ARIZONA STATE FAIR

SEPT 22 - OCT 29

2023
Food Concessions Handbook
Rules & General Information

ARIZONA STATE FAIR

SEPT 22 - OCT 29

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 1 million guests each year and is the premier Arizona event to showcase both traditional and contemporary, mouthwatering and tasty fair food options.

Food continues to rank as a primary reason people visit the fair and the "food experience" consistently tops the Arizona State Fair comment board. We are devoted and focused on ensuring the guest food experience at the Arizona State Fair is the absolute best it can be - happy guests are returning guests that translate into guests of good will. We are confident that the best recipe for success is to team with and work towards not only meeting, but exceeding high standards at all times in the areas of stand presentation/operation, staff appearance/conduct, exemplary service, high quality product and program/policy compliance.

The Food Concessions Handbook is designed to provide all the necessary information that concessionaires need both before and during the Fair. Each concessionaire is responsible for reading the handbook and sharing handbook information with his/her staff, as well as knowing and abiding by the handbook rules while contracted as a concessionaire in the Arizona State Fair Concessions Program.

The Arizona Exposition & 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 2023 Arizona State Fair the most outstanding Arizona State Fair ever - bar none. Let's make that happen and enjoy the role we can play in creating priceless memories and family traditions!

Again, welcome to the ASF Concessions Team. If you have any questions, please be sure to contact our Concessions-Vendor Coordinator.

Mailing Address:	Arizona State Fair 1826 W McDowell Rd Phoenix, AZ 85007	Phone:	602-252-6771
Email:	foodcommsales@azstatefair.com	Website:	azstatefair.com

Fair Opens Friday, September 22, 2023!

FOOD CONCESSIONS
RULES & GENERAL 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 here are an extension of your contract.

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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
- Subscribe to APEX for reporting Clover POS reports or other approved reporting method if using an approved POS system other than Clover
- Submit paperwork and reports before opening the following day of business (i.e., no later than 11:00 am).

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 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 2023 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 must 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 made available 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.

SETTLEMENT DAYS FOR FOOD CONCESSION PAYMENTS

Payments for concessionaires will be accepted any day that the fair is open and need to be taken to the Concessions Audit Office. Weekly settlements will be due starting the second Thursday of the Fair. Acceptable methods of payment for commission payments shall be made by check or cash unless otherwise specified by the Arizona State Fair. Credit cards are not accepted for settlement payments.

Concessions must remain open for the regular business hours of the Fair on the last day. Appointments for final settlement will be made for the next day following the close of the Arizona State Fair. An appointment is required for final settlement. Acceptable methods of payment for commission payments shall be cash or checks only. Credit cards are not accepted for settlement payments.

CONCESSIONS AUDIT OFFICE

The Concessions Audit Office is located on the Mezzanine level of the Coliseum. Concessions Audit Office hours during the Fair will be announced during the Concessions Meeting and posted on the Concessions Audit Office doors prior to the Fair.

CONTRACTS

No person shall operate a concession without first obtaining a contract from the Arizona State Fair Concessions Office. Each contract is specifically written for the space leased**. Concessionaires are bound by the terms of their contract that inherently includes the information and rules in this handbook.** The terms of the contract are strictly supervised and enforced by the Arizona State Fair.

The contract for each concession shall be issued only to the owner of the concession. Issued contracts are non-transferable. The misrepresentation of ownership, operation, appearance of any concession, or the subletting of space in any manner shall be considered a breach of contract and grounds for the cancellation of the concessionaire's contract, and the immediate removal of the concession from the Arizona State Fair.

REFUNDS

Concessionaires who cancel and request a refund must submit the request in writing, stating the reason(s) for the request, to the Arizona Exposition and State Fair Board through the Concessions Office. No refunds will be made after the date stipulated in the contract. Concessions removed for breach of contract shall not receive a refund of monies paid.

CONCESSION STAND PLACEMENT

Concessionaires shall be placed in their assigned space by a Concessions Office representative as expediently as possible. No one is to place their equipment for final set up without approval from a Food Concessions representative. The moving of any equipment after the placement by a Concessions Office representative shall be considered a breach of contract and grounds for the immediate removal of the exhibit from the fairgrounds.

SALES AREA

Concessionaires shall confine their business activities to the contracted space within their Space License Agreement. Operating, selling, distributing handbills, posting advertising, hawking or conducting any business anywhere outside of the concessionaire's contracted space is prohibited. Concessionaires extending their activities where they become a nuisance by interfering with the public or other vendors conducting business may also be considered a violation. The Arizona State Fair has the right to determine if any practice demonstrated by the concessionaire is disruptive or apt to interfere with the public or other vendors conducting business.

FOOD STORAGE AREAS

The area behind stands must be fully screened and all items including water, sewer, and hook-ups must be out of view of the public. Concessionaires failing to properly screen their storage areas may be cited and/or considered non-compliant with Arizona State Fair policy. Concessionaires are responsible for providing their own privacy screens.

SCREENS

Concessionaires are responsible for providing their own privacy screens. Screens shall be neat and sturdy, must match the stand and completely cover the food storage/prep area adjacent to the stand.

ELECTRIC SERVICE

General lighting is provided throughout the fairgrounds and its buildings. Personal electrical needs for concessions and trailers including additional electrical outlets, hook ups and special power requests, shall be completed by ASF 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 concessionaire. 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 the closure of the unit.

Utility rates may be verified on actual usage, based on operation during peak hours. It is important that electrical needs are not underestimated. If usage is higher than referenced on the contract, the concessionaire will be charged the prevailing rates at fair time for the higher rate of use and charged replacement fees for any burnt electrical connectors.

EVALUATIONS

Concessions will be evaluated. Evaluations may be used as a determining factor in the assessment of the concessionaire fulfilling contractual requirements. To insure compliance with rules and regulations, the following criteria may be evaluated including but not limited to:

- Appropriate paperwork and payments completed in a timely manner
- Observation and compliance with published hours of operation
- Standardized signage that is professional in appearance ***No hand written signs will be permitted.***
- Professional menu board posted with prices that are in agreement with the approved contract menu

- Items sold as listed on the Space License Agreement
- Professional display/stand kept neat and clean at all times. *C*oncessionaire is responsible for maintaining the area around the stand and a clean service/counter area*
- Operations confined to assigned space
- Staff appropriately attired, neatly groomed and clean
- High standard of friendly/attentive customer service
- Stand windows kept clean and free of grease, cracks and breakage
- Awnings kept clean and free of tears and holes

FAIR HOURS

The hours of the Fair are as follows: **Hours subject to change*

Admission Gate Hours

Opening Friday and Saturday	TBD
Opening Sunday	TBD
Monday, Tuesday, Wednesday	CLOSED*
Thursday	12:00 Noon - 9:00 P.M.
Friday and Saturday	12:00 Noon - 10:00 P.M.
Sunday	12:00 Noon - 9:00 P.M.

Concessions Stand Closing Hours

Inside Concessions (Shopping Pavilion)	10:00 P.M.
Outside Concessions	When the La Grande Wheel goes dark

**Concessionaires have limited availability to the Support Center and Operations departments on Monday, Tuesday, and Wednesday mornings during the Fair. To contact the Support Center or Operations, dial 602-252-6771. 24-Hour Security can be reached at 602-489-4195 for emergencies.*

SIGNAGE

All signs must be professionally printed and considered appropriate for the respective food stand. **NO** hand written signs will be allowed to be displayed.

ADVERTISING

Concessionaires' signs advertising their products shall reflect the true image of the product being sold such as "Lemonade" shall be freshly squeezed if stated as such.

PRODUCT AUTHORIZATION

Concessionaires may sell ONLY those items listed on their contract for such concession. The selling of any item which is not listed on the contract or menu board shall be considered a breach of contract. Additional sale items or any changes from the concessionaire's original contract must be requested through the Concessions Manager. If changes are approved, changes will be designated in an amendment to the contract through the Concessions Office.

Menu items approved but not offered may not be approved for current or future applications.

Only Coca-Cola and Coca-Cola products (including Dasani water) may be sold on the fairgrounds and Coca-Cola is, and shall be, the only non-alcoholic drink sponsor on the Arizona State Fairgrounds. Competing drink sponsors are NOT permitted.

MENU

Concessionaires must display a professionally made menu board with prices in plain view of the public. No handwritten menus or price boards will be allowed. Only those items approved and listed in the concessionaire's contract shall be posted and sold.

PRICES

Concessionaires shall post a menu board with prices of all of the items approved in the contract in plain view of the public. Only those approved items listed in the concessionaire's contract shall be posted and sold. Menu items must be sold at the prices approved and indicated in the contract between the Arizona State Fair and Concessionaire. Prior to opening, all concessions shall provide the Fair with prices for approved menu items. Price changes after opening shall require approval.

PROMOTIONS

Concessionaire agrees to participate in any promotions the Board deems necessary for the betterment of the Fair including any exclusive product sales agreements. Failure of the Concessionaire to participate in any promotions the Board deems necessary may constitute a material breach of the license agreement and shall allow the Board to, among other legal remedies, immediately terminate the license agreement and remove concessionaire from the State Fairgrounds**. Concessionaires should be aware that Sponsor rules and hours differ from Concessionaire rules and hours.**

CITY/COUNTY/STATE REGULATIONS

All concessionaires shall follow all laws and rules of any regulatory body, including but not limited to, the State of Arizona, all ordinances and regulations of the County of Maricopa and the City of Phoenix, State Fire Marshal, Arizona State Fair, the Board, and the Arizona State Fair Food Concessions Handbook pertaining to the use of operations on the premises. Should the Arizona State Fair be held on tribal land, there may be additional or different regulations and requirements. Concessionaires are responsible for understanding any/all requirements and obtaining any/all required permits. Please contact the Arizona State Fair Executive Office with any questions at 602-252-6771.

HEALTH DEPARTMENT

All food and drink concessionaires are required by law to obtain any necessary permits such as a Temporary Food Service Permit from the Maricopa County Division of Environmental Health. **INSPECTORS DO NOT ACCEPT PAYMENTS ONSITE AT EVENTS FOR PERMITS. PAYMENT MUST BE MADE IN ADVANCE. IF FOUND OPERATING WITHOUT A PERMIT, CONCESSIONAIRE MAY BE ASKED TO CLOSE DOWN OR LEAVE THE PREMISES.** To obtain information on permits please call the Maricopa County Environmental Services Department at 602-506-6616 or visit their website at https://www.maricopa.gov/631/Environmental-Services.

Health Department representatives, as well as Concessions Office representatives, will perform regular inspections of each food and drink concession to determine if both Health and Fair rules are being adhered to. Failure to comply with the rules will be considered a breach of contract and the concession may be closed until the violation is corrected unless the seriousness of the violation warrants the removal of the concession from the Fair. Should the Arizona State Fair be held on tribal land, there may be additional or different health department requirements. Concessionaires are responsible for understanding requirements and obtaining any/all required permits.

HEALTH/SANITATION BEST PRACTICES

Concessionaires are expected to implement health/sanitation "Best Practices" and are responsible for ensuring that all employees of the stand adhere to such guidelines to limit the transmission of communicable diseases.

- Enforce hand washing and covering coughs and sneezes
- Intensified cleaning and disinfection practices
- Washing/rinsing/sanitizing food contact surfaces, food preparation surfaces, and beverage equipment after use
- Discouragement of self-service by customers

- Adequate protection/barrier between customer and food
- Single-service condiments
- Encouragement of proper social distancing practices
- Utilization of "touch-free" commerce/transactions as much as possible
- Compliance with any and all policies of the United States Center for Disease Control (CDC) and Arizona Department of Health Services relevant to health and safety guidelines during a pandemic.

SALES TAX

Concessionaires shall be responsible for collecting and paying any sales taxes that are required and that may include city and state taxes including licenses to conduct transactions. Should the Arizona State Fair be held on tribal land, there may be additional or different tax requirements. Concessionaires are responsible for understanding any/all requirements and for collecting and paying taxes as required. For more information, please contact the Arizona Department of Revenue at 602-255-3381 or visit their website at aztaxes.gov.

SPACE CLEANLINESS

All concessionaires are expected to keep their space, counter/service areas, and areas in and around (and to include the area directly in front), of their stand clean and trash-free at all times. Concessionaires are requested to sweep their space each night after closing time. Trash barrels, containers and compactors shall be placed in suitable locations throughout the Fairgrounds for the collection of trash on a daily basis. At closing, all collected trash should be placed in front of stands in the roadway/aisles for pick up and for convenience. Trash swept into the aisles or roadway from concessions shall be picked up by Fair cleanup crews after closing times. Arizona State Fair cleaning crew is not permitted to enter or clean the contracted space of any concession.

GREASE DISPOSAL

Concessionaires shall dispose of their waste grease/oil in bins provided for this purpose. Contact the Operations Crew or a Concessions Office representative with any questions about bin locations or use. The use of any other means of disposal and especially for grease/oil disposed of by dumping down drains instead of bins shall be considered a serious violation and breach of concessionaire's contract, and subject to penalty.

GREASE TRAPS

Concessionaires must obtain, properly install and maintain an in-line grease trap when connecting to the Fairground's waste system. Regulatory officials are scheduled to visit the Arizona State Fair for inspections and will be monitoring both the use of grease traps and the practice of cleaning grease traps.

CREDENTIALS

All concessionaires must comply with the adopted Arizona Exposition & State Fair credential policy. Concessionaires must obtain a unique credential (identification badge) issued by the Arizona State Fair for each employee working at the concessions stand during the Fair. Credentials must be purchased separately and are not included with the space/booth fee. Approved ID badges allow concessionaires and their employees the following:

- Entrance to the Fair
- Free parking in the Staff/Employee Parking Lot (or other designated lot, as available)

Credentials will be available for online purchase prior to the Fair. Concessionaires are encouraged to purchase credentials prior to the Fair as appropriate. Pre-ordered credentials will be included in the check-in packets beginning the Monday prior to the opening of the Fair. Credentials will continue to be available to purchase online during the Fair. Concessionaires and managers are responsible for the management of their employee's badges and should collect badges from any employees that are terminated.

RESTOCKING

Concessions may be restocked for the day prior to posted public hours for the Fair. Vehicles with restock credentials may be driven onto the grounds for restocking purposes and are allowed to enter only through designated gates. A restock credential shall be issued to each contracted concessionaire and shall be displayed in the vehicle's front windshield. All vehicles shall be driven off the grounds one hour prior to the public opening of the Fair. Vehicles on the grounds after the removal time may be towed at the owner's expense and the concessionaire may lose his/her restocking credential.

INSURANCE

All concessionaires (Licensee) shall hold current liability insurance during the current Arizona State Fair and must provide a Certificate of Insurance (COI) with the Arizona Exposition and State Fair listed as an additional certificate holder as indicated in the Space Agreement.

The Board requires one million dollars ($1,000,000.00) of general liability insurance with a two million ($2,000,000.00) aggregate. In addition, licensee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal
injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Licensee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Licensee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Licensee from and against any and all claims. It is agreed that Licensee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this License, the Licensee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the activities by the Licensee. Insurance requirements can be found at www.azstatefair.com/vendors.

This indemnity shall not apply if the Licensee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

Should the Arizona State Fair be held on tribal land, there may be additional or different requirements for additional insured. Concessionaires should verify certificate of insurance language requirement with the Concessions Manager.

MOVE IN

All concessionaires **MUST** check in and pick up their packet at the Concessions Audit Office before setting up any part of their booth or stand. Pertinent information and credentials will be in the check-in packet.

MOVE OUT

Move out may not begin on the last day of the Fair until the Fairgrounds have closed and the public has exited. **No vehicles are permitted inside fair boundaries until the carnival midway closes.** Law enforcement will not permit vehicles to line up at the gates and that may block traffic on public streets while attempting to enter the fairgrounds.

STAFFING
All concessions shall be open, staffed and ready for business during the posted hours of the Fair.

At least one representative of the concession shall be in the space from designated opening until designated closing times. Concessions not staffed during the posted business hours of the exhibit area shall be considered in breach of contract.

SECURITY OF BOOTH
Security within the concession is the responsibility of the concessionaire. Concessions and contents, including personal property, should be secured at all times. Insurance should be obtained by the Licensee against loss or damage. As stated under the insurance heading, neither the Arizona State Fair Board, nor its employees, servants or agents shall accept or be responsible in any way for the property of the concessionaire. 24-Hour Security can be reached at 602-489-4195 for emergencies.

PLUMBING SERVICES
For the health, safety and welfare of all concerned, all concessionaires' units shall be subject to an inspection before the installation of plumbing services and all substandard plumbing shall be repaired or replaced by the concessionaire. Failure of a unit's plumbing after the Fair begins may result in the closure of the concession.

RECYCLING
Broken down, clean cardboard boxes will be picked up nightly. Outside food stands or locations should place boxes in front of the food stand after the Fair closes. Concessionaires with a space in the Shopping Pavilion should place the boxes outside of the building on the north end, east of the doors.

ACCEPTING TIPS
Tip jars may be placed on the concessions counter but must be clear and free from any and all writing. Tips may NOT be solicited.

OFFERING TIPS
Fair employees are not allowed to accept tips or offers of free product/merchandise. Any tips solicited by Fair employees should be reported to the Concessions Office.

TENTS
The placement of tents for storage and prep, and secured by in-ground stakes is prohibited without first obtaining approval from the Concessions Office or Operations. The Arizona State Fair must obtain a permit to allow the use of tents and/or canopies used for prep. This permit will cover the initial inspection for all concessionaires. Concessionaires with a tent/canopy not to code will be required to correct the issue and have a second inspection for which the concessionaire is solely responsible for paying at prevailing rates. **This is mandatory.**

FIRST AID STATION
A First Aid station will be located on the grounds and will be open during Fair hours. To contact First Aid during fair hours, dial 602-252-6771. During non-fair hours, 24-Hour Security can be reached at 602-489-4195 for emergencies.

ALCOHOL/DRUGS
Consumption of alcohol and/or use of drugs by the concessionaire and/or concessions' employees is strictly prohibited during posted hours of the Fair.

ANIMALS
Animals shall remain outside the Fair and guest areas, and are prohibited from being around or in any sales location at any time. All pets shall be kept inside their owner's trailer or closed living quarters. If the pet is outside the living

quarters, 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 whenever deposits are made by the pet.

ON-SITE CAMPING/RV SPACES

RV spaces are extremely limited. RV permits must be purchased online and in advance of the Fair. The rate for RV spaces is $550. Parking permits for vehicles may also be purchased for designated lots for $200-$300, depending on location. A limited number of stock truck spaces are available at the rates of $250 (no power) and $500 (with power).

Every effort will be made to place returning vendors who had spaces the prior year of the Fair in the same space(s). However, larger RVs may need to be relocated. RV spaces are very limited. Payments for RVs will be refunded if the RV cannot be placed. RV and parking credentials are available ONLINE ONLY. A link to purchase credentials shall be provided to contracted concessionaires.

MAIL SERVICES

There is no post office located on the Fairgrounds. Outgoing stamped/metered mail may be dropped off in the Support Center but daily mail service is not guaranteed.

DELIVERIES

All packages should be addressed to the Concessionaire/Concession and Attn: Person in Charge of Concession. Any deliveries expected during the Fair should be directed to and picked up at the Arizona State Fair Receiving Building. Shipments should be scheduled to arrive no earlier than one (1) week prior to Arizona State Fair and will not be accepted after the Arizona State Fair ends. Check with the Concessions Manager for a delivery address.

UPS

UPS will be at the Fairgrounds Receiving Building Monday through Friday only at 10:30 a.m. and for approximately one (1) hour. Cash on Delivery packages (C.O.D.) shall be handled only by the UPS driver while he/she is at the Receiving Building. If the package is not claimed, it will be returned to UPS. The package will be redelivered for two (2) more days, then if not claimed, it will be returned to the sender as per UPS policy. All packages marked C.O.D. shall be CASH ONLY. If marked “Checks O.K.”, the check shall be drawn on an Arizona Bank or it will not be accepted. Out-of-state checks may be accepted by UPS only if noted “Any Check O.K.” by the shipper.

Prepaid packages will also be handled by the UPS driver while he/she is at the Receiving Building. If the package is not picked up, the package will be signed for by Receiving Personnel. The package will then be stored in a portable storage unit at Receiving so it may be picked up later by the concessionaire. Packages picked up later must be signed for before packages may be released. Package pickup hours are from 7:00 a.m. to 5:30 p.m. Thur-Sun and 7:00 a.m. -3:00 p.m. Mon-Wed.

Packages will not be left in a Concessionaire's space. Packages shall be signed for and picked up in the Receiving Building. The Arizona State Fair shall not accept any responsibility for damaged shipments.