appreciate your interest and look forward to reviewing your application.



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Indoor/Outdoor Operation Hours

All vendors must be open to the public during the times listed below:

- September 17th 4:00 pm - 9:00 pm
- September 18th 10:00 am - 9:00 pm
- September 19th 10:00 am - 9:00 pm
- September 20 Pack up & Go

Outdoor vendors may be open after the required times.

Vendor Check-In

All vendors must be checked in and set up by Wednesday, September 16th.
Check-in time will be from 11:00 a.m. - 7:00 p.m.

Each vendor will receive two (2) admission passes and one (1) parking pass.

Insurance

A Certificate of Insurance (COI), naming Greenlee County as additional insured, must be submitted to the Fairgrounds Office no later than September 1, 2026.

Websites such as www.eventhelper.com are commonly used to purchase the appropriate event insurance.

Restocking/Ice

For restocking, please bring a wagon or cart to carry your supplies. Shuttle services may not be available throughout the event.

Ice is available on-site for purchase through Greenlee County (while supplies last).
Other convenience stores near are Stage Stop, Chaparral Hotel Mini Mart, and Family Dollar.

Camping

Dry camping (no electricity) is available for \$20 for the entire event. Facility showers and restrooms are available for use.

Cancelation Policy

Vendors who cancel within 96 hours of the event will forfeit all monies received at the Fairgrounds Office.

Vendor Application Form



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Applications will only be considered if filled out completely. Acceptance of the application does not guarantee space. Payment is required within 10 days of application approval, or the next vendor on the waiting list will be offered your space. **All fees must be paid by cashier's check or money order, payable to Greenlee County.**

Note: All products for which you apply may not be approved. Any changes or additions must be approved in writing by the Fairgrounds Office.

Name _____

Company Name _____

Phone _____ Email _____

Mailing address _____

Event You Are Applying For _____

Are You A Former Vendor No Yes If yes, when _____

List ALL menu items:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please circle the most appropriate category for your product/service:

- | | | |
|-----------------------------|--------------------|------------------------|
| Apparel | Art/Photo | Food Prepared On-site |
| Health/Beauty | Electronics | Packaged Premade Food |
| Jewelry/Fashion Accessories | Home Improvement | Information & Services |
| Novelties/Toys/Games | Household Items | Raffle |
| Gifts & Souvenirs | Outdoor/Recreation | Giveaway |

Outdoor Spaces: Please draw a diagram of your food truck. Provide the total dimensions of your setup. Be sure to include the selling side, awnings, counters, hitches, and privacy areas.

Do you have a generator? No Yes

Do you plan to operate your booth using a generator? No Yes

CAMPING:

<u>Space Type</u>	Cost	Qty	Total
Dry Camping- no electricity	\$20.00	Entire Event	\$
			\$

INDOOR SPACE: 1 table and 2 chairs will be provided. No food is to be cooked inside.

<u>Space Type</u>	Cost	Qty	Total
10 x 10 booth	\$100.00		\$
10 x 10 booth with electricity	\$140.00		\$
			\$

OUTDOOR SPACE/ELECTRICITY: Food trailers must have their own water storage/draining tanks.

<u>Space Type</u>	Cost	Qty	Total
10 x 10 booth	\$100.00		\$
10 x 20 food booth	\$300.00		\$
Electricity 110 volt	\$40.00		\$
Electricity 220 volt	\$80.00		\$
			\$

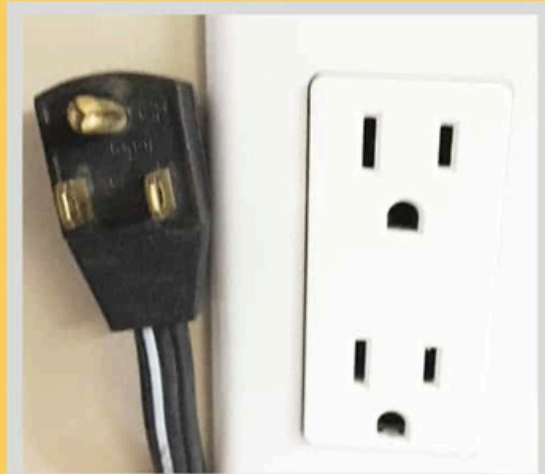
Understanding 220-Volt Electrical Systems

Differentiating between 110-volt and 220-volt systems

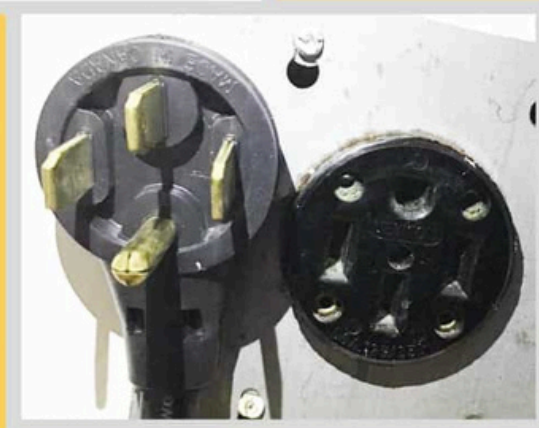
Most standard electrical outlets in homes are designed to provide 110 volts of electricity. However, certain appliances and equipment, such as electric stoves, dryers, and air conditioners, require more power to function efficiently. This is where 220-volt electrical systems come into play. These systems utilize higher voltage to meet the energy demands of power-hungry devices, making them suitable for heavy-duty applications.

Common uses of 220-volt circuits for high-power appliances

220-volt circuits find their application in a variety of appliances that require substantial energy to operate. Electric stoves, ovens, clothes dryers, trailers, and air conditioning units are some examples of devices that typically run on 220-volt circuits. These appliances demand greater power for heating elements, motors, and compressors, necessitating the use of a higher voltage system to meet their requirements.



110 V
Plug
and
Socket



220/240 V
Plug
and
Socket

SPECIFIC RULES AND REGULATIONS AGREEMENT

Vendor Approval

- Greenlee County reserves the right to reject any request for vendor space.
- If you are an approved vendor, the following must be obtained or submitted:
 1. Full payment within 10 days of the vendor approval date.
 2. Signed Rules and Regulations Agreement.
 3. Certificate of Insurance naming Greenlee County as additional insured.
 4. Health Food Sales Permit (if you are selling food).
 5. Local Fire Inspection Permit (if you have a food truck).

Communication

- Fair updates (if any) will be sent via email to the contact information provided on the vendor application.

Vendors

- All food vendors must contact the Greenlee County Health Department at 928-865-2601 to obtain proper permits and instructions regarding food and beverage sales.
- All food vendors must contact their local Fire Chief at 928-359-3473 for their Fire Operational Permit.
- All individuals accompanying vendors must remain under the vendor's supervision and must be working in the vendor's assigned area.
- All vendor payments received by the Fairgrounds Office are non-refundable. The Event Coordinator reserves the right to approve or deny any refund requests at their sole discretion.

Space Use and Conduct

- Vendor spaces are non-transferable. Vendors may not relocate, exchange, or sublet their assigned space without prior approval from the Event Coordinator.
- Vendors must operate strictly within their assigned booth area. Soliciting in aisles or hanging flyers outside of your booth is not permitted.
- Negative or derogatory promotion of products, people, or organizations is strictly prohibited.
- Vendors are expected to cooperate with neighbors and must not create disturbances, nuisances, or interfere with other participants' enjoyment.

Activities and Equipment

- Raffles, giveaways, sound systems, and video equipment must be approved in advance and listed in the vendor application.
- Items deemed to be in bad taste may be barred at the discretion of Greenlee County staff.

Cleanliness and Waste Management

- Vendor areas must remain clean and tidy at all times.
- All garbage must be bagged, tied, and placed curbside for pickup by County personnel.
- Dumping of grease, water, or other waste is strictly prohibited.

Property and Liability

- Vendors must return their space in the same condition as received at the conclusion of the event.
- No open flames or fires are allowed on the fairgrounds without written authorization from Greenlee County.
- Greenlee County assumes no responsibility for vendor property. All property is placed at the vendor's own risk.
- Vendors must carry insurance to protect against theft, damage, or loss of merchandise or personal belongings.

Prohibited Items

- No alcohol may be brought onto County property. Violators will forfeit their space and be required to vacate immediately.
- Weapons and firearms are strictly prohibited on fairgrounds.

Enforcement and Final Authority

- Greenlee County reserves the right to enforce any additional rules necessary for the safe and orderly conduct of the event.
- Any vendor failing to follow these rules may be required to immediately vacate the premises. No refunds will be issued, and the space may be reassigned for the remainder of the event.
- Greenlee County shall have full authority in the interpretation and enforcement of all rules and regulations herein.

By signing below, I acknowledge that I have read, understand, and agree to comply with the following rules and regulations set forth by Greenlee County:

Signature _____

Date _____

Print Name _____