


ARIZONA
STATE FAIR
OCT 5 - OCT 28
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2018 VENDOR HANDBOOK





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RULES AND GUIDELINES

The Arizona State Fair Reserves the final and absolute right to interpret its rules and to settle and determine all matters, questions, or differences in regard thereto or otherwise arising out of, connected with or incident to, the Arizona State Fair. Management further reserves the right to determine unforeseen matters not covered by these rules by amending or adding onto these rules as in its judgment it may determine necessary. The information and rules addressed here are an extension of your contract.

Exhibitors must have a contract from the Arizona State Fair Commercial Sales Office prior to operating. Each contract is specifically written for the space leased. **Do not handwrite items into your contract.** Exhibitors are bound by the terms of their contract which include the information and rules in this handout. The terms of the contract are strictly supervised and enforced by the Arizona State Fair. Exhibitors must turn in all contracts and payments by the due date listed on the contract or risk losing their exhibit space, in which case, no refunds will be issued. The contract for each exhibit shall be issued only to the owner of the exhibit. Contracts issued are non transferable. The misrepresentation of ownership, operation, appearance of any exhibit or the subletting of space in any manner shall be considered a breach of contract and the immediate removal of the exhibit from the Arizona State Fair.

If for some reason you do not wish to participate in the 2018 Arizona State Fair, please return the unsigned contract marked void for our records with a note signed by you stating that you do not wish to participate. Please note your payment due date in paragraph 2 of your contract. If your contract and/or payment have not been received by the date indicated, it may be cancelled and re-sold. A \$25 fee will be charged on all returned checks. No checks will be accepted after September 1, and no refunds will be issued after that date.

Customer service is an integral part of what we do. In the case of a post-Fair potential sale or customer complaint, the Fair will provide its guests with your business contact information on file.

The Exhibitor agrees to participate in any promotions the Arizona State Fair deems necessary for the betterment of the Fair including any exclusive product sales agreements.

Certificates of Insurance must be filed before your move in.

Building Manager

A Building Manager and Customer Service Representatives will be on hand in the building for crowd control and the opening and closing of the buildings, Monday, October 1, through Monday, October 29. Fair Customer Service Representatives are on duty to look out for the safety and welfare of patrons, exhibitors, and employees at the fair. All other questions and concerns are to be directed to the Building Manager. The office of the Building Manager will be in the center of the East wall in the Shopping Pavilion. **Exhibitors are required to check in at the Building Manager's office before move in.**

As a state agency, we are prohibited from accepting gratuities or gifts.

Building Hours, Load In/Load Out

Shopping Pavilion hours will be 12:00pm-10:00pm Wednesday, Thursday, and Sunday. Friday and Saturday, the hours are 12:00pm-10:30pm. Hours are subject to change.

Shopping Pavilion load-in hours:

Monday, October 1 and Tuesday October 2- 8:00am-5:00pm

Wednesday, October 3 and Thursday October 4 - 8:00am-8:00pm

Load-in and setup for all exhibitors must be finished by 5:00pm on Thursday, October 4.

Opening Day is Friday, October 5, and all exhibits must be ready for business on 12:00pm on that day.

For indoor vendors, load-out will begin at 10:00pm on October 28. There will be no vehicles allowed on the fairgrounds until close of fair, which will be signified by the light of the Ferris Wheel being turned off. At this point, outdoor vendors may begin load-out.

Vendors must remain open for business until load-out. The Shopping Pavilion will be open from 8:00am until 6:00pm on Monday, October 29. Exhibitors are solely responsible for any and all property left on the fairgrounds after midnight on October 28, 2018.

All exhibitors shall follow all State Fire Marshal rules. Please contact the Arizona State Fair Office if you have any questions at 602-257-7117.

Gate Information

The Fair has four (4) gates to enter. **Exhibitors will use the 17th Avenue and McDowell gate for load-in and load-out with a vehicle.** Buildings will be open at 10:00am for restocking. You must have credentials to enter through this gate, in the form of a badge, and a restocking sticker for your vehicle's window.

No vehicles are allowed on the grounds during fair hours. Vehicles must be off grounds by 11:00am. Unauthorized vehicles on the grounds after 11:00am will be towed at the owner's expense.

Your Booth- Indoors

The standard exhibit booth provided by the Fair has three foot high side rail drapes, and eight foot high background drapes.

- Your display must not impede on the display of your neighbors' exhibits.
- No part of your display shall exceed the eight foot background drape unless the booth is located on an outside wall and higher space is approved by the Commercial Sales Manager.
- The front five feet of the booth shall be no higher than the three foot high side rails. Displays may be extended up to the eight foot height limit in the rear five feet of the booth.
- No sound-emitting devices are allowed unless used to demonstrate your product and you must have prior approval.
- Your display must stay within your footprint and not extend into the aisle in any way. Operating, selling, distributing flyers, posting advertising or a-frames, or conducting any business within the aisles or anywhere outside of the exhibitor's contracted space is prohibited.
- All signs must be professionally printed. No hand-written signs.
- Prices must be posted in plain view along with refund and exchange policies. Only those items listed on the contract may be posted and sold.
- At least one representative of the exhibit shall be in the space from opening to closing of the Shopping Pavilion on all open days of the Fair.

- Security within your booth is the responsibility of the exhibitor.
- Exhibitors shall be responsible for their city and state taxes, including licenses to conduct transactions. If you need more information please contact the City tax office at 602-534-9565 or www.phoenix.gov , or State Tax Office, License Compliance Unit at 602-716-6157 or www.azdor.gov .
- Booths located indoors must not be covered (for example, pop-ups), in compliance with fire codes.
- The building temperature will adjust itself throughout the day, so please be prepared. Bring a sweater or jacket, and maybe a small fan. For temperature comfort issues, please see the Building Manager.

Your Booth- Outdoors

- Outdoor exhibitors will be placed in their assigned space by a Commercial Sales representative as expediently as possible. You must have approval before final setup. The moving of any exhibit after placement shall be considered a breach of contract and grounds for immediate removal of the exhibit from the fairgrounds.
- The placement of tents by in-ground stakes is prohibited without first securing approval from the Commercial Sales Office. Tents must be secured with weights.
- No sound-emitting devices are allowed unless used to demonstrate your product and you must have prior approval.
- Your display must stay within your footprint and not extend into the aisle in any way. Operating, selling, distributing flyers, posting advertising or a-frames, or conducting any business within the aisles or anywhere outside of the exhibitor's contracted space is prohibited.
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- Booths located under an overhang must not be covered (for example, pop-ups), in compliance with fire codes.
- The temperature outside will change throughout the day and night. Be prepared for warm temperatures, cold temperatures, sun, wind, and rain.

The right to sell or give away **novelties**, souvenirs, hats, gum, balloons, whistles, or any other mass produced items shall be contracted by the Fair. No Exhibitor shall sell or give away any type of these items without the approval of the Commercial Sales Manager.

No stickers or gum will be permitted on the Fairgrounds.

Animals shall be prohibited from being around or in any space location. All pets shall be kept inside their owner's trailer or closed living quarters. If the pet is outside, the pet shall be leashed with the person responsible for the animal controlling the leash. Pet owners shall be required to pick up after their pets.

All exhibitors shall keep their space and areas clean and trash free. Exhibitors are requested to sweep their spaces each night after closing. **Trash barrels** and containers shall be placed in suitable locations throughout the Fairgrounds for the collection of trash on a daily basis. The Arizona State Fair clean-up crew is not permitted to enter or clean the contracted space of any exhibit. Broken down boxes will be picked up nightly. Please place the boxes in front of your space after close of business of your space.

Please be courteous. Foul or abusive language toward Fair visitors or staff will not be tolerated.

If a violation of any Arizona State Fair rule or contract is noted by Fair staff, an **infraction ticket** will be written and left for the exhibitor. Copies of each recorded violation will be given to the Commercial Sales Office for review by the Executive Director and Commercial Sales Manager and placed in the exhibitors file. Any violations are cause for not inviting the exhibit to return the following year, or depending on the seriousness of the rule infraction, it may be cause for the immediate closure of the exhibit during the Fair. Violations will be given for the following, but are not limited to: Opening late, closing early, selling products not listed on your Space License Agreement, or leaving your booth unattended for extended periods of time.

Violation fees will be as follows:

First Violation- Verbal and written warning

Second Violation- \$50 fee

Third Violation- additional \$50 fee

Fourth Violation- additional \$50 fee and you will not be invited to participate the following year.

A refundable deposit of \$150 will be included on your contract. The deposit will be returned to the party listed on your contract 45 days after the close of Fair pending any violations.