



# VENDOR GUIDE



**SMILE TOGETHER**

**FEB 8 <sup>THRU</sup> 19, 2024**

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## WELCOME TO THE FLORIDA STATE FAIR

On behalf of our Florida State Fair team, thank you for your interest in joining us for our 120<sup>th</sup> anniversary this year, February 8 – 19, 2024!

As the “Official State Fair of Florida”, our goal is to work collaboratively with our partners to provide a welcoming, memorable experience for our valued guests by offering access to best-in-class food, products, and services throughout their visit. We are counting on you to play your part in delivering this one-of-a-kind fair experience.

To assist you in preparing for a successful event, we are providing the updated **2024 Florida State Fair Vendor Manual**, as referenced in your License Agreement. Please review the manual carefully as it contains important information on the fairgrounds’ policies, procedures, requirements, and guidelines to ensure your footprint and operations are ready when gates open on February 8. We need your commitment and effort throughout the twelve-day fair to put our best foot forward each day and will require 100% compliance from our many partners.

Should you have any questions or need any additional information, our experienced Florida State Fair team is here to help. You can contact team members every Monday through Friday, 9am – 5pm daily. Any general questions can also be emailed to [Vendors@FloridaStateFair.com](mailto:Vendors@FloridaStateFair.com) or call, 813-621-7821.

We value our network of partners and the unique contribution that each makes in creating an excellent experience for our many visitors. Working together, we are confident that we will continue to exceed the expectations of our Florida fair fans and keep them coming back for this annual tradition!

We wish you a successful and enjoyable 2024 Fair!

Cheryl F. Flood  
Executive Director  
Florida State Fair

## CONTACT INFORMATION:

Fair Authority Switchboard	813-621-7821
Concessions and Exhibits: Beth Buckley	813-627-4317, Cell: 813-352-0658
Concessions and Exhibits: Johanna Lopez	813-627-4214, Cell: 813-477-3102
Concessions and Exhibits: Chris Walden	217-549-0040
Contracts & Insurance: Tara Tilson	813-627-4234
Accounting: Tawana Mobley	813-627-4356
Credentials: Maggie Cooper	813-663-3663
Camping & Electric: Kimberley Moritz	813-740-4642, Cell: 813-951-4531

## VENDOR TYPES & DEFINITIONS

At the Florida State Fair (FSF), the words “Exhibit” or “Licensee” or “Exhibitors”, “Vendors”, “Concessionaires”, “Food & Beverage Vendor” are used interchangeably. Vendors are classified into the following categories:

**Food & Beverage/Concession Vendor:** Any vendor that offers an immediately consumable product including food and non-alcoholic beverages.

**Outdoor Commercial/Retail Vendor:** Outdoor informational and/or retail Vendor offering a product or service that is enjoyed after leaving the Fair Park. This category includes retail, non-retail, pitch, and novelty Vendors.

**Artisan Marketplace (Special Events Center):** Vendor, Artisan or Craftsmen that makes and sells fine handmade art or crafts.

**Indoor Commercial/Retail Vendor (Expo Hall):** Indoor informational and/or retail Vendor offering a product or service that is enjoyed after leaving the Fair Park. This category includes retail, non-retail, pitch, and novelty Vendors.

## LODGING:

### CAMPING

Camping during the annual Florida State Fair is for Concessionaires, Vendors, Livestock Exhibitors, etc. Reservations are required and are accepted on a first-come, first-served basis through the application located on the vendor page of the Florida State Fair website, <https://floridastatefair.com/vendors/> and must be received by January 15, 2024. Space is limited, please reserve your space as soon as possible.

Campground rates are \$47 per night for a 30 amp hookup \$57 per night for a 50 amp hookup. The camping fee begins when the camper enters the property, regardless of occupancy or hook-up. Lots are assigned as campers arrive. No specific lot number will be guaranteed to any reservation. We reserve the right to rent a lot if the exhibit is cancelled. Refunds will only be provided if cancellation is made in writing and received no later than (2) weeks prior to the check-in date.

Camping is only allowed in assigned spaces. Reservation of space includes parking for only one support vehicle. Additional vehicles must be parked in General Parking.

### HOTELS

The Florida State Fair partners with local hotels to provide the best available rate. For additional information and the most up to date list visit <https://floridastatefair.com/lodging/hotels/>.

## PRE-FAIR INFORMATION

### SET-UP:

**Outdoor:** Set-up may begin January 30 and continue through February 7. Set-Up times are from 9:00 am to 6:00 pm daily. You will need to pick-up your Credentials and any permits you need prior to being placed on location. All paperwork, payments and insurance must be received prior to being placed.

\*If you need to stage or store equipment, trailers, concessions, etc. prior to January 30, special arrangements must be made through the Concessions and Exhibits Department.

**Indoor:** Set-up may begin February 5 at 9:00 am and continue through February 7 until 6:00 pm. You will need to pick-up your Credentials prior to setting up your display.

\*If you need to set-up prior to February 5, special arrangements must be made through the Concessions and Exhibits Department.

The Fair Authority will in no way be responsible for any property of the Licensee brought onto the Fairgrounds.

**CHECK-IN:** Enter through the Orient Road Service Entrance, 5025 Orient Rd., Tampa, FL 33610, and proceed to the right to the Credentials Office. **\*The Orient Road Entrance is only accessed via parking pass once the Fair opens on February 8. Please review the entry point listed on your parking pass.**

**CREDENTIALS OFFICE:** All Vendors will be required to wear the Florida State Fair photo I.D. badge while on the Florida State Fairgrounds property. Badge must be always worn on the upper torso and visible. Two badges are issued at no charge per location. Additional I.D. badges are \$45 each, regardless of if it is purchased for one day or the entirety of the Fair. All individuals entering the Fair will be stopped and required to scan their badge upon EVERY entry.

**ELECTRIC & CAMPING OFFICE:** Camping and Electrical permits may be picked up from the Electric Office, located across from the Credentials Office.

Credentials Office Hours	
January 27 – February 4	8:00 am – 6:00 pm
February 5 – February 8	7:00 am – 7:00 pm
February 9 – February 19	8:00 am – 5:00 pm

Electrical & Camping Office Hours	
January 29 – February 6	8:00 am – 8:00 pm
February 7 – February 9	7:00 am – 8:00 pm
February 10 – February 12	8:00 am – 5:00 pm

Only after you have obtained your credential badges and necessary permits, you may proceed as follows:

**Outdoor:** Proceed to the queue line where security will call the Concessions Team to direct you to your location. Installation of exhibits may begin on January 30 and continue through Wednesday, February 7. Installation of exhibits must be completed and in place no later than 6:00 PM on Wednesday prior to the start of the Fair.

**Artisan Marketplace:** Proceed to the SEC and check-in with the vendor coordinator in the southwest corner. Installation of exhibits must be completed and in place no later than 6:00 PM on Wednesday prior to the start of the Fair.

**Expo Hall:** Proceed to the Expo Hall and check-in with the vendor coordinator in the southwest corner. Installation of exhibits must be completed and in place no later than 6:00 PM on Wednesday prior to the start of the Fair.

**TEAR DOWN:** Dismantling and packing may not begin until the times listed below on the last night of the Fair. No vehicles will be permitted in public pedestrian areas of the Fairgrounds until specifically authorized by the Fair Authority. On the last day of the Fair upon move-out, Vendors must clean-up their space and leave it in the same condition as they found it during move-in. All trash should be bagged and/or placed into proper receptacles. Failure to do so will result in \$500 fine and future contracts will be revoked.

**Indoor Vendors:** All booth displays must remain in operation until the building closes at 9:00 pm, the last day of the Fair. No visible packing or dismantling of your booth display is permitted before 9:00 pm. Handcarts will not be permitted in the building until closes for safety reasons. If booths do not remain in operation until 9:00 pm on the last day of the Fair, a \$500 fine will be assessed, and future contracts will be revoked.

All exhibits must be dismantled and removed by 5:00 PM on Tuesday, February 20, 2024. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

**Outdoor Vendors:** All exhibits must remain in operation until 11:00 pm on the last day of the Fair, unless otherwise authorized by the Fair Authority due to weather, etc. The Concession Manager will close the exhibit areas and then give the signal to Fair personnel to direct Vendors' vehicles into the inner grounds in order of location. All tents, trailers, stands, etc. must be dismantled and removed by 5:00 PM on Wednesday, February 21, 2024. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

**LICENSE AGREEMENT:** Every individual or company doing business on the Fairgrounds during the Florida State Fair must have a written, executed license agreement identifying the location of the space to be occupied by Licensee and must provide a certificate of general liability insurance naming the Florida State Fair Authority as certificate holder and additional insured. Pricing will be based on space size and location. Occupying a space does not ensure or guarantee that Vendors have a right to any space, the same space, or similar space for future Fairs. If a Vendor sells his or her business and/or merges with a new owner, the new owner must complete an application.

**PAYMENT:** A non-refundable deposit for each exhibit space reserved is due with the signed License Agreement. If the deposit is not received, the space will be released at the sole discretion of the FSFA. Accepted payment methods before January 15 are cash, credit card, check or money order. Accepted payment methods after January 15 are cash, credit card, or money order. No personal checks will be accepted after January 15.

**PRODUCT EXCLUSIVITY:**

**Spa Manufacturers, Inc.** is the only entity or individual allowed to exhibit and/or sell, distribute, service or rent spas or spa parts and accessories. For purposes of this disclaimer, "spa" means all fiberglass spas and preformed/premade fiberglass pools including a spa, swim spa, soft tub, pool shell or hot tub.

**Coca-Cola Beverages of FL, Inc.** ("Coke") is the exclusive provider of bottled water, soda, and all non-alcoholic beverages, including juices, teas, refrigerated coffees and isotonic drinks sold on the Fairgrounds, ("Coke Products"). Product must be ordered, purchased and picked-up from the product distribution center located onsite at the Florida State Fairgrounds.

**NO DIG/STAKING POLICY: WARNING:** There are multiple underground utilities within the Fairgrounds including, but not limited to, electric, gas, communications, water and sewer lines (collectively, "Underground Facilities"). Even minor activity that disturbs the surface of the earth has the potential to damage Underground Facilities resulting in major and costly repairs. COMING INTO CONTACT WITH THE UNDERGROUND FACILITIES MAY CAUSE INJURY OR EVEN DEATH. Licensee represents, warrants and covenants that it will not, in any manner, cause the Fairgrounds Property to be altered or affected, in any way. In order to ensure compliance with this term, the FAIR AUTHORITY prohibits digging, excavation, boring, auguring, stakes, or other physical alteration of the Fairgrounds Property ("Alteration") without explicit planning and written authorization by the FAIR AUTHORITY. Alternate methods of staking MUST be used. Failure to comply will result in a \$500 fine and future contracts will be revoked.

**VENDOR HOURS OF OPERATION:**

Vendors are expected to have their booths open, staffed and operating vary by location and day of the week:

**Outside Vendors:**

Thursday, February 8: 11:00 am to Fair Closing

Friday, February 9 – Sunday, February 11: 10:00 am to Fair Closing

Monday, February 12 – Thursday, February 15: 11:00 am to Fair Closing

Friday, February 16 – Monday, February 19 (Final Day): 10:00 am – Close

\*Closing times vary based on attendance and weather.

**Indoor Vendors:**

Thursday, February 8: 11:00 am to 9:00 pm

Friday, February 9 – Sunday, February 11: 10:00 am to 9:00 pm

Monday, February 12 – Thursday, February 15: 11:00 am to 9:00 pm

Friday, February 16 – Monday, February 19 (Final Day): 10:00 am – 9:00 pm

**PARKING:** A limited amount of Vendor parking is available in specially designated areas within the Fairgrounds during the Fair. Parking during the Florida State Fair is free and Vendors are encouraged to park in patron parking.

**Outdoor:** All Vendor motor vehicles and stock trucks/trailers must have a permit and park in their designated areas.

**Expo Hall:** Parking is designated in Lot 2, located near the northwest corner of Expo Hall. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space. Vendors will enter through the US Highway 301 entrance and park in the lot indicated on their parking pass. Vendors without a parking pass must enter through the Highway 301 entrance and park in public parking.

**Artisan Marketplace:** Parking is designated in Lot 8, located near the southwest corner of Special Events Center. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space. Vendors with a parking pass should enter through the MLK Jr. Entrance. Vendors without a parking pass must enter through the MLK Jr. Entrance and park in public parking.

**PARKING ZONES**

MID-FLORIDA  
CREDIT UNION  
AMPHITHEATRE





## GENERAL INFORMATION

**ALCOHOL:** At no time is alcohol to be consumed or kept within your licensed space.

**ADVERTISING:** You may not advertise or distribute information about anything other than products/services specifically approved or indicated in your license agreement, nor are you allowed to advertise or promote your products, services or booth at any location on the fairgrounds other than your licensed space.

**BANNERS, SIGNAGE:** All banners, signage, posters, A-Frames, etc. are strictly prohibited outside of your booth. Handmade, handwritten or other unprofessional looking/appearing signs are prohibited. All signs, banners, posters, etc. must be printed and professionally made. Signs or materials of any kind that are deemed objectionable by the Fair, in its sole discretion, will be removed without liability to the Fair.

**BOOTHS/STANDS:** The booth/stand must always be staffed during the Hours of Operation/Official Fair Hours with an adequate number of personnel. An unoccupied booth/stand has very little value to you or to our patrons and theft may occur when not manned. Management, employees, and volunteers must remain within the booth space while conducting all business. This rule is strictly enforced. To ensure safety of all guests and easy flow of traffic, make sure that your patrons do not block aisles, roadways, or neighboring vendors.

**BUILDING TEMPERATURE:** Building temperature will be kept at one setting for the entire Fair. Please plan accordingly.

**CAMPING:** Campsites are rented on a first-come, first-serve basis. Reservation of space does not guarantee enough room to park a vehicle. No camping on the fairgrounds except your assigned camping location. It is a violation of State and local law to discharge gray or black water on the grounds. Any violation is subject to a fine by Hillsborough County Health Department and ejection from the premises by the Florida State Fair Authority. Camping reservations must be made by completing the camping application: <https://floridastatefair.formstack.com/forms/faircamping2024>.

**CANCELLATIONS BY LICENSEE:** Should you find that you are unable to participate in the Florida State Fair, a request for cancellation of your License Agreement must be made in writing. Any amount that has been paid may be retained by the Fair.

**CHANGE BANK WINDOW:** The change bank walk-up-window is open at the times of: 9:00 – 10:00 am, 2:00 – 3:00 pm and 5:00 – 6:00 pm (subject to change without prior notice). Located on the west side of the Administration Building,

**CONDUCT OF VENDORS:** Each Vendor is expected to deal honestly and fairly with the public. Vendors will not misinform regarding another company or product that is being represented, displayed, or sold at the Fair. Negative attitudes, excessive unfounded complaining, etc. are not welcomed and will not be tolerated. Please make sure your employees know that your opportunity to participate in future Fairs is contingent upon their professionalism and experience provided to guests.

**CUSTOMER REFUND POLICY:** Vendors must maintain a reasonable return/refund/exchange policy for patrons during the Fair. If refunds are not offered by the Vendor, signage must be prominently displayed in the booth and list that refunds are not offered. In the interest of good customer relations, Florida State Fair management reserves the right, at its discretion, to require a Vendor to refund the full amount of any customer's purchase.

**DAMAGES:** You agree to promptly reimburse and pay the Florida State Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

**DATE CHANGES TO THE FLORIDA STATE FAIR:** The annual Florida State Fair is scheduled February 8 – 19, 2024. The Fair Authority may be required to change the dates of the 2024 Florida State Fair and will notify LICENSEE of a change of dates within a reasonable time. LICENSEE agrees to forego any and all claims for damages against the FAIR AUTHORITY and further agrees to waive any and all rights which might arise by reason of the terms of this Paragraph. LICENSEE shall have no recourse of any kind against the Fair.

**DELIVERY ADDRESS:** To be sure your packages are received and you are notified in a timely manner, they must be labeled as example provided:

Your Company Name  
Your Name and Location  
C/O Florida State Fair  
4800 US Highway 301 North  
Tampa, Florida 33610

**DELIVERIES BEFORE THE FAIR:** The Florida State Fair does not store or receive any deliveries prior to February 4. If you are having merchandise or equipment shipped for use at the Fair, you must have one of your employees at the Fairgrounds to accept the delivery.

**DELIVERY FEE SCHEDULE:** If items are delivered to the Fairgrounds prior to February 4, a handling fee will be assessed for the service.

Date	Fee
January 15 – January 21	\$500
January 22 – January 28	\$350
January 29 – February 3	\$250
February 4 – February 20	\$0

**\* The Florida State Fair does not have the ability or space to store your deliveries during the fair. If pallets of product/merchandise are not claimed within 24 hours of delivery, a per day storage fee will be applied at a rate of \$100 per day.**

**DELIVERIES DURING THE FAIR:** The Delivery Shed is located near the Orient Road Entrance. Vendors are encouraged to pick-up packages each morning prior to the Fair opening. Only carts with permits will be allowed to operate on the Fairgrounds. Permits are paid (\$250.00) and issued at the Credentials Office.

**Outdoor Vendors:** Every day at 7:00 am, licensees may re-supply their units. All delivery vehicles must be removed from the inner grounds no later than 30 minutes prior to Fair Operating Hours. Vehicle access will be allowed after the all-clear is given each night, approximately 30 – 60 minutes after fair closing. Additional stock can be brought in via hand cart during Fair operating hours as needed.

**Indoor Vendors:** Vendors may re-stock booths one hour prior to opening and up to one hour after the building closes. All Vendors must enter through the Vendor Entrance. Only those Vendors with 2024 Florida State Fair Credentials will be permitted to enter the building during restocking hours. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the show.

**DEPOSITS:** If deposits are not received by the payment deadlines listed on your license agreement, space will be released with no refund. NO EXCEPTIONS.

**DRAWINGS FOR GIFTS OR PREMIUMS:** All drawings, give away offers, free registrations or similar inducements must be approved by the Fair Authority, in writing, prior to opening day of the Fair. Vendor must notify management of the time and conditions of drawings and furnish names and addresses of any or all winners immediately following the drawing. Under no circumstances may the Vendor use the name of or implicate the Florida State Fair in a promotion of this type. All drawings must be made prior to 7:00 PM on closing night. An official of the Fair must be present when the drawing is held. It is the Vendor's responsibility to deliver the prize, gift or premium to the winner within 30 days after the drawing. The prize, gift or premiums must be absolutely free with no additional payment of money or other consideration required by the winner(s). Fair employees, Vendors, their employees or immediate family members are not eligible to participate.

**ELECTRICAL SERVICE FORM:** If you ordered Electrical, it is listed on Exhibit B sent with your contract. If you need additional hook-ups, the Electrical Form is located on the Florida State Fair Vendor page: [https://floridastatefair.formstack.com/forms/fair\\_electrical2024](https://floridastatefair.formstack.com/forms/fair_electrical2024).

Electrical Permits for Outdoor Vendors/Concessionaires are located at the Electric Office across from Credentials.

Electrical and safety standards of all tents, booths and concession stands must comply with State and local codes. To ensure compliance, no electrical connections will be made until an inspection has been conducted by a Fair's electrician. ONLY a Florida State Fair electrician or its exclusive electrical contractor may connect or disconnect from Fair electrical circuits. All electrical wires must be located out of pedestrian walkways or covered with Authority-approved cable covers.

Vendor/exhibitor holds FSFA harmless for any and all losses of power beyond FSFA's control including but not limited to losses due to utility company failure, permanent power distribution failure, a power failure caused by vandalism, acts of God, faulty vendor/exhibitor equipment, or overloads caused by vendor/exhibitor.

**EQUIPMENT SAFETY:** Machinery in motion must be located safely inside of Licensee space with adequate safeguards. Licensee with machinery exhibits shall be fully responsible for injury or damage to persons or property of others. Electrical cords and water hoses shall not be placed in pedestrian walkways without approved cable covers. Utility access ports must be replaced and be flush with the opening. Do not install hose connectors that displace the cover without securing the area by safety caution procedures such as cones or caution guards.

Cylinders containing or used for commercial gas must be strapped, bolted or chained securely into position. Under no circumstances will tanks or cylinders be permitted inside the buildings. Each installation requires approval by the Fire Marshall and sometimes the Fire Marshal will not permit any cylinders containing propane (or similar gas) to be used inside any building. Check current fire code rules.

**FENCING/BARRICADES:** Concessionaires and Vendors who have outside locations are required to landscape or fence openings between locations to be aesthetically pleasing to our guests and to keep our guests from cutting through or going behind the stand/booth. All locations are required to fence and mask behind your stand to hide equipment and storage.

**FIRE HAZARD REQUIRMENTS:** All food concessions are required to have workable fire extinguishers in their booths. Stands with cooking facilities are required to also have a grease trap installed or attached. Under no circumstances shall grease be poured onto the grounds or into sewers. Grease barrels are provided. Use them to dispose of excess grease. All decorations and booth materials must be flameproof and are subject to test and approval by the Fire Marshall.

**FOOD SERVICE PERMITS:** Any Vendor preparing and/or offering samples of food items must obtain a Temporary Food License from the Division of Hotels and Restaurants. They will be onsite during the Fair, issuing permits and collecting the fee. The Division does not accept cash payments for fees at temporary events. The Division accepts cashier's checks, money orders or other certified payments. Information can be found at: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporaryevent-guide/>.

**FORKLIFT:** Florida State Fair Authority does NOT provide forklift equipment or services.

**GOLF CARTS/AUXILIARY VEHICLES:** Carts are a privilege on the grounds. Absolutely NO golf carts or motorized vehicles permitted in pedestrian areas during Fair Hours. Auxiliary Vehicles are non-registered/non licensed four-wheel motorized vehicles such as golf carts. Only carts with permits will be allowed to operate on the Fairgrounds. Permits are paid (\$250.00) and issued at the Credentials Office and shall comply with the following rules:

- a) Permit and number must be prominently displayed.
- b) Proof of insurance is required when permit is purchased.
- c) Golf carts are not permitted in pedestrian areas after Opening. They may be used only on perimeter roads.
- d) Golf carts shall be operated by a responsible licensed driver at safe, reasonable speeds.
- e) All carts, including first aid, shall cease operation on all main walk areas after opening unless responding to an injury.
- f) All rented golf carts must be rented on property through Jeffrey Allen Golf Carts.

Those found without the proper permit may be impounded for the duration of the Fair and future contracts or privileges may be placed in jeopardy.

**GREASE DISPOSAL:** Vendors who produce grease are responsible for proper disposal of the grease. Grease disposal sites are located throughout the Fairgrounds. A map of these locations is available from the Concessions Manager. Under no circumstances is grease, gray water, or any solid waste material to be poured into rubbish barrels, dumpsters or drains. Violators are subject to a \$2,000.00 fine for each infraction by the Florida State Fair. Violators are subject to immediate removal from the fairgrounds.

**HOTELS:** The Florida State Fair partners with local hotels to provide you the best available rate. For additional information and most up to date list visit: <https://www.floridastatefair.com/p/general-information/preferred-hotels>

**ICE:** Ice is available for purchase through the Florida State Fair's contracted Food and Beverage Provider.

**INSURANCE:** Insurance is required from ALL Vendors. Florida State Fair Authority must be named as additional insured. If you do not carry insurance in your normal course of business, it may be purchased through the Florida State Fair. This is General Liability insurance and is only for the Fair. Please request an application or visit: <https://floridastatefair.com/vendors/>

**INTERNET:** Enhanced internet services can be purchased prior to the Fair. Applications must be made using the Florida State Fair Phone/IT Form. <https://floridastatefair.com/vendors/>

**INVENTORY & RESTOCKING:** Product inventory and back stock must be stored neatly and out of view during all hours of operation. It is highly recommended for outdoor vendors that product and valuables are always kept off of the ground and/or protected from any puddles or high water that may occur due to weather or other occurrences. All restocking of product must take place during assigned non-operating hours. See **Deliveries during the Fair** for more information.

**LOCATION NUMBER SIGNS:** Vendors and Concessions are required to display the Location Number Sign prominently at each location.

**MANUAL:** By this reference, this Manual is incorporated and becomes part of the signed License Agreement/Contract indicating the Licensee agrees to abide by the rules and regulations of this Manual. This obligation applies to Vendors and all employees, volunteers, booth workers and staff.

**MISREPRESENTATION:** Any misrepresentation of any type, including but not limited to, attraction, exhibit or concession ownership, products and services offered, operation, mechanical condition of appearance in the registration process shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the State Fairgrounds; in which case the affected licensee shall waive all claims for damages against the State Fair, its officers, agents and employees.

**MUSIC:** The Florida State Fair prides itself on providing a family-friendly environment. All music must always remain “radio-friendly”, with no cursing, swearing or otherwise offensive language. The Fair Authority reserves the right to deem objectionable from the standpoint of taste, quality, or compatibility.

**OWNERSHIP CHANGE:** If ownership interests in a particular stand, company, or other type of exhibit change for any reason, concessionaire must notify the State Fair’s Vendor Sales Department immediately. A transfer of ownership of a particular business or of any or all pieces of equipment does not convey with it any licensed space at the State Fair of Virginia. An interest in a license agreement is strictly non-transferable without the written consent of the Vendor Sales Department. Any request for ownership change will be evaluated by the Vendor Sales Department on a case-by-case basis.

**PARKING:** A limited amount of Vendor parking is available in specially designated areas within the Fairgrounds during the Fair. Parking during the Florida State Fair is free, and Vendors are encouraged to park in patron parking.

**Outdoor:** All Vendor motor vehicles and stock trucks/trailers must have a permit and park in their designated areas.

**Expo Hall:** Parking is designated Lot 2, located near the northwest corner of Expo Hall. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner’s expense. One Parking pass is provided per contracted space. Vendors will enter through the US Highway 301 entrance and park in the lot indicated on their parking pass. Vendors without a parking pass must enter through the Highway 301 entrance and park in public parking.

**Artisan Marketplace:** Parking is designated in Lot 8, located near the southwest corner of Special Events Center. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner’s expense. One Parking pass is provided per contracted space. Vendors with a parking pass should enter through the MLK Jr. Entrance. Vendors without a parking pass must enter through the MLK Jr. Entrance and park in public parking.

**PETS:** Pets are not allowed on the Fairgrounds, except for service animals, as defined in the Americans with Disabilities Act (ADA) or animals approved as part of an exhibition. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Animals must be penned, always crated or on leashes.

**PHOTOGRAPHY:** Only photographers with approved Florida State Fair Official Photographer credentials will be permitted to photograph or film during the annual State Fair.

**PRICING:** Pricing signs and Menus must be professionally generated, posted in a clear and visible location, in easy view of the customer. Vendors agree not to sell any items that are not listed in their License Agreement. The Fair Authority reserves the right to set prices and sizes on certain food and beverage items. No tip jars are permitted.

**PRODUCT LIMITATIONS:** The Florida State Fair Authority reserves the right to limit products produced and sold during the annual Florida State Fair. The Fair Authority reserves the right to prohibit the sale, rental or display of any item that is reasonably deemed objectionable from the standpoint of taste, quality, or compatibility.

**PRODUCT SUPPLY:** The Fair will contract certain food and beverage wholesalers to have their products available on the grounds to refurbish supplies to concessionaires. Wholesalers will include, but are not limited to: Coca Cola products, Flowers Bakery, and Fair Exclusive Concessionaire (for ice orders). Deliveries must be made before 9:00 AM and hand carted to site. Fair Exclusive Concessionaire is the holder of the Fair Authority's liquor license and is the exclusive vendor of all alcohol distribution and sales. No other vendor may display, sample or sell alcohol on the fairgrounds.

**RECEIPTS:** Receipts for food, beverage, or merchandise, must be given at the time of the sale. The name, phone number, and contact name of the Vendor must be printed on the receipt. **ALL RETURN POLICIES MUST BE CLEARLY POSTED IN YOUR BOOTH**

**RETENTION OF FAIR PRIVILEGES:** The waiver or failure of the Fair to insist on strict and prompt performance of the terms of this Agreement, Rules and Regulations, or other Exhibits, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the Fair's right thereafter to enforce the same strictly according to the terms thereof in the event of a continuous or subsequent default on the part of the Exhibitor.

#### **RE-STOCKING:**

**Outdoor Vendors:** Every day at 7:00 am, licensees may re-supply their units. All delivery vehicles must be removed from the inner grounds no later than 30 minutes prior to Fair Operating Hours. Vehicle access will be allowed after the all-clear is given each night, approximately 30 – 60 minutes after fair closing. Additional stock can be brought in via hand cart during Fair operating hours as needed.

**Indoor Vendors:** Vendors may re-stock booths one hour prior to opening and up to one hour after the building closes. All Vendors must enter through the Vendor Entrance. Only those Vendors with 2024 Florida State Fair Credentials will be permitted to enter the building during restocking hours. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the show.

**SANITARY DRAINS & GRAY WATER:** Disposal of Gray water is defined as waste water which includes but is not limited to that produced from sinks, dishwashing, general cleaning and handwashing. Vendors may dispose of gray water by directly connecting to a sanitary drain if available or utilizing a holding tank. (emptying to a gray water tank or sanitary drain as needed). If you do not know the location of the nearest sanitary drain or gray water tank, the Concessions Manager can assist you in locating one. Vendors are responsible for keeping their lines clean and properly function at all times. Gray water is only to be disposed of in the appropriate locations as identified by FSFA. Vendors caught dumping gray water in storm sewers or other locations are subject to a fine.

**SANITATION AND CLEAN-UP:** All Licensees are responsible for keeping their booth/stand and area immediately adjacent to them in a clean and sanitary condition at all times by removing debris and disposing as specified by the Fair Authority. Outside Vendors are required to have storage areas, holding tanks, and garbage cans screened from the public's view. Scrim and/or screening is required to cover all back of house areas. All stands are required to have the proper skirting and landscaping to enhance the presentation of the fair. Any leaks from the stand,

water or sanitation source must be fixed immediately to prevent stand closure. Licensee shall deposit all trash, garbage and other debris in sealed plastic trash bags which shall be kept out of sight until collected for disposal. All Outdoor Vendors and Concessionaires must place their trash in the dumpsters located throughout the Fairgrounds. Do not place garbage in the trash cans, these are for our guests.

Each booth/stand should be thoroughly cleaned each night. All boxes must be collapsed or broken down. For security reasons, clean-up crews are not permitted to enter or clean inside any booth, concession, ride, or game, as this is your responsibility. If an exhibit or concession requires clean-up (other than at night after closing), the staff manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles. All wastewater will be disposed of properly by using a holding tank and/or deposited in a sanitary sewer drop.

On the last day of the Fair upon move-out, Vendors must clean-up their space and leave it in the same condition as they found it during move-in. All trash should be bagged and/or placed into proper receptacles. Failure to do so will result in a \$500 fine and future contracts will be revoked.

**SECURITY:** It is to the benefit of the Vendor to have their location properly manned as security is the responsibility of the Vendor. The Fair Authority will not be responsible for the property of the Vendor. Valuable merchandise should be secured at night or removed to a safe location by the Vendor. We will begin 24 hour security on Monday, February 5, 2024

**SMOKING:** Smoking and vaping are strictly prohibited in all public buildings on the Fairgrounds.

**SOLICITATION, HAWKING, AND ADVERTISING:** The sale, posting or distribution of any merchandise, products, promotional items, printed or written material, except within the confines of the Licensed Space or as authorized by the Florida State Fair Authority, shall be prohibited.

**SOUND & MICROPHONES:** Amplified sound, loudspeakers, radios, broadcasting devices, live music, music systems or instruments, must be operated at a controlled volume and decibel level that does not disturb adjoining attractions, exhibits and concessions or activities in an adjacent public space. State Fair management discretion will be final in all circumstances and reserve the right to revoke permission to use such equipment if these provisions are not observed.

**SOUND TRUCKS:** The operation or parking of any sound trucks, or vehicles upon which any advertising signs, political or otherwise, have been affixed in any manner shall be prohibited inside and outside of the fenced-off areas of the Fairgrounds. Violation of this rule is grounds for termination of Vendor's license agreement.

**STOCK TRUCKS:** Storage and stock vehicle parking with or without utilities is available to Vendors as space permits for an additional charge. These vehicles will be placed throughout the fairgrounds at the discretion of the Vendor Services Department. Stock truck locations may change from year to year.

**SUBLETTING:** Defined as: "The holder of a License Agreement allowing another company or business to occupy their location and conduct business in that location". Licensee may not sublease, assign or transfer a License Agreement without written approval from the Florida State Fair. Anyone found to be subletting space without the approval shall have all of their license agreements canceled at the sole discretion of the Fair Authority.

**TAXES:** All Vendors are responsible for any applicable federal, state, city and/or county taxes that may be levied as a result of their operations or activity. As required by Florida law, you must collect and remit sales tax at the rate of 7.5% in Hillsborough County (or prevailing rate). Register at: <http://floridarevenue.com/taxes/eservices/Pages/registration.aspx>.

**TENTING:** All tents used by Vendors during the Fair must be of a professional grade and installation. Vendors may supply their own tent, but they may not be a standard retail grade pop-up tent or instant tent. Inspectors will be looking to ensure all tents meet criteria required by the National Fire Protection Association. This requires all tents have either a label affixed to it indicating the tent material is flame-resistant or paperwork indicating material has been treated with a flame retardant. This information must be presented upon request. Please see page 5 for more information on staking and disturbing the ground. In the event you are approved for staking, all stake holes must be filled upon removal of tent at the expense of the Vendor or tenting company. Vendors will be invoiced for stake holes that have not been filled within 3 weeks post-fair. If your tent is in an area which cannot be staked, tents must be secured with water barrels. Cement blocks, weights, rocks, milk jugs, etc. are not approved methods of securing a tent.

**TIP JARS:** Tip Jars and prompts for tips are not allowed on any bar or service counter. Tips may not be solicited but may be accepted if offered and immediately removed from the site of Fair guests.

**WATER & SEWER:** All Licensees connected to State Fair water service must have a reverse flow check valve back flow preventer installed at the point of water connection. All water hoses must be located out of pedestrian walkways and secured to prevent accidents. Leaking hoses will not be permitted. The State Fair does not assume responsibility for water or sewer service failures of any kind or liability for costs and/or damages related to water or sewer failures including, but not limited to, damage to equipment or property caused by drops or increases in water supply, water surges, sewer backups or blockages, loss of profits or revenue, loss of equipment use, cost of capital, cost of temporary equipment, claims of customers of the licensee, or for and special, indirect, incidental or consequential damages due to interruption or fluctuation in water or sewer service on the Fairgrounds.