

**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**. **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 2024 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. **Concessionaires must be able to demonstrate that all MIDs and Clover POS devices to be used at the Arizona State Fair are enrolled and registering in APEX no later than the Thursday prior to Opening Day.** The Concessions Audit Office must be notified if a POS terminal is removed from service, exchanged, or recommissioned and the tag collected by the Audit Office from the removed terminal.

**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. Concessionaires should manage Clover POS and MIDs to ensure the following so as to maintain consistent and accurate reporting:

- Enroll each food stand/booth as an MID in APEX with all Clover devices to be used for that stand during the Fair provisioned to the stand’s specific MID
- OR**
- Enroll each Clover POS device as an individual MID in APEX.
- Not share Clover POS devices provisioned to the AZ State Fair MID enrolled in APEX for any event other than ASF during the run of the Arizona State Fair.
- Not switch Clover POS devices once the terminals and devices have been tagged for the Arizona State Fair.

**The fair may impose an administrative fee up to \$100 per occurrence for failure to comply with the APEX management guidelines listed above. In the event a Clover device reports sales from another event during the Arizona State Fair, those sales associated with the off-site device, at the discretion of the Board, may be included in the sales reporting for the Arizona State Fair.**

**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. Concessionaires should regularly confirm that their POS systems are operating online to ensure timely transactions.

**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. Concessionaires must ensure that only Clover POS devices being used for business at the Arizona State Fair are reporting in APEX and Clover POS devices being used elsewhere for other events are not reporting in APEX. 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](mailto:concession.audit@azstatefair.com). Any daily sales reports not picked up within two weeks of the Fair's closing date will be destroyed.