

# Demonstrator's Guidebook

updated 9.5.22

As coordinator of the Creative Living Competitions department I feel it is vital that artisans, craftsmen and horticulturists share with our patrons their skills. This not only raises awareness about a particular skill, but also highlights local organizations and guilds so they can recruit new members and reach out to a broader audience. Having demonstrators in the Creative Living Area helps bring the building to life.

*Brenda Gregory*



## The role of a demonstrator

A Demonstrator is a person or organization that comes to the Fair to showcase their art, craft or horticulture. A Demonstrator can represent and promote their organization by providing an interactive experience patrons or just demonstrating their particular skills. Either way, a demonstrator should be cordial and friendly as well as feel comfortable answering questions that are presented to them.

## Why Demonstrate?

The Fair provides individuals and organizations a free and easy way to meet and engage with hundreds of people each day. Each demonstrator will receive:

- Fair ticket for the day(s) they are there demonstrating
- Participation gift
- Ability to sell items and promote you or your organization

## General Guidelines for Demonstration

### Prior to Fair

- **Request to be a demonstrator.** A person or organization must complete a **Creative Living Demonstration Request Form** prior to the Fair opening to be able to demonstrate during the Fair, unless approved by the Creative Living Coordinator. Organizations are required to provide a list of names of who is demonstrating on a particular day. See Creative Living Demonstration Request Form on last page.
- **Getting into the Fair.** The Fair provides tickets for each day a demonstrator is at the Fair. *For example, if your organization will demonstrate 2 days at the Fair and each time you will be bringing 4 people. You will receive 8 FREE Fair tickets.* Tickets can be picked up prior to the Fair or mailed to you.
- **Parking for demonstrators** will be available in a designated Volunteer Parking Lot, close to the Florida Center Building.
- **Unloading supplies.** Some demonstrators have supplies and equipment necessary to properly demonstrate their arts and crafts. We will send unloading instructions along with unload (In/Out) passes separately.

### Display & Sales

- A person or organization is responsible for setting up their own display, scheduling members or assistants to staff their table during the demonstration shift.
- Demonstrators will be assigned a table or area where they will be throughout their shift. The table will have a sign with the individual or organizations' name on it. You can also bring your own sign as long as it is professional quality showing your name (or organization name).
- Demonstrators will be given a "Demonstrator" badge to wear while they are demonstrating.
- Try to provide hands-on experiences for the guests whenever possible.
- You are allowed to eat and drink at your table. However, we expect you to keep your area neat and clean, free of debris, food, trash, etc. at all times. We do have a back of house kitchen where you can take a break or eat.

- You may distribute your own business cards or organization brochures and information advertising craft shows, events, fairs, etc. even if you are demonstrating there.
- You may only display and sell original items made or grown by you or your organization, unless approved by the Creative Living Coordinator.
- If selling items they should be a small portion of your demonstration area. Remember you are there to demonstrate not to sell. You are also responsible for all money transactions. We will not supply change, credit card or a safe storage of money collected. Price tags should be simple and not prominently displayed.

## Safety

- We will provide snacks and water. Please be prepared to provide your own food for the time you are here.
- The use of aerosol sprays or combustible products inside buildings is strictly prohibited.
- The use of propane or acetylene gas is by permission only from the Creative Living Coordinator. You must have an ABC fire extinguisher at your demonstration table at all times. You will provide your own fire extinguisher.
- In the event of an illness, injury or other emergency involving any person, contact the nearest Creative Living staff member. Never attempt to handle an emergency situation by yourself. Hillsborough County Fire and Rescue personnel are on the Fairgrounds throughout the run of the Fair to handle emergencies.
- Please monitor the safety of your demonstration area at all times. Keep the area free of trip hazards. Keep all tools and equipment out of the reach of guests. Never allow a guest to handle a sharp or otherwise dangerous object.

## Security

- If you are demonstrating for more than one day we can store your items in a locked room overnight.
- The Florida State Fair will provide around-the-clock security, including a guard stationed inside the Florida Center Building overnight. Every effort will be made to secure the Florida Center Building and property; ***however, we cannot be liable for lost, damaged or stolen items.***

## Other Volunteer Opportunities at the Fair

- In the Creative Living area there are other ways to volunteer prior to, during and after the Fair. Volunteer Jobs include: Clerking for a Judge, Assisting during Entry In-take, etc.
- If you are interested in Volunteering for those positions and getting the benefits of the Volunteer Program you will need to complete the *Volunteer Application*.  
**To learn more about the Fair's Volunteer Program go to: <http://www.floridastatefair.com/p/about/volunteer>**
- **If you are representing a guild, club, and organization or are selling items... you cannot take part in the Florida State Fair Volunteer Program.**
- **It is not necessary to complete Volunteer Application to be a Demonstrator in the Creative Living Area.**

**If you have any questions, please contact Brenda Gregory at [brenda.gregory@floridastatefair.com](mailto:brenda.gregory@floridastatefair.com) or call at 813-734-2810.**

# 2023 Creative Living Demonstration Request Form



If you want to do demonstrations on more than one topic, complete a **Request Form** for each topic.

**A completed application should be received by Saturday, December 31, 2022.**

**Mail completed form back to:**

Florida State Fair –  
Creative Living Demonstration  
P.O. Box 11766  
Tampa, FL 33680

**Scan & Email to Brenda Gregory at:**

brenda.gregory@floridastatefair.com  
**Question? Phone: 813-734-2810**

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**Topic of your demonstration**

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**Describe what you will be doing during your demonstration**

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Name of Individual, Club, Society, Guild or Organization

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Contact Person

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Address

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City

State

Zip code

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Cell Phone

Email

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Organization Website or Facebook Page

**How many Tickets will you need?** \_\_\_\_\_ **Each time a person enters the fair they will need a new ticket for each day.** *For example if two people come for 4 days to demonstrate they would need 8 tickets.*

**Will you need to unload at the building?**  YES  NO **If so, how many Unloading Passes are needed** \_\_\_\_\_

**Will you need handicapped parking?**  YES  NO **If so, how many will need handicapped parking?** \_\_\_\_\_

**Will you need electricity for your display?**  YES  NO **Will you need special equipment?**  YES  NO

If Yes,  Electricity  Wi-Fi  Microphone (PA) **List any special needs** \_\_\_\_\_

**How many tables will you need?**  1- 8' long  corner setup with 2- 8' long **Chairs, how many?** \_\_\_\_\_

**Will you need a special setup to demo? If so, describe** \_\_\_\_\_

**Days & times available for demonstration**

- |   |   |                          |   |   |                          |
|---|---|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> <b>FEB 9, THU</b>  | <input type="checkbox"/> 11A – 2P &/or <input type="checkbox"/> 2P – 5P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 15, WED</b> | <input type="checkbox"/> 11A – 2P &/or <input type="checkbox"/> 2P – 5P | <b># of people</b> _____ |
| <input type="checkbox"/> <b>FEB 10, FRI</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 16, THU</b> | <input type="checkbox"/> 11A – 2P &/or <input type="checkbox"/> 2P – 5P | <b># of people</b> _____ |
| <input type="checkbox"/> <b>FEB 11, SAT</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 17, FRI</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ |
| <input type="checkbox"/> <b>FEB 12, SUN</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 18, SAT</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ |
| <input type="checkbox"/> <b>FEB 13, MON</b> | <input type="checkbox"/> 11A – 2P &/or <input type="checkbox"/> 2P – 5P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 19, SUN</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ |
| <input type="checkbox"/> <b>FEB 14, TUE</b> | <input type="checkbox"/> 11A – 2P &/or <input type="checkbox"/> 2P – 5P | <b># of people</b> _____ | <input type="checkbox"/> <b>FEB 20, MON</b> | <input type="checkbox"/> 10A – 1P &/or <input type="checkbox"/> 1P – 4P | <b># of people</b> _____ |