

## 2021 Arizona State Fair Cash Register Information

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 below are an extension of your contract. Wherever the word "Exhibit" or "Exhibitor" appears in the context of these rules, it shall also be understood to mean "Concession" or "Concessionaire."

### ACCOUNTING AND AUDIT PROCEDURES (Food Concessions)

Vendor fee is based on a percentage of net sales; therefore concessionaires must abide by the rules outlined in this handbook. Concessionaires shall pay the percentage of gross sales, net of taxes, or the minimum guarantee (whichever is greater), that is specified in the contract between the Arizona State Fair and the Concessionaire. Any questions regarding these procedures can be directed to any staff member in the Concessions Audit Office.

Concessionaires are expected to comply with the following audit procedures:

- Use AZ Fair register tag numbers for reports
- Record all transactions
- Complete over-rings reporting
- Turn in all required journal reports/tapes
- Minimize the number of "No Sales"
- Make sure receipts have the correct date/time
- Submit paperwork and reports before opening the following day of business (i.e., no later than 11:00 am).
- Submit credit card batch reports

Failure to comply with these financial reporting procedures will be considered a violation of the Space License Agreement. Concessionaires found to be in violation of any of these procedures will be notified in writing. If the violation is so severe that it must be dealt with immediately, ASF Management will be called upon to review the problem and propose a solution. Violations will be taken into consideration when reviewing applications for future fairs or may result in immediate cancellation of the contract.

### POINT OF SALE (POS) SYSTEMS

The Arizona State Fair has specific requirements for approved cash registers and point-of-sale (POS) systems. Any integrated Point Of Sale (POS) system must be **PRE-APPROVED**. Beginning in 2021, the Arizona State Fair will begin transitioning to a mandatory Clover POS requirement for all concessionaires. **As of July 1, 2021, the Clover POS system will be the only approved method for conducting sales at the Arizona State Fair.** Alternative POS systems and cash registers previously and currently being utilized may be approved for use during the transition period for 2021 ASF only.

Beginning the Monday prior to the Fair opening day, ASF auditors ("Auditors"), will check each stand/booth to record the model numbers and serial numbers for all POS terminals and cash registers, including backup terminals/registers. Once approved for use, each terminal/register will get its own register tag. Terminal/register tags will need to correspond to daily journal reports that are submitted. Please be aware that terminals/registers cannot be used for sales until the terminals/registers have been tagged and the information recorded.

**Integrated POS Systems** - Clover POS systems will be the only approved method for conducting sales at the Arizona State Fair. Concessionaires using Clover must subscribe to APEX software and accept the Arizona State Fair as an event. Concessionaires who owned and utilized an uAccept POS system prior to October 1, 2020 as proved by ASF audit records or proof of purchase will be allowed for use at the 2021 Arizona State Fair only. Any concessionaire with an uAccept POS system purchased or put in service after October 1, 2020 will be allowed to utilize uAccept for the 2021 Arizona State Fair only but will pay a higher percentage vendor fee. No other integrated POS systems will be approved for use. Percentage vendor fees are outlined on the Food Vendor Rates sheet. **The use of a Square POS system will NOT be permitted.**

**Cash Registers** - **The use of cash registers for the 2021 Arizona State Fair will require special approval.**

Concessionaires that are approved to use cash registers will need to comply with all cash register requirements:

- Concessionaires who are approved to use a cash register will pay a higher percentage vendor fee.
- Opening "Z" readings/tapes will be required at the time when registers are tagged.

- Submit fully completed and signed Daily Report worksheets to the Audit Office.
- Run a Z tape after closing each day and turn in all required Z tapes with Daily Report worksheets.
- Cash drawers must be closed following each sale.
- All sales must be rung into the cash register.
- If a cashier makes an error after the sale is finalized on the register, then the error must be recorded on the over-ring report and circled on the cash register tape. The correct sale amount must be re-rung into the cash register. Keep receipt tapes from all over-rings and attach them to the daily over-ring reports.
- Once the cash key is entered, voids are prohibited.
- A “Z” reading is required at the close of each business day. “X” readings can be taken at random.

Each cash register **MUST** have the following features and/or functions:

- Dual tape/readable tape
- Customer Display
- Continuous Grand Total
- Cumulative “Z” Counter
- “X” readings
- 30-day battery back up
- Accurate date and time settings
- Key protector
- Consecutive transaction numbers
- Method of Payment key dedicated to credit card sales

The terminal/register and its display must be visible to customers when placing an order. Maintenance of terminals/registers is the concessionaire’s responsibility. Please report any POS system or cash register problems to the Auditors immediately. **ALL** sales must be rung up on the terminal/cash register. A receipt must be given to each customer. Please keep “No Sales” to a minimum. Excessive use of the “No Sale” key will be construed as an unrecorded sale and a factored amount will be added to daily sales by ASF auditors.

**Credit Card Equipment** - Credit card sales/transactions must be conducted using APPROVED credit card equipment. Beginning the Monday prior to the Fair opening day, Auditors will check each stand/booth to record the model numbers and serial numbers for all credit card machines.

**The use of a Square POS system or Square for credit cards will not be permitted.**

**Credit Card Sales** – All concessionaires are required to accept credit cards for sale transactions equal to or greater than \$10.00. Concessionaires must have a way of identifying which sales on detailed journal tapes are credit card sales. The ONLY approved way to do this is to have a “Method of Payment” key on the cash register dedicated to credit card sales. Please make sure employees are ringing these sales in as “Credit Card Sales” on registers. Registers must also be programmed to include a credit card total on the “Z” reports (# of transactions and \$ amount).

Credit card transactions **MUST** be recorded on journal/cash register tapes, and reported in the manner described above and in compliance with ASF policy. A printed copy of the credit card batch report(s) must be submitted daily. Batch reports must be isolated to individual stands and cannot be shared between concessions. Please record credit card sales on the daily report forms, by register. Journal tapes will be reconciled with batch reports. In any instance where there is a discrepancy of \$50 or more between the journal tapes and batch reports, and where credit card sales were under-reported by the concessionaire on the daily report, the total discrepancy amount may be added back into the amount owed to the Fair.

**Concessionaires are not allowed to charge an additional/separate credit card transaction fee to the guest as a convenience fee.**

**Daily Sales Reports** - Concessionaires are required to turn in the Food Concessions Daily Report, along with the entire register/journal tape for the previous day including “Z” totals for cash registers, to the Concessions Audit Office. Please check the status of the receipt and journal tapes prior to a “Z” printout to make sure no daily sales information is lost due to lack of register tape. **DO NOT** secure rolls with scotch tape. Tapes need to be readable without paper jams and ink must not be faded. If the concession’s name is not pre-printed on the top of the tape, please write it in manually. ASF will

maintain a continuous running total of sales that concessionaires are welcome to review at any time at the Concessions Audit Office. Electronic journals may be emailed to [concession.audit@azstatefair.com](mailto:concession.audit@azstatefair.com). Any journal reports or register tapes not picked up within two weeks of the Fair's closing date will be destroyed.