

ARIZONA STATE FAIR POINT OF SALE (POS) SYSTEMS REQUIREMENTS

The Arizona State Fair has specific requirements for approved point-of-sale (POS) systems. All POS systems must be capable of directly transferring sales data to APEX Ceph Technologies online sales reporting programs. POS systems that do not integrate with APEX are **not** permitted for use. The Clover POS system is an approved method for conducting sales at the Arizona State Fair.

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 kiosks and backup terminals. Once approved for use, each terminal will get its own register tag. Terminal tags will need to correspond to device serial numbers showing in APEX reports. 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 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 - POS systems that integrate with APEX will be the only approved method for conducting sales at the Arizona State Fair. Concessionaires must also subscribe to APEX software and must accept the Arizona State Fair as an event. Concessionaires should manage POS devices 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 POS devices to be used for that stand during the Fair provisioned to the stand's specific MID
- OR**
- Enroll each POS device as an individual MID in APEX.
- Not share 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 or add 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 POS 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 Concessions Auditor 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.

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 may charge a credit card processing fee as long as properly posted on the public menu as required by FTC all-inclusive pricing requirements, and in compliance with State of Arizona laws regulating such fees.

Daily Sales Reports - Daily Sales Reports for POS devices will be retrieved by the Audit Office from the APEX reports. Concessionaires must ensure that only POS devices being used for business at the Arizona State Fair are reporting in APEX and POS devices being used elsewhere for other events are not reporting in APEX. 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.