

2022 ARIZONA STATE FAIR 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 began 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.** Conventional cash registers are not permitted for use. Alternative POS systems previously approved and currently being utilized may be approved for use during the transition period for 2022 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, including backup terminals. Once approved for use, each terminal will get its own register tag. Terminal tags will need to correspond to APEX or uAccept sales reports that are submitted. Please be aware that terminals cannot be used for sales until the terminals have been tagged and the information recorded. The Concessions Audit Office must be notified if a POS terminal is removed from service, exchanged, or recommissioned.

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. Percentage vendor fees are outlined on the Food Vendor Rates sheet. **The use of a Square POS system will NOT be permitted.**

The terminal and its display must be visible to customers when placing an order. Maintenance of terminals is the concessionaire’s responsibility. Please report any POS system problems to the Auditors immediately. **ALL** sales must be rung up on the terminal. 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 are required to be run through the approved POS system/terminal.

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 are credit card sales.

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

Daily Sales Reports - Daily Sales Reports for Clover POS devices will be retrieved from the APEX reports. Daily Sales Reports for pre-approved uAccept POS systems are required to be submitted electronically and directly from the POS platform. ASF will maintain a continuous running total of sales that concessionaires are welcome to review at any time at the Concessions Audit Office. Electronic sales reports may be emailed to concession.audit@azstatefair.com. Any daily sales reports not picked up within two weeks of the Fair's closing date will be destroyed.