


ARIZONA
STATE FAIR
OCT 4 - OCT 27
OPEN WED-SUN • AZSTATEFAIR.COM

2019 VENDOR HANDBOOK





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Dear Vendor:

Welcome to Arizona's signature event, the Arizona State Fair! The Arizona State Fair has the notable distinction of uniting young and old alike while providing a unique experience for families to create lifetime memories. Ranked as a Top 10 Fair nationally, the Arizona State Fair is visited by over one million guests each year, and is the premier Arizona event to showcase both traditional and contemporary Commercial Vendors.

The Vendor Handbook was designed to provide all the necessary information that you will need both before and during the fair. Each Vendor is responsible for reading the Handbook and sharing Handbook information with their staff, as well as knowing and abiding by the Handbook rules while a participant in the Arizona State Fair Vendor program. In addition, we have listed local resources here in this letter for your convenience.

The Arizona Exposition and State Fair has made a dedicated commitment to partner with you in welcoming guests to the Arizona State Fair. We want to ensure that everyone's Fair experience is enjoyable, entertaining, satisfying, and memorable. Together, we have an opportunity to make the 2019 Arizona State Fair the most outstanding Arizona State Fair ever.

We look forward to seeing you at the Fair!

Sincerely,

Commercial Sales Department 602-257-7110 (office) 602-319-0931(cell/text)
commercialsales@azstatefair.com

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.

Vendors 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. Vendors 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.

Certificates of Insurance must be filed before your move in.

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

FAIR HOURS-SHOPPING PAVILION

October 4th-27th. Closed Mondays and Tuesdays.

Wed: Noon-10pm

Thurs: Noon-10pm

Fri: Noon-10pm

Sat: 11am-10pm

Sun: 11am-10pm

Outdoor Vendors will need to staff their booths until the Fair closes, which will be 11pm or later. Actual closing time varies with attendance and will be signaled by the La Grande Wheel (the largest Ferris wheel) going dark.

Novelties

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 Vendor shall sell **or give away** any type of these items without the approval of the Commercial Sales Manager.

Trash

All Vendors 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.

Promotions

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

No stickers or gum will be permitted on the Fairgrounds.

Deliveries

Any deliveries expected during Fair should be directed to and picked up at the **Arizona State Fair Receiving Building** located at the Northeast corner of the fairgrounds by the Coliseum. Deliveries should be addressed as follows:

Sponsor Name

Attn: Person in Charge of Exhibit/COMPANY NAME

C/O Arizona State Fair

1826 W. McDowell Rd.

Phoenix, AZ, 85007

UPS usually does one drop per day at Receiving, and FedEx does multiple drops per day.

There is no post office located on the grounds. Stamped/metered mail may be dropped off in the Support Center located in the Coliseum second level. The nearest Post Office is:

**3905 N 7TH AVE
PHOENIX, AZ 85013-9998**

Retail Hours

- Mon-Fri 8:30am - 4:30pm
- Sat 9:00am - 2:00pm
- Sun Closed

Last Collection Hours

- Mon-Fri 5:00pm
 - Sat 4:00pm
 - Sun Closed
- 800-ASK-USPS® (800-275-8777)**
- Phone 602-235-9189
 - Fax 602-235-9319
 - TTY 877-889-2457

Credentials/RV spaces/Additional Parking

All Vendors must obtain Credentials (identification badge) for **each employee** working the Fair. Your badge will allow you entrance to: the Fair, the **Employee Parking Lot located at the NW corner of 19th Avenue and Encanto**, and the Shopping Pavilion for restocking. You may purchase credentials online at <https://azsfv.fairwire.com/> You may also purchase RV space and RV adjacent parking at this link. We will also have Credentials services available inside the Shopping Pavilion during load-in before the start of the Fair. Credentials will no longer require a picture to be taken. Please carry your ID with you in case security needs to confirm your identity. If you have issued a card to an employee who is later terminated, please notify us so that we may deactivate that badge.

RV Spaces are Limited

If you had an RV space in 2018 and you are bringing back the same RV, we will make every effort to place you in the same spot. Larger RVs may need to be relocated. RV spaces are very limited. If we cannot accommodate your request, we will refund your payment. You may purchase RV spaces and RV adjacent parking online ONLY at this link:

<https://azsfv.fairwire.com/>

First Aid/DPS

During Fair hours, a staffed First Aid station is located on the SW corner of the Coliseum, next to Guest Services. For help when the Fair is closed, contact any Customer Service Representative or Department of Public Safety Officer on the Fairgrounds.

Ice

The Arizona State Fair uses “The Ice Man”, and our onsite contact is:

Rafael Martinez –602-725-7473. Office – 602-721-3608

Electrical Service

General lighting is provided throughout the fairgrounds and its buildings. Personal electrical needs for exhibits and trailers including additional electric outlets, hookups, and special power requests shall be completed by the Fair’s electricians only. For the health, safety, and welfare of all concerned, all units shall be subject to inspection before installation to insure compliance with all state and local codes and all substandard electrical equipment shall be repaired or replaced by the Vendor. In the event any unit cannot be inspected prior to installation, the inspection shall be made after the installation with all corrections being made prior to placing the unit in service. Power failure after placing the unit in service may result in closure of the unit. Utility rates may be verified on actual usage, based on your operation during peak hours. It is important that you do not underestimate your needs. You will be charged replacement fees for any burnt electrical connectors.

Plumbing Service

For the health, safety, and welfare of all concerned, all Vendors’ units shall be subject to an inspection before the installation of plumbing services and all substandard plumbing shall be repaired or replaced by the Vendor. Failure of a unit’s plumbing after the Fair begins may result in the closure of the exhibit.

ATM locations- ATMs are located at the North end of The Avenue of Flags (along the East side of the Shopping Pavilion), under the Grandstands, at the West entrance to the Coliseum, and at the North entrance to the Carnival from Main Street.

Rentals/Space Dressing

For the rental of tables, chairs, carpeting, and any other needs you require for your space, we recommend Conference Services International (CSI). You may request an Exhibitor Service Kit from the Commercial Sales Department or you may contact them at 800-471-7330 or cs@meetcsi.com.

For the rental of tents and related equipment, we recommend Avalon Tent. You can reach them at 844-704-8368 or online at www.Avalontent.com. For outdoor vendors, pop up tents are NOT recommended.

Cashier's Office

The Cashier's Office is located in the Coliseum west end on the Mezzanine level, across from the entrance to the Backyard. Office hours during the Fair are from 9am-4pm.

Hotels

Residence Inn by Marriot 602-273-9220 801 N 44th St Phoenix, AZ 85008

Hampton by Hilton 602-267-0606 601 N 44th St. Phoenix, AZ 85008

Contact Zabrina Ybarra for additional information 602-293-4438
zabrinaybarra@remingtonhotels.com

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, Vendors, 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 West wall in the Shopping Pavilion. **Vendors 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.

Load In/Load Out

Shopping Pavilion load-in hours:

Monday, September 30 and Tuesday October 1- 8:00am-5:00pm

Wednesday, October 2 and Thursday October 3 - 8:00am-8:00pm

Load-in and setup for all Vendors must be finished by 8:00pm on Thursday, October 3. Opening Day is Friday, October 4, 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 27. There will be no vehicles allowed on the fairgrounds until close of fair, which will be after the final safety sweep of the fairgrounds by DPS. At this point, you will be notified by Fair staff, and 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 4:00pm on Monday, October 28. Fair is not responsible for any and all property left on the fairgrounds after midnight on October 27, 2019.

Gate Information

The Fair has four (4) gates to enter. **Vendors 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 (3') side rail drapes, and eight foot (8') 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 (8') 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 (5') of the booth shall be no higher than the three foot high side rails. Displays may be extended up to the eight foot (8') height limit in the rear five feet (5') 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 Vendor'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 Vendor.
- Booths located indoors must not be covered (for example, pop-ups), in compliance with fire codes.
- **All Vendors shall follow all State Fire Marshal rules. Please contact the Arizona State Fair Office if you have any questions at 602-257-7117.**

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. For the rental of tables, chairs, carpeting, and any other needs you require for your space, we recommend Conference Services International (CSI). You may request an

Exhibitor Service Kit from the Commercial Sales Department or you may contact them at 800-471-7330 or cs@meetcsi.com.

Your Booth- Outdoors

- Outdoor Vendors 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 walkway in any way. Operating, selling, distributing flyers, posting advertising or a-frames, or conducting any business within the aisles or anywhere outside of the Vendor'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 Fair on all open days of the Fair.
- Security within your booth is the responsibility of the Vendor.
- Booths located under an overhang must not be covered (for example, pop-ups), in compliance with fire codes.
- **All Vendors shall follow all State Fire Marshal rules. Please contact the Arizona State Fair Office if you have any questions at 602-257-7117.**

The temperature outside will change throughout the day and night. Be prepared for warm temperatures, cold temperatures, sun, wind, and rain. For the rental of tents and related equipment, we recommend Avalon Tent. You can reach them at 844-704-8368 or online at www.Avalontent.com.

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. Service animals are allowed. **Therapy**

animals are not. 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.

Knives are now being confiscated from fair visitors at the gate. We have also decided to implement a new policy regarding the sale of knives. Knives must be displayed in transparent glass or plexiglass. Do not sell knives to anyone under 16 years of age. Please follow this procedure when a knife is sold:

- Fold or place knife in its sheath
- Box the knife
- Place the box in a self-sealing poly mailer bag
- Seal the bag
- A label which reads “DO NOT OPEN ON FAIRGROUND- POLICE ENFORCED” is placed on the sealed bag.
- Customer is advised of and must agree to leaving the knife in the sealed bag until they are off the fairgrounds. If the customer cannot comply with this requirement, the customer can be walked to the gate and handed the knife outside the fairground gate.

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 Vendor’s 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.

Arizona Department of Revenue License Compliance Program



A valid and accurate TPT license must be obtained prior to the event. Any individual or entity that engages in the sales of tangible personal property has the responsibility to collect and remit transaction privilege tax (TPT) under the retail business classification.

Participating vendors that engage in the sales or lease of tangible personal property, impose a fee for participation in activities such as games or rides, or who sell food or beverages are subject to transaction privilege tax under either the retail, tangible personal property rental, amusement or restaurant & bars business classifications.

A vendor is a person or entity with the intent to sell including but not limited to:

- etchings
- art work
- engraving
- carvings
- paintings
- drawings
- sculptures
- merchandise
- other art work or reproductions
- selling food for home consumption at events charging an admission fee
- wholesaler (selling an item to a customer who plans to resell in their normal course of business)

For additional assistance please follow the links listed below:

For additional information on taxable activities: <https://azdor.gov/transaction-privilege-tax/special-events-craft-shows-trade-shows/vendors>

If you currently have a TPT license and need to update regions (State/County + City):

<https://azdor.gov/transaction-privilege-tax/tpt-license/updating-tpt-account>

Use this tool to find the transaction and use tax rates imposed by Arizona State, county, reservation and city:

<https://www.aztaxes.gov/Home/Address/>

Check List for Vendors

- ✓ Valid Transaction Privilege Tax License Number
- ✓ Add **MAR** for Maricopa County on TPT License
- ✓ Add **PX** for Phoenix on TPT License
- ✓ File Return for MAR and PX

CONTACT US

 (602) 716-6181

 LicenseCompliance@azdor.gov

Monday through Friday
8 a.m. to 5 p.m.



Register your business to file and pay taxes online at AZTaxes.gov. You are able to apply for a new license, make changes to an existing license, file and pay your TPT faster.

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