



A SUPER-TASTIC
South Florida FAIR

**WHERE
HEROES UNITE!**
JAN 18 - FEB 3, 2019

**CONCESSIONS
MANUAL!**





South Florida **FAIR**SM

January 18-February 3, 2019

Table of Contents

Application for Space.....	4
Rules and Regulations	6
Health Department/Licenses/Signage/Fire Codes/ Telephone Service/Table and Chair Rental/Commissary/ Deliveries	15
Important Insurance Requirement Information	16
Electrical Service Request Form	17
Stock Truck Order Form	18
Campground Reservation Form	19
Indoor Exhibit Space.....	20
Building Layouts	21
Outdoor Space.....	22
Outdoor Layout	23
Credentials Form.....	24
Vendor On-Site Contact List.....	25
Insurance Application	26
Useful Area Information and Resources	30

South Florida Fair
Exhibits and Concessions Manual
www.southfloridafair.com

P. O. Box 210367
West Palm Beach, FL 33421-0367

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9067 Southern Blvd.
West Palm Beach, FL 33411
(561) 793-0333

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Lorie Stinson, CFE
(561) 790-5245
Lorie@southfloridafair.com

Concessions Manager
Jeaneen Stephens
(561) 790-5209
Concessions@southfloridafair.com

Officers and Department Heads:

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Chair, Board of Trustees

Rick Vymlatil, CFE
President/CEO

Victoria Chouris, CFE
Vice President/COO

Matt Wallsmith, CPA
Vice President Finance/CFO

Theresa Agricola
Sponsorship Manager

Matthew Daly
Manager of Agricultural Operations

Rita De Mier
Director of Marketing

Paige Poole
Yesteryear Village Manager

Randall Hoffer
Director of Security



2019 SOUTH FLORIDA FAIR
January 18 - February 3, 2019

APPLICATION FOR SPACE

Please check: [] New Applicant [] Returning Applicant

PLEASE PRINT

NAME OF BUSINESS: _____

CONTACT NAME: _____ FEIN#: _____

SALES TAX DEALER # _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX:() _____

EMAIL: _____ CELL:() _____

TYPE OF EXHIBIT

Food Sales _____ Direct Sales _____

What age is your target market? _____

PRODUCT: List ALL items you would like to sell or display. If selling, give price range \$ _____

Stock Truck? _____ Yes _____ No

Stock Truck Electric: _____ Yes _____ No

INDOOR SPACE REQUIREMENTS
10'x10' or 15'x10' increments

Booth size requested _____ x _____

Do you need pipe & drape? _____ Yes _____ No

What is the largest space you can attractively fill: _____ x _____ What is the smallest?: _____ x _____

OUTDOOR SPACE REQUIREMENTS
Fair Experience Is Required

Do you have: Trailer _____ Tent _____ Other _____ If trailer, is the hitch removable? Yes _____ No _____

Front Footage: _____ Depth: _____ Center _____ x _____

How many sides can you sell from: _____

REFERENCES

Have you ever exhibited at the SOUTH FLORIDA FAIR: Yes _____ No _____

If yes, when: _____

List name of company at that time: _____

Please check trade organizations you are a member of: OABA _____ NICA _____ IAFE _____

Florida Federation of Fairs _____ Other _____

How many years has your business been in operation? _____

List Fairs/Festivals you have been associated with and a contact person/telephone number at each event.

1) _____

2) _____

3) _____

4) _____

Please return your application to:

South Florida Fair
Attention: Exhibits/Concessions Department
P. O. Box 210367
West Palm Beach, FL 33421-0367

I HAVE READ AND UNDERSTAND ALL THE MATERIALS REQUIRED TO EXHIBIT AT THE SOUTH FLORIDA FAIR, INCLUDING INSURANCE INFORMATION AND RULES AND REGULATIONS.

Signature: _____

Date: _____

IMPORTANT!

NEW VENDORS: This application MUST include a recent photo of your set up. Applications without photo will not be considered.

RETURNING VENDORS: Please include pictures of your booth(s). Any changes in products sold or booth appearance must be included in your application.

- In order for your application to be considered, all parts of this form must be filled out completely

- This is an application for space, not a contract or offer to enter into a contract. Application does not guarantee space

- Deposits will NOT be accepted with applications. If a contract is offered, deposits are immediately due

- Insurance requirements and the Rules & Regulations are available at www.southfloridafair.com/VendorInfo

SOUTH FLORIDA FAIR & PALM BEACH COUNTY EXPOSITIONS, INC.
RULES AND REGULATIONS TO EXHIBIT AND CONCESSION SPACE LICENSE AGREEMENT

Rev. 7/18

- 1. INCORPORATION INTO AGREEMENT:** These rules and regulations, as amended from time to time, (“Rules and Regulations”) are incorporated by reference and made a part of the Exhibit Space License Agreement (hereinafter “Agreement”) by and between the SOUTH FLORIDA FAIR AND PALM BEACH COUNTY EXPOSITIONS, INC. (“Fair”) and the Exhibitor named in the Agreement for the annual South Florida Fair (“Event”). Upon execution of the Agreement, Exhibitor agrees to abide by all Rules and Regulations as stated hereinafter and, as may be amended from time to time. It is the responsibility of the Exhibitor to be apprised of all Rules and Regulations and to educate all employees, agents, servants, guests, invitees, etc. of them as well.
- 2. STATUS OF NAME, ADDRESS, ETC.:** The Exhibitor represents and warrants that the legal name as contained in the Agreement as well as the address, telephone number and name of authorized agent(s) is accurate and correct in all respects and makes this warranty as of the date of the Agreement and continuing through its term and duration. Exhibitor further represents and warrants that the Authorized Agent listed in the Agreement has full, complete and absolute authority to legally bind the Exhibitor. If the Exhibitor is a corporation, it warrants and represents that it is in good standing and active, and if it is not a Florida corporation, it warrants and represents that is authorized to do business in the State of Florida. Any change in the Exhibitor legal name, fictitious name, address, telephone number, or Authorized Agent, shall be forwarded to Fair, in writing, no later than three (3) days after the change.
- 3. PAYMENT:** Payments will be due as stated in the Agreement. Fair will only accept cash, money order, certified or cashier’s check, or a credit card prior to the opening day of the Event and thereafter. No space can be occupied until full payment is complete. If Exhibitor fails to timely pay the sums due as provided for in the Agreement, if applicable, Fair shall be entitled to accrual of interest on the unpaid sums due at a rate equal to the lesser of 1.5% per month, or the maximum rate permitted by law. Notwithstanding anything herein to the contrary, the interest rate charged by Fair shall never exceed the highest rate allowed by law, as amended from time to time.
- 4. DELIVERIES AND SHIPMENTS:** The Fair shall accept deliveries on behalf of Exhibitor, subject to the following provisions: Notwithstanding anything contained herein to the contrary, the Exhibitor, at all times, assumes the risk of loss of all shipments delivered to the Fair and releases the Fair of any responsibility for the receipt and storage of said shipments. The Exhibitor expressly waives any and all liability and responsibility for loss or damage caused to any shipment against the Fair regardless of the care or, lack of care, exercised by the Fair or its officers, agents or employees in handling, storage, or delivery of the shipment. No bailment is created by shipment and delivery of any goods to the Fair. The Fair reserves the right to impose a handling and storage charge for any large, unusual or any other delivery which requires, in Fair’s sole opinion, extraordinary time and effort. All deliveries must be plainly marked with the name of the Exhibitor, the number of the building or tent and the number or letter of space assigned to the Exhibitor and addressed to the shipping address as indicated at the top of the Agreement. No shipments will be accepted after the Event is over. All shipments shall be returned to carrier which remains unclaimed as of the close of the Event.
- 5. DELIVERY HOURS:** After opening of the Event, all deliveries must be made to Gate 4. Items delivered after opening must be hand delivered to Exhibitor. It is the sole responsibility of the Exhibitor to make certain, after commencement of the Event, that they have someone available to accept any and all deliveries. The Fair is not responsible for any parcels left on the Fairgrounds and is not responsible for notifying the Exhibitor of its arrival. When delivering a package or other item to an exhibit building or tent, access to said exhibit building or tent shall be obtained through the rear of the exhibit building or tent for purposes of loading/unloading. No other access is permitted.
- 6. EXHIBITOR CREDENTIALS:** Each Exhibitor and their authorized personnel must have a photo identification badge or an admission ticket to enter onto the Fairgrounds. No exceptions will be made. It is the Exhibitors responsibility to obtain these photo identification badges from Fair credentialing, and pay any necessary fees relating thereto, prior to Event opening. Additional tickets or photo identification badges may be purchased after opening day from the Vendor Cashier.
- 7. EXHIBITOR PARKING:** A limited amount of parking for Exhibitors is available on the Fairgrounds during the Event. All Exhibitor motor vehicles and trailers parking on the Fairgrounds must have a permit or will be towed at owner’s expense. Parking permits may be obtained on a first-come, first-serve basis prior to the opening day of the Event and are valid for the entire run of the Event. Exhibitor vehicles parking in improper areas will also be towed at the owner’s expense. The rate charge for the permit shall be as established by the Fair from time to time.
- 8. STOCK TRUCK & EXHIBIT DELIVERY PERMITS:** Permits for Exhibitor delivery vehicles shall be issued to those Exhibitors’ vehicles that are entering the Fairgrounds only for the purposes of loading/unloading. **Each vehicle shall be permitted to remain on the Fairgrounds for thirty (30) minutes.** The vehicle and all passengers in the vehicle must then exit the Fairgrounds. Each person in the vehicle must have a photo identification badge or an admission ticket in order to remain on the Fairgrounds. After opening day of the Event, all deliveries shall be made to Gate 4 as indicated above in paragraph 5. Stock Truck parking inside the Fairgrounds is limited. The Fair reserves the right to add or remove Stock Trucks depending on available space and the size of the stock truck. It is the Exhibitor’s responsibility to obtain the proper permit from the Vendor Office and pay any necessary fees relating thereto, prior to Event opening. Permits are required for all Stock Trucks or Stock Trailers parked anywhere on the fairgrounds, including general parking areas, Fair camping locations and off site remote parking lots operated by the Fair.
- 9. MOTORIZED CARTS:** All Exhibitors using motorized carts shall be subject to such policies or rules as the Fair management shall adopt from time to time. No motorized vehicles of any nature are allowed on the Midway area or in any area, which the public has access once the Event opens.

- 10. ELECTRICAL CONNECTIONS:** The purchase of each indoor exhibit location includes one 20 amp (120 volt) service. Outdoor Exhibitors will be charged a fee based on the size of each connection requested. Outdoor Exhibitors and, those indoor Exhibitors requiring additional electrical service, must have an Electrical Service Request Form attached to the Agreement. Exhibitor is responsible for all wiring required to operate and must supply adequately sized cable to reach Fair electrical service panels. All connections made to any Fairgrounds electrical panel(s) must be made by an authorized Fair electrician.
- 11. EXHIBIT SPACE:** Exhibitor agrees that the Exhibit and Concessions Space License Agreement is revocable, limited and non-exclusive. The parties hereto agree that Exhibitor's rights hereunder shall not be construed as a lease, easement, or other interest in the property of the Fair. The Fair reserves the right, in its sole discretion, to accept, to reject, to move, reposition or exclude any exhibit or Exhibitor as it deems necessary during the term of the Agreement.
- 12. CHARACTER OF EXHIBIT:** Exhibitor recognizes and acknowledges the unique reputation of the Fair in the community. The Fair is dedicated to the production and presentation of wholesome, family entertainment. Exhibitor shall not exhibit, sell, or display any product or good contrary to that described in the Agreement. Exhibitor shall not exhibit, sell or display weapons such as Chinese stars, guns, knives, etc., or nuisance items such as laser pointers, pepper spray, stink bombs, etc. No roving concessions or exhibits are permitted, and no agent, employee, volunteer, or other representative of Exhibitor shall be permitted to roam about the Fairgrounds as part of the exhibit or concession. Other prohibited exhibits include the sale of permanent tattoos, body piercing, pornographic materials, selfie-sticks, and hoverboards. The sale and/or exhibit of any live animal must be approved by the Fair.
- 13. CONCESSION SIGNS:** Exhibitors selling food, drinks or merchandise must have price signs posted in prominent locations when the Event opens and they must remain on display throughout the duration listing all prices in letters and numbers no less than 2" high. All items of food, drinks and merchandise, and the pricing thereof, shall be first approved in writing by the Fair no less than thirty (30) days prior to the start of the Event. **No hand written signs are allowed.** The Fair provided booth sign with the Exhibitor's booth number must be visibly displayed at each space licensed.
- 14. BACKDROPS/DIVIDERS REQUIREMENTS:** Backdrops no higher than eight (8) feet in height are permitted, except for center exhibits in Buildings 2 & 7. Side dividers are limited to eight (8) feet in height, four (4) feet from background, then limited to three (3) feet in height to aisle. All backdrops and side dividers must be designed that any part exposed to view, inside, outside, or from the rear, must have a finished appearance. All materials must comply with the requirements of law, rule and ordinance of any governmental agency having authority over such matters.
- 15. EXHIBIT DISPLAYS AND DECORATIONS:** All exhibitors may equip their exhibits with display material and equipment, furniture, lamps, potted plants, flowers and special set pieces, provided they are not over eight (8) feet high in the area, four (4) feet from background and in keeping with the general decorative scheme. Exhibitor further agrees that all portions of sidewalks, entries, floors, passages, halls, corridors, stairways and ways of access to public facilities shall be kept unobstructed and safe by Exhibitor and shall not be for any purpose other than ingress or egress and all electrical panels and doors as well as all safety/emergency exits shall not be obstructed in any way. **Exhibitor also shall not use, store or permit to be used or stored in any part of the Fairgrounds covered by this Agreement any substance or thing prohibited by law, ordinance or standard policies of fire insurance companies operating or insuring in the State of Florida.** No explosives and/or flammable substances including, but not limited to, turpentine, benzene, naphtha, gasoline or other such substances shall be placed in or on the Fairgrounds. LP gas tanks used for cooking must be placed outside any Fair building and must be approved by the Palm Beach County Fire Department. It is further agreed that no inflammable materials such as bunting, tissue paper, crepe paper and any others will be permitted to be used as decorations and decorative materials unless they are treated with flame proofing and are approved by the appropriate inspector of Palm Beach County, Florida, before the same are installed. The Exhibitor shall not permit their exhibit to obstruct the view of an exhibit in an adjoining Exhibitor's space, nor permit such exhibit to be placed or operated in any manner objectionable, or its duly authorized agent, to adjacent or surrounding Exhibitors. No items may be attached to sprinkler heads or pipes in buildings. No exhibit or Exhibitor shall occupy any more space than allotted and, shall not, obstruct the flow of patrons through the aisles or other passageways. No nails may be driven into any walls of the Fair. The cost for any repairs necessitated by Exhibitor's violation of these Rules and Regulations will be the responsibility of the Exhibitor. The Fair has the right in its sole discretion to approve all equipment, table, signs, tents and seating used by the Exhibitor.
- 16. PICTURE MACHINES AND LOUD SPEAKERS:** If audio and/or video equipment is used they must run **without lecture or speaker noise reaching beyond ten (10) feet of exhibit space** and video screens must be placed in the exhibit space so that spectators watching them will not block the aisle. In addition, no sound may be amplified by an Exhibitor, which can be heard clearly more than ten (10) feet from exhibit space.
- 17. TV AND RADIO SHOW:** Any Exhibitor who desires to have a regular or special radio or TV broadcast or, televise directly from an exhibit or concession space, shall first obtain the Fair's written approval, which approval may be arbitrarily withheld or conditioned.
- 18. FREE SAMPLES AND DRAWINGS:** **NO free samples of food, beverage or any other product may be given away or otherwise distributed without prior written approval of the Fair,** which approval may be arbitrarily withheld in the sole discretion of the Fair. Exhibitor will have the right to offer to the patrons any such give-away items, or drawings or raffles, as the Exhibitor desires to offer (subject to this Agreement and federal, state or local law) provided that such give-away items, or drawings or raffles, do not impose any obligation on the part of the Event patrons, do not conflict with Fair sponsors and participants, and have been approved by the Fair, in writing, thirty (30) days prior to the opening day of the Event. Drawings for gifts or premiums conducted by Exhibitors must be made prior to the close of the Event and the names and addresses of all winners delivered to the Concessions/Exhibits Manager. In no case may the Exhibitor use the name of the Fair or the name of any Event visitor in any program, brochure or other printed material or pictures. Premiums or gifts won by Event visitors must be absolutely free with no additional payment of money or conditions attached. Drawings that constitute a lottery in violation of the laws of Florida will not

be permitted. Promiscuous literature or promotional materials are not permitted to be distributed, even from within exhibit area. Solicitation of donations or the gathering of signatures or other personal information is not permitted from anywhere outside the exhibit space.

- 19. SUBLETTING OF SPACE; ASSIGNMENT:** No Exhibitor shall be permitted to sublet or sublicense the whole or any part of the space licensed or, to display or sell anything not specified in the Agreement. This Agreement is between the Fair and Exhibitor. Exhibitor may not assign this Agreement, or any interest in the Agreement, without the Fair's prior written consent, which consent shall be within Fair's sole discretion and may be arbitrarily withheld. Assignment shall include a transfer or conveyance of more than fifty percent (50%) of the present ownership interest of the Exhibitor.
- 20. INSTALLATION AND REMOVAL OF EXHIBITS:** All exhibit set-up must be completed and approved by the Fair before 3:00 pm the evening before opening day of the Event. All space not occupied by that time, will revert to the Fair and all payments forfeited. All indoor exhibits must remain open the last day of the Event until 8:00 pm, or other time stated by the Fair; all outdoor vendors/concessions must stay open until mid way closes. All food vendors must check out at the Vendor Office and pick up their release slip after closing. All others will get a slip from the Concessions/Exhibits Manager. The release slip must be presented at the gate upon removal of a concession stand or exhibit. Under no circumstances will goods or equipment be permitted to be removed until closing hour of the Event. Any material not removed two (2) days following the official closing of the Event will be considered automatically conveyed and transferred to the Fair and the Fair has the sole and arbitrary right to dispose of the property in any manner. The Exhibitor hereby grants to the Fair a lien on all property brought onto the Fair grounds as security for all obligations of the Exhibitor under this Agreement. All monies due and owing the Fair shall be paid prior to any of Exhibitor's property being removed. **No vehicles are allowed in the Buildings for set-up or tear-down.**
- 21. EXHIBIT HOURS:** Exhibits must be open and staffed each and every day at published opening and closing times during the annual Event. The Fair reserves the right to adjust the closing time based on certain conditions. i.e. attendance, weather, crowd size, etc.
- 22. EXHIBIT MAINTENANCE:** Exhibitors are required, at all times, to keep their exhibit space clean, sanitary and free of trash, paper, or refuse of any kind which shall be disposed of in a manner indicated or designed by the Fair. Exhibitors in buildings and tents shall place trash in aisles after closing each day, or in designated receptacles. Outside Exhibitors are required to police under and within a ten-(10) foot radius of their exhibit and to keep them clean and sanitary at all times and free from any hazards which may cause damage to property or injury to persons. Outside Exhibitors are required to have storage areas, holding tanks, and garbage cans screened from public view. Landscaping to enhance the presentation is encouraged. All stands are required to have proper skirting.
- 23. EXHIBIT PERSONNEL:** Any person operating any exhibit shall be considered an employee or agent of the Exhibitor and any obligation or requirement imposed upon the Exhibitor in the Agreement and these Rules and Regulations shall likewise be imposed upon the Exhibitor's employees and agents. It shall be the obligation of each Exhibitor to furnish, at its own expense, all personnel required to erect, operate, maintain, repair, dismantle and remove all Exhibit equipment used on the Fairgrounds. It shall further be the obligation of each Exhibitor to insure that all personnel working in the Exhibit be appropriately dressed, clean and neat, with their hair neat and clean and clean shaven except for mustaches and beards that are neatly trimmed, deal courteously with patrons of the Event, and not use rough or profane language, or drink alcoholic beverages while on the Fairgrounds. Smoking is not permitted by any of the Exhibit personnel who may be visible to the general public, nor in any building. The use of ear and body rings should be discouraged, and if used, should be done minimally and tastefully. Personnel with excessive, obscene or lewd tattoos shall not be permitted to work on the Fairgrounds by Exhibitor. The Fair, upon request, will be furnished a list of all personnel who will operate or work in any exhibit. All exhibit personnel shall have a picture identification badge which shall be on them at all times so that the Fair and Event patrons may easily identify them as Exhibit personnel.
- 24. ALCOHOLIC BEVERAGES/TOBACCO PRODUCTS:** No alcoholic beverages or illegal substances as defined by Florida or Federal Law, are permitted to be brought, consumed or distributed on the Fairgrounds by any Exhibitor. No tobacco products are allowed to be sold on the Fairgrounds, unless authorized by the Fair in writing.
- 25. GLASS BOTTLES:** No drinks are to be sold in glass bottles at exhibit and concession locations.
- 26. BALLOONS, STICKERS, ETC.:** No stickers or balloons shall be brought for sale, display or given away, without approval from the Fair in writing.
- 27. DEFACEMENT OF FACILITY/PROPERTY:** Exhibitor shall not injure, mar, nor, in any manner, deface said Fairgrounds or any equipment contained thereon: and shall not cause or permit anything to be done whereby the Fairgrounds property or equipment thereon shall be in any manner injured, marred or defaced; and Exhibitor shall not drive or attach nails, hooks, tacks, staples, screws, adhesive tape of any kind to the walls, ceilings or floors of any Fair building or equipment contained therein and will not make, nor allow to be made, any alterations of any kind to said buildings, property or equipment contained therein.
- 28. EXCLUSIVE CONTRACTS/FAIR COMMISSARY:** The Fair has exclusive contracts with vendors to provide for such items as soft drinks, bottled water, meat, milk, and other food, beverage and merchandise. Exhibitor agrees to not use competitive products and to purchase all food, beverage and merchandise items from these vendors. It is the responsibility of the Exhibitor to obtain a list of the exclusive vendors from the Fair prior to the opening day of the Event.
- 29. HAZARDOUS AND TOXIC SUBSTANCES:** The Exhibitor agrees, at all material times Exhibitor is on the Fairgrounds, not to have in its possession, collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by Florida and Federal law. In the event the Exhibitor shall be in possession of such hazardous or toxic waste, the Exhibitor shall immediately notify the Fair and Palm Beach County Department of Environmental Resource Management and such other governmental agency or body as may be required by law and the Fair relative to such materials. Additionally, Exhibitor agrees not to throw away any refuse or empty any fluids on the ground. Grease

barrels are provided by the Fair in convenient locations and must be used. In the event an Exhibitor shall dump grease at locations not authorized by the Fair, they shall be subject to a fine of \$1,000.00 for each infraction by the Fair, plus any fine imposed by any governmental entity, and shall be deemed in material breach of this Agreement and subject to immediate removal from the Fairgrounds.

- 30. FIRE EXTINGUISHERS:** All concessionaires cooking in deep fat fryers or ordinary fryers must have, at a minimum, a multipurpose dry chemical extinguisher rated at least 2A-15BC, or a CO2 extinguisher with at least a 15C rating, and otherwise comply with the requirements of law, rule and ordinance of any governmental agency having authority over such matters. If applicable, high-pressure CO2 cylinders should be secured to a permanent wall or partition.
- 31. HOLDING TANKS:** In the event an Exhibitor is required to utilize a portable toilet or holding tank, the Exhibitor shall make arrangements for said holding tank with the Fair and shall be responsible for payment, in advance, to the Fair for the charge for the holding tank at the time it is rented. Exhibitors may use their own holding tanks provided they hold a minimum of 150 gallons and meet all applicable laws, rules, ordinances and statutes concerning holding tanks. Holding tanks must be pumped daily, or, as needed, and any water standing on the ground shall not be permitted.
- 32. COMPLIANCE WITH LAWS, RULES AND REGULATIONS:** Exhibitor hereby specifically agrees to comply with all applicable, Federal, State and local laws, ordinances, rules, regulations, statutes and policies including these Rules and Regulations promulgated by the Fair, as amended from time to time. Exhibitor shall specifically comply with the provisions of Chapter 616, Florida Statutes, the Federal Americans with Disabilities Act, Florida Accessibility Code, and all relevant health and fire codes, and all trademark, copyright and other intellectual property laws, including those pertaining to music licensing. Such laws, ordinances, statutes, rules and regulations are expressly made part of this Agreement.
- 33. INSURANCE:** Each Exhibitor shall provide Commercial general liability insurance in the amount of \$1,000,000.00 with a \$250.00 per occurrence deductible naming the Fair as an "additional named insured" in form and with an insurer acceptable to Fair. The policy shall contain a standard thirty (30) day cancellation provision and which policy is deemed primary and non-contributory. All insurance certificates and the declarations page must be provided to the Fair no later than thirty (30) days prior to the Event. Coverage must be through the Event. Exhibitors failing to timely meet the obligations of this paragraph may lose its Exhibit Space, and under no circumstances will an Exhibitor be allowed to set up, camp, or otherwise enter on to the Fairgrounds unless the above insurance is in place as of the opening of the Event.
- 34. EXHIBITORS ON PERCENTAGE SALES:** All Exhibitors noted on the front page of the Exhibit Space License Agreement that indicate a percentage amount to be applicable to this Agreement, agree to pay the percent stated of their gross revenue daily, after applicable sales tax, in addition to any other amount indicated in the Agreement. "Gross Sales" means the total amount of all revenue received from the sale of goods. Exhibitor agrees that the Fair may, from time to time, and at any time, audit the operation of the Exhibitor, including all cash receipts, for purposes of confirming the accuracy of all reports of gross sales as required under the Agreement. All sales reports and payment must be made by the Exhibitor of the day's sales, prior to the opening of that exhibit or concession on the next day. **Failure to comply with these financial reporting procedures will be considered a violation of the License Agreement. Upon being advised of a violation, Fair management will be called upon to review the problem and resolve the matter. Violations will be taken into consideration when issuing contracts for the following year, or may result in immediate cessation of the right and privilege to do business with the Fair.**

Cash Registers

All Exhibitors on percentage sales must supply and use an approved cash register or accounting system to record all sales transactions. So that accurate records can be kept, each cash register must have the following:

- **Dual Tape/Readable Tape (customer must be given a receipt)**
- **Display viewable by the customer (pivot display suggested)**
- Continuous Grand Total
- Cumulative "Z" Counter
- "X" Readings
- 30-Day Back Up Battery
- "Current" Printed Date and Time on Detail Tape
- Key Protector
- Cash Drawer must be linked to the register and automatically open and close with each transaction
- Price Look Up (PLU) or Preset Keys for each product sold

Each Point of Sale system must be able to furnish the following:

- 1) A receipt for every transaction
- 2) Daily Summary Report
- 3) The daily sales summary must be segregated by cash sales and credit card sales.
- 4) Cumulative summary report
- 5) Produce daily journal upon request
- 6) Cash Drawer must be linked to the register and automatically open and close with each transaction.
- 7) Preset keys for every item.
- 8) Forward facing customer display.

You are required to have a backup register on hand should your register malfunction. Should your register break you will be required to cease operating until the backup register is in place.

Daily Sales Reports

Under the License Agreement, you are required to maintain a daily record of all gross receipts derived from your operation. This record is to be available to the Fair at any time during the Fair and for the three following years. Daily sales report forms will be provided at check-in. Daily "Z"

reports will be required that give a breakdown and accounting of all sales activity for each day. Please check the status of the receipt and journal tapes prior to a "Z" out to make sure you do not lose any daily sales information due to lack of register tape. Attach the "Z" tape to the daily sales report so the Fair staff can double-check your figures. When changing journal tapes, the used tape must be kept on grounds during the entire Fair.

With these procedures there will be an Audit Office where you will turn in the previous day's daily sales report between 10:00 AM and 2:00 PM daily. Only complete daily sales reports will be accepted. Please allow enough time so that any questions concerning sales sheets or other issues can be addressed. Once your sales figures are approved and calculated any amounts due must be paid to the Concessions Cashier. We will maintain a continuous running total of your sales, which you are welcome to review at any time, just ask the Vendor Cashier. Any "Z" tapes not picked up after final settlement will be destroyed 10 days after the last day of the Event.

Register Tagging

Fair Auditors will check each stand/booth to record the model numbers and serial numbers for all cash registers, including backup registers. Once it is approved for use, each register will get its own register tag. Please be aware that registers cannot be used for sales until they have been tagged and the information has been recorded. The Audit team will set up an appointment with you to tag your registers once you are set up and ready.

Register Tapes

Under the License Agreement, all cash register tapes, documenting your sales are to be turned over to the Fair daily. For the purpose of maintaining an accurate audit trail, all cash register tapes need to be identified by the Fair register tag number, name of exhibit/stand, booth number and date. All tapes need to be clear and legible. No faded tape register receipts will be allowed so be sure to have a backup inking system available.

Receipts

All Exhibitors/Vendors on percentage sales who are required to utilize a cash register as described above, MUST issue a sales receipt to the customer for each sales transaction. The receipt must be handed to the customer after every transaction. This procedure is not optional and Exhibitors/Vendors should not ask the customer if they want the option of receiving a receipt. Failure to issue receipts may result in the exhibitor/vendor being required to issue a refund for the transaction for which the receipt was not issued.

Register Operation

Exhibitors/Vendors must program their cash registers with either PLUs or programmable keys for each product on their menu. Entering amounts that are not attached to a programmed product is not permitted. Register keys may not be left in the register or in the drawer of the register and must only be accessible by a manager. The "no sale" key must be active and recorded to the "Z" report. Registers that do not record "no sale" transactions will not be approved.

Credit Card Sales

Exhibitors/Vendors that operate registers must setup a payment type for credit card sales. Credit card sales cannot be entered as cash sales. All credit card batch reports must be submitted with the daily "Z" report when reporting sales each day. The total on the credit card batch report will be compared to the total credit card payments on the cash register "Z" reports. If the credit card payment total on the cash register "Z" report is less than the credit card batch report then the gross sales total will be adjusted upwards for the difference.

- 35. INDEMNIFICATION:** Exhibitor hereby covenants and agrees to fully release, exonerate, indemnify, defend and hold harmless SOUTH FLORIDA FAIR & PALM BEACH COUNTY EXPOSITIONS, INC., its Board of Trustees, Directors, officers and all management, staff, agents and employees each severally and separately from any and all claims, suits, losses, damages, fines, penalties, liabilities, expenses, including reasonable attorney's fees and costs at the trial and appellate level, for any injury or death to persons (whether they be third persons or employees of either the Fair or Exhibitor) and any loss (through theft or otherwise) of or damage to property (whether it be that of the Fair, the Exhibitor, or some third party), or issue of law, caused by, growing out of, or arising out of Exhibitor's use of the Fairgrounds (whether or not the Fair is deemed negligent), including, without limitation, its use by Exhibitor's agents, sub-licensees, vendors, exhibitors, contractors or subcontractors; exercise of any rights under the License; breach of any term, warranty or provision of this License by Exhibitor; the sale of products; the operation on the Fairgrounds, or the carelessness, negligence or improper conduct of the Fair or any other third party; or any act or omission of Exhibitor, its employees, officers, or agents. All such liability is hereby expressly assumed by Exhibitor. This provision shall expressly survive termination of this License.
- 36. COPYRIGHTS:** Exhibitor will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used at, or incorporated in the Event. Exhibitor agrees to indemnify, defend and hold Fair harmless from any claims, damages, or costs, including legal fees, which might arise from use of any such material either by Exhibitor, or any other person or entity associated with the Event. The Fair name and logo are protected trademark/service marks and may not be used without the express written consent of Fair.
- 37. CANCELLATION AND TERMINATION:** This Agreement shall terminate and all rights and privileges hereunder shall cease immediately upon conclusion of the period referenced in the Agreement. This Agreement may also terminate, at Fair's option, upon default by the Exhibitor which shall be defined as the Exhibitor's failure to promptly and timely pay any and all sums due or to abide by the other terms, provisions and conditions of the Agreement as set forth herein. Default of one provision by Exhibitor shall be default of the entire Agreement. In the event of default, all money theretofore paid by Exhibitor shall not be refunded. Upon termination, Exhibitor shall not be entitled to utilize the Exhibit space set forth hereinabove for the period provided herein regardless of efforts, costs, expenditures or arrangements made by the Exhibitor. This Agreement may be terminated at any time by the Fair if the Exhibitor utilizes the Fairgrounds for a purpose or use different than that listed on page one of the License Agreement. Exhibitor expressly waives any and all damages against Fair by reason of its termination of Agreement, or disapproval of any performance, exhibit, etc. pursuant to this provision.

- 38. SECURITY:** Fair agrees to provide general security for the Fairgrounds, which constitute approximately 135 acres. The Fair also agrees to lock and secure the buildings in which the Exhibitor will exhibit their specific items. Fair does not warrant or insure against theft, vandalism, or any loss due to natural consequences such as hurricane, flooding, etc. or any other loss, such as fire, to an Exhibitor and the Exhibitor shall obtain insurance to provide for any such loss and waives any claims for loss or damages against the Fair. Exhibitor agrees that it shall be solely responsible for the safety and security of its own tangible personal property or tangible personal property owned by a third party but within Exhibitor's possession, custody or control. Exhibitor expressly waives any claim against Fair, its officers, Trustees, directors, employees and agents, for any loss or damage, by theft, fire, or otherwise, to such tangible personal property regardless of whether the Fair, its officers, Trustees, directors, employees or agents are deemed negligent or not.
- 39. NON-SMOKING FACILITY:** All of the buildings on the Fairgrounds are designated as non-smoking facilities. Exhibitor agrees to post such signs as may be necessary to inform all persons of this fact and to enforce this rule whenever necessary.
- 40. RIDES AND GAMES:** Exhibitor shall not operate any amusement devices and amusement attractions, as those terms are defined by Chapter 616, Florida Statutes. It is also agreed that Exhibitor shall not operate games of chance, as defined by the Florida Statutes.
- 41. AUTOMATED TELLER MACHINES (ATM):** No ATM'S shall be allowed on the Fairgrounds except for ATM'S as provided by the Fair.
- 42. OVERNIGHT CAMPING:** Exhibitor shall not cause or allow overnight camping, tent camping, sleeping or any such act on the Fairgrounds, or in any building or in any other area controlled by the Fair without the written consent of the Fair, which approval may be arbitrarily withheld in the sole discretion of the Fair. Exhibitor shall not allow or permit any open fires on the Fairgrounds.
- 43. LOST ARTICLES:** All found articles should be turned into the Guest Services/Lost Children Booth.
- 44. CANCELLATION BY THE FAIR:** The Fair reserves the unilateral right to cancel this Agreement for the public good in the event of a natural disaster or other emergency as determined in the sole arbitrary opinion of the Fair, or in the event of any request by an Federal, State, or County agency for use of the Fairgrounds under such circumstances, it being understood and agreed by Exhibitor that its rights hereunder are subordinate and inferior to the right of use by any Federal, State, or County agency or department, in which case any funds paid by the Exhibitor for unused days, less actual expenses necessarily incurred by the Fair in connection with the Event so cancelled, will be refunded without penalty. Upon such cancellation, the Exhibitor agrees not to re-enter the Fairgrounds, or move any of its personal property, if such may pose additional risks to persons or property in the sole discretion of the Fair. Should the Fair exercise its rights to cancel this Agreement, Exhibitor agrees to forego any and all claims for damages against the Fair and further agrees to waive any and all rights which might arise by reason of the terms of this Agreement and the Exhibitor shall have no recourse of any kind against the Fair.
- 45. OCCUPANCY INTERRUPTION:** Exhibitor hereby waives any and all claims for compensation for any and all loss or damage sustained by reasons of any defect, deficiency or impairment of the electrical, computer systems, telephone, plumbing and air conditioning installations or, any part thereof, furnished for the Event on the Fairgrounds or for any loss or damage sustained resulting from fire, black-out, brown-out, water, wind, civil commotion, riot, labor strikes, or act of God.
- 46. FAIR'S RIGHT OF ENTRY:** Duly authorized representatives of the Fair, such as its Trustees, Directors, officers, employees or other agents, may enter the area utilized by Exhibitor, at any time and occasion. Exhibitor hereby waives any and all claims for compensation for any and all loss or damages sustained by reason of interference by any public agency or Fair official in the Exhibitor's operation; however, such interference shall not relieve Exhibitor from any obligations hereunder.
- 47. PAYMENT FOR DAMAGES:** Exhibitor agrees to pay all costs and expenses, as determined in the sole judgment of the Fair, of repair or replacement for any and all damages of whatever origin or nature which may have occurred during the term of this Agreement in order to restore the damaged property, fixtures and equipment or other parts of the Fairgrounds to a condition equal to that at the time this Agreement went into effect.
- 48. UNDERGROUND UTILITIES:** **Exhibitor shall not, nor will Exhibitor allow any of its agents, vendors, or employees to drive any stake, instrument or object of any kind into the asphalt or grassy area of the Fairgrounds without the written consent of the Fair. Under ground electrical wiring is installed throughout the Fairgrounds, which could result in severe electrical shock. It shall be the sole responsibility of the Exhibitor to enforce this provision and the Fair will look to the Exhibitor for reimbursement pursuant to these Rules and Regulations.**
- 49. LICENSES, PERMITS AND TAXES:** Exhibitor agrees to obtain the proper licenses and/or permits for the use of the space and any of the activity occurring in the space, covered by this Agreement as required by Federal, State and Local law and supply evidence of same to the Fair on demand. Exhibitor agrees to promptly pay all applicable taxes and require all vendors, exhibitors, and others selling products to pay applicable taxes and carry the proper licenses and permits. Exhibitor shall be responsible for all federal, state and local income taxes and all deductions and taxes including but not limited to its sales and its employees.
- 50. STORAGE:** Exhibitor assumes all responsibility for all of its goods, materials, merchandise, exhibits, displays, articles and other tangible personal property in or on the Fairgrounds before, during or after the Event and the Fair assumes no responsibility for said items.
- 51. CIVIL RIGHTS:** Exhibitor agrees not to discriminate against any employee or applicant for employment because of race, religion, creed, national origin, disability, gender and age and further agrees to likewise not discriminate for those same reasons against any person relative to admission, services or privileges offered to or enjoyed by the general public, and to be in compliance with the Federal and Florida Civil

Rights Acts.

- 52. RETENTION OF FAIR PRIVILEGES:** The waiver or failure of the Fair to insist on strict and prompt performance of the terms of this Agreement, Rules and Regulations, or other Exhibits, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the Fair's right thereafter to enforce the same strictly according to the terms thereof in the event of a continuous or subsequent default on the part of the Exhibitor.
- 53. PERFORMANCE BOND:** The Fair, at its discretion, may require Exhibitor to deposit a performance bond either by cash, letter of credit, or by a duly accredited bonding company. The amount of the bond will be shown on the cover page of the Agreement.
- 54. CONDITIONS AND LIMITATIONS:** It is agreed that this Exhibitor is subject to all the conditions and limitations set forth in all of the attachments, exhibits, rules and regulations and policies for the use of the Fairgrounds herein above referred to and Exhibitor shall be bound thereby. In the event of any conflict between the License and any exhibit, or attachment, the exhibit or attachment shall control.
- 55. APPROVAL:** This Agreement is not approved until this Agreement is signed by the President of the Fair.
- 56. COMPLAINTS:** All complaints by Exhibitor or its employees, agents, including, without limitation, those relating to this Agreement, the Fair's policies, the Fair's officers, trustees, directors, employees, or personnel, or the Fair's other licensees, **shall be dated and in writing** and promptly and immediately sent to the Exhibits or Concessions Managers at the Fair office.
- 57. NOTICES:** (a) *Method of Giving Notice.* All notices or other communications permitted or required to be given under this License shall be given in writing, and delivered to the Fair at P.O. Box 210367 West Palm Beach, FL 33421-0367 and to the Exhibitor at the address indicated on page one (1) hereof (or sent to their fax numbers) by one of the following ways, at the option of the party giving the notice: (i) by hand delivery; (ii) by certified or registered mail, return receipt requested and proper postage prepaid; (iii) by a nationally recognized overnight courier service such as FedEx; or (iv) by teletype (fax). (v) via email with a delivery and read receipt requested. (b) *Effective Date of Notices.* Notices delivered by hand delivery or by a nationally recognized overnight courier service such as FedEx shall be effective on the date delivered to the recipient. Notices delivered by certified or registered mail shall be effective upon receipt, or three (3) business days after deposit in the United States mails, whichever shall first occur. Notices sent by teletype shall be effective on the date transmitted and received, provided that receipt occurs before 5:00 p.m. Eastern Standard Time on a business day. If the last day for giving any notice or performing any act under this License falls on a Saturday, Sunday, or on a day on which the United States Post Office is not open, the time shall be extended to the next day that is not a Saturday, Sunday, or Post Office holiday.
- 58. COUNTERPARTS AND DUPLICATE ORIGINALS:** To facilitate the execution of this Agreement, any number of counterparts of this Agreement may be executed and delivered. It shall not be necessary that each party's signature appear on each counterpart, but it shall be sufficient that each party's signature appear on one or more of the counterparts. Each of the counterparts shall be considered an original and all of them, together, shall constitute one and the same instrument. Any number of duplicates of this Agreement may be executed and delivered, each of which shall be considered an original.
- 59. CONSTRUCTION OF AGREEMENT:** Each party has relied upon its own examination of this Agreement and the advice of its own counsel and other advisors in connection with this Agreement. This Agreement was negotiated at arm's length. Thus, this Agreement shall not be construed more strictly against the Fair notwithstanding that it has been drafted by the Fair and the Fair's counsel. Furthermore, the money, property, insurance or services which are the subject of this Agreement are for commercial purposes and not for personal, family or household purposes.
- 60. EFFECTIVE DATE:** The effective date of this Agreement shall be the date on which the last one of the Fair's representative and the Exhibitor's representative executes this Agreement.
- 61. LANGUAGE:** Whenever used in this Agreement, the singular number shall include the plural, the plural number shall include the singular, and the use of any gender shall include all genders where the context permits.
- 62. PARAGRAPH HEADINGS:** The paragraph headings used in this Agreement are for convenience only, and shall not be used in interpreting or construing any provision of this Agreement.
- 63. SEVERABILITY:** If any term, covenant, or conditioning of this Agreement or the application thereof to any person or circumstance shall be to any extent held invalid or unenforceable, the remainder of this Agreement or the application of such terms, covenants, and conditions to the persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 64. TYPEWRITTEN AND HANDWRITTEN PROVISIONS:** Handwritten or typewritten provisions inserted into this Agreement and initialed and dated by all parties shall control over all typewritten provisions in conflict therewith.
- 65. FURTHER ACTION:** Each of the parties hereto shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of the obligations hereunder and to carry out the intent of the parties hereto.
- 66. ATTORNEY'S FEES:** Any reference to attorney's fees in this Agreement applies only to the indemnity given by Exhibitor to the Fair and not to

any other term, provision and condition hereof.

- 67. VENUE:** The venue of any legal proceeding brought in connection with this Agreement or any aspect of the relationship between the parties shall be in Palm Beach County, Florida.
- 68. FLORIDA LAW:** This Agreement shall be considered to have been made and executed in Palm Beach County, Florida, and shall be interpreted, construed and enforced in accordance with the laws of Florida and no other.
- 69. TIME:** Time is of the essence of all the provisions and terms of this Agreement.
- 70. MATTERS SURVIVING TERMINATION:** Unless otherwise provided in this Agreement, none of the terms, provisions, and conditions shall survive termination of this Agreement.
- 71. RIGHTS IN THIRD PARTIES:** Except as otherwise specifically provided, nothing expressed or implied in this Agreement is intended, or shall be construed to confer on or give any person, firm, or corporation, other than the parties and their respective officers, directors and shareholders, any rights and remedies under or by reason of this Agreement.
- 72. DEPENDENCE OF COVENANTS:** The covenants contained in this Agreement regarding performance by Exhibitor shall be construed as dependent covenants. Default of one shall be deemed absolute whether substantial performance has occurred with regard to all or any other covenants herein.
- 73. RENEWAL:** This Agreement is only for the dates as set forth in this Agreement. Exhibitor agrees that the fact that it has been granted space during the Event in the past shall not entitle the Exhibitor to any right to use the Fairgrounds in the future. The fact that the Exhibitor has been granted a particular space in the past does not create any right to such space in the future it being understood and agreed that Fair expressly reserves the right to allocate space in its sole and arbitrary discretion. Additionally, nothing shall prevent the Fair from granting an Agreement to an entity which is competitive to the Exhibitor hereunder.
- 74. SUCCESS:** The Exhibitor agrees that it is solely responsible for its success. Exhibitor has not and shall not rely on any advice or direction from any employee, officer, Trustee, Director or agent of the Fair, except as may be required under this Agreement, in planning and carrying out its operation. The fact that the Exhibitor is restricted by and subject to the terms and conditions of this Agreement, or is moved to another location from previous years is a risk that Exhibitor freely assumes. The Fair makes no warranty or representation as to historic or anticipated attendance, or revenue, from the Event.
- 75. FIDUCIARY DUTY:** The parties to this Agreement specifically intend that neither this Agreement nor any course of dealings between them shall create fiduciary obligations. Nothing contained in the Agreement, and no course of dealings between the parties, shall be construed as establishing a partnership, joint venture or agency between the parties. The rights, duties and obligations of the parties are to be controlled exclusively by this Agreement. Any obligation or covenant of good faith and fair dealing, whether express, implied-in-fact or implied-in-law, is intended to be contractual only. This Agreement was negotiated at arms length. There is no special relationship between the parties. Neither party is or has been influenced or dominated by the other. Each party places in the other the trust and confidence that reasonable strangers dealing at arms length in business relationships would place in one another. Neither party reposes special or extraordinary trust in the other. Each party to this Agreement represents that it is an independent, experienced and sophisticated business entity. Each party conducts its own investigations and obtains its own information about business transactions. Each party relies wholly on its own counsel and/or judgment in making decisions. The frequency, length, or closeness of dealings between the parties shall not create fiduciary obligations. In particular, extended dealing over a lengthy period of time shall not create fiduciary duties. Any advice given by one party to the other is offered unilaterally and accepted indifferently. Neither party undertakes to act for the benefit of the other, and neither accepts any trust unilaterally reposed by the other. Any disclosure obligations contained in or arising from this Agreement or the course of dealing between the parties are strictly contractual, and do not create fiduciary obligations. The parties intend that any disclosures of information, confidential or otherwise, during the course of business negotiations or dealings shall not be construed as creating additional disclosure obligations.
- 76. RELATION OF PARTIES:** It is the intention of the parties to hereby create the relationship of Licensee and Licensor, and no other relationship whatsoever is hereby created. Nothing in this Agreement shall be construed to make the parties hereto partners or joint venturers or to render either party hereto liable for any obligation of the other.
- 77. WAIVER OF JURY TRIAL:** The Fair and the Exhibitor hereby mutually knowingly, willingly and voluntarily waive their right to a trial by jury and no party nor any assignee, successor, heir, or legal representative of the parties (all of whom are collectively referred to below as the "parties") shall seek a jury trial in any lawsuit, proceeding, counterclaim, or any other litigation or proceeding based upon or arising out of this Agreement or any related agreement or instrument, or any course of action, course of dealing, statements (whether verbal or written) or actions relating to this Agreement, including any tort claims or claims for fraud, misrepresentation, breach of fiduciary, antitrust, etc. The parties also waive any rights to consolidate any action in which a jury trial has not been waived. The provisions of this paragraph have been fully negotiated by the parties, and the parties acknowledge that the inclusion of this provision is a material inducement for entering into this Agreement. The waiver contained in this paragraph is irrevocable, constitutes a knowing and voluntary waiver, and shall be subject to no exceptions.
- 78. PRESUIT MEDIATION:** Prior to bringing any lawsuit under this Agreement, the parties hereto agree to submit any and all disputes to pre-suit mediation under the Florida Rules for Certified and Court-Appointed Mediators and the Florida Rules of Civil Procedures 1.700- 1.730 (and FRCP 1.750, excluding subsection (b)) together with the rules of the American Arbitration Association or the Foundation for Dispute Resolution. Accordingly, the parties agree to strictly follow said rules and abide by any agreement made as the result of mediation. Good faith

compliance with this provision shall be a condition precedent to the right of any party hereto to bring a lawsuit under this Agreement. This provision is a material inducement to the Fair entering into this Agreement.

79. BINDING EFFECT: This Agreement shall be binding upon and inure to the benefits of the parties hereto and their respective successors in interest and/or assigns.

80. ENTIRE AGREEMENT: All terms and conditions of this Agreement shall be binding upon the parties, their heirs, and representatives and cannot be waived or modified by any oral representation or promise of any agent or other representative of the parties hereto unless the same be in writing and signed by the duly authorized agent or agents who executed this Agreement. Such written document must be incorporated by specific reference therein as a part of this Agreement. Neither party may rely on any oral representations and must look solely to the terms of this Agreement. Furthermore, Exhibitor agrees that, notwithstanding the possibility of significant damages to Exhibitor in the event The Fair exercises its unilateral right of cancellation and termination as provided herein, and the right to retain the deposit and other monies, and other rights under the Agreement, the Exhibitor agrees to the terms contained herein and executes this Agreement voluntarily and freely. This Agreement constitutes the entire agreement and understanding between the parties, whether oral or in writing, as to the subject matter hereof. Any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force or effect.

Rev. 7/18

ADDITIONAL RULES

Per the Health Department of Palm Beach County: All cleaning products that are disposed into drains on the grounds must be environmentally safe. Fairgrounds drainage empties into the lake by Yesteryear Village and must not be toxic. Thank you for your attention to this matter.

All Food Concessionaires Please Be Advised: The State of Florida Department of Business and Professional Regulations issuing temporary licenses will not take cash, or personal/business checks. Payment must be made in the form of a cashier's check or money order in the amount of \$105.00.

Signage: All signage on Fairgrounds must be professionally made. **No handwritten signs are permitted. The South Florida Fair & Palm Beach County Expositions, Inc. reserves the right to remove unauthorized signage.** The Fair provided booth sign with the Exhibitor's booth number must be visibly displayed at each space licensed.

Fire Codes: All food concessionaires must be in compliance with the Palm Beach County Fire Codes. Copies of current policies are available upon request.

Telephone Service: Telephone service is available through AT&T (866) 620-6000. The physical address and location of your space will be required when you call. Our physical address is:

Your Business Name/Contracted Name

c/o South Florida Fair

9067 Southern Blvd.

West Palm Beach, FL 33411

(561) 793-0333

Table and Chair Rentals: The Fair does not provide tables or chairs. A vendor will be on site prior to the Fair opening, offering rental service of these items.

Our Commissary: The Fair has exclusive contract with Coca-Cola and Cheney Brothers, Inc. ***Exhibitor agrees not to use competitor products. All violators will be fined \$250.00***

Deliveries: All deliveries should be sent to Gate 4. COD's will not be accepted. No shipments will be accepted prior to January 14, 2019 or after February 3, 2019. To ensure you receive your package, **space and building numbers are required as part of the delivery address.**



IMPORTANT INSURANCE REQUIREMENT INFORMATION

As per the **SOUTH FLORIDA FAIR & PALM BEACH COUNTY EXPOSITIONS, INC. RULES AND REGULATIONS TO EXHIBIT AND CONCESSION SPACE LICENSE AGREEMENT** included in Page 6 of this Manual, each Exhibitor shall provide Commercial general liability insurance in the amount of \$1,000,000.00 with a \$250.00 per occurrence deductible naming the South Florida Fair and Palm Beach County Expositions, Inc. as an “additional named insured” in form and with an insurer acceptable to the Fair. The policy shall contain a standard thirty (30) day cancellation provision and which policy is deemed primary and non-contributory.

It is very important the **South Florida Fair and Palm Beach County Expositions, Inc.** is listed as “**Additional Insured**”. The policy must list the Fair in the following manner: **The South Florida Fair and Palm Beach County Expositions, Inc.** A copy of Workmen’s Compensation coverage should be provided.

All vendors will be required to show proof of insurance upon acceptance of application. Policies will be reviewed to ensure accuracy on wording, dates, and coverage amounts; therefore, proof of insurance must be received by the Fair no later than **thirty (30) days prior to the Event.**

Please be advised, if insurance forms are not received by December 28, 2018 for review, it may result in loss of location. Vendors arriving without proof of insurance will not be permitted to set up.

We are available to answer any questions you may have and can be reached at (561)793-0333.

Sincerely,

Lorie Stinson

Lorie Stinson, CFE

Exhibits & Special Events Manager

Jeanne Stephens

Jeanne Stephens

Concessions Manager

SOUTH FLORIDA FAIR ELECTRICAL SERVICE REQUEST FORM



CONCESSION/EXHIBITOR NAME _____

CONTACT PERSON _____ CELL PHONE (if available) _____

If you have multiple locations, booths or stock trucks **you must separately list** the electric service needed at **each** location. Please fill out **ALL UNDERLINED SPACES BELOW** for each location. If you have more than 3 locations that need service please fill out an additional form.

LOCATION #1 **Location Name:** _____ **Please check one:** CONCESSION STOCK TRUCK

120 Volt Single Phase Service

Service	Cost	Quantity	Total
20 Amp 120v	\$114.00		
30 Amp 120v	\$132.00		

240 Volt Single Phase Service

Service	Cost	Quantity	Total
30 Amp 240v	\$180.00		
40 Amp 240v	\$240.00		
50 Amp 240v	\$270.00		
60 Amp 240v	\$300.00		
70 Amp 240v	\$330.00		
80 Amp 240v	\$360.00		
90 Amp 240v	\$420.00		
100 Amp 240v	\$450.00		
125 Amp 240v	\$480.00		
200 Amp 240v	\$660.00		

Charges include hook-up, disconnect and 24-hr. emergency service. GFI REQUIREMENTS ARE THE RESPONSIBILITY OF THE VENDOR.

LOCATION #2 **Location Name:** _____ **Please check one:** CONCESSION STOCK TRUCK

120 Volt Single Phase Service

Service	Cost	Quantity	Total
20 Amp 120v	\$114.00		
30 Amp 120v	\$132.00		

240 Volt Single Phase Service

Service	Cost	Quantity	Total
30 Amp 240v	\$180.00		
40 Amp 240v	\$240.00		
50 Amp 240v	\$270.00		
60 Amp 240v	\$300.00		
70 Amp 240v	\$330.00		
80 Amp 240v	\$360.00		
90 Amp 240v	\$420.00		
100 Amp 240v	\$450.00		
125 Amp 240v	\$480.00		
200 Amp 240v	\$660.00		

Charges include hook-up, disconnect and 24-hr. emergency service. GFI REQUIREMENTS ARE THE RESPONSIBILITY OF THE VENDOR.

LOCATION #3 **Location Name:** _____ **Please check one:** CONCESSION STOCK TRUCK

120 Volt Single Phase Service

Service	Cost	Quantity	Total
20 Amp 120v	\$114.00		
30 Amp 120v	\$132.00		

240 Volt Single Phase Service

Service	Cost	Quantity	Total
30 Amp 240v	\$180.00		
40 Amp 240v	\$240.00		
50 Amp 240v	\$270.00		
60 Amp 240v	\$300.00		
70 Amp 240v	\$330.00		
80 Amp 240v	\$360.00		
90 Amp 240v	\$420.00		
100 Amp 240v	\$450.00		
125 Amp 240v	\$480.00		
200 Amp 240v	\$660.00		

Charges include hook-up, disconnect and 24-hr. emergency service. GFI REQUIREMENTS ARE THE RESPONSIBILITY OF THE VENDOR.

***IMPORTANT: You must have suitable cord. All "SO" cable 4 wire must have case ground. Have at least 100 foot or driven ground.**

SOUTH FLORIDA FAIR STOCK TRUCK ORDER FORM



VENDOR NAME _____

BOOTH LOCATIONS _____

Fee: There is a \$100 charge per stock truck/vehicle. This permit is for the sole purpose of allowing the vehicle to stay on the premises (including parking areas.)
 If the stock truck requires electric, this service is available for an additional fee (See Electrical Form on page 17).
 Electrical fees vary in price depending on what is required.

Stock Truck: Any vehicle or truck used to store stock of any kind.

- Examples:
- a. food products
 - b. stuffed animals
 - c. any excess product offered by a vendor used to restock individual's booth or stand.

Stock Truck Permit	Price	Qty.	Total
	\$100		
<i>After January 17th</i>	\$150		

Note: All stock truck/vehicle locations must be approved by the Concessions Manager at the South Florida Fair. Permits must be displayed prominently on vehicle/stock truck. Any violations will be towed at the owner's expense.



**SOUTH FLORIDA FAIR
CAMPGROUND RESERVATION FORM**

Camping fees for 22 nights during the annual South Florida Fair

				<i>After January 17th</i>
Recreational Vehicle		\$550		\$600
Bunk House		\$750		\$800

OWNER/OPERATOR _____

CONCESSION NAME _____

Number of Recreational Vehicles: _____ x \$550 = _____

Number of Bunk Houses: _____ x \$750 = _____

Total = _____

Electrical requirements: Please complete Electrical Form on Page 17.

Note: Camping is assigned as applications are received. Campers will be placed in location upon arrival. You will only be allotted the number of spaces you indicate on this form.

Above rates are for 22 nights only, starting Sunday, January 13 - Sunday, February 3, 2019. Camp sites must be vacated on Monday, February 4, 2019.

There will be a charge for additional nights. Additional nights will be charged as follows:

Recreational vehicles \$30 per night

Bunkhouses \$40 per night

INDOOR EXHIBIT SPACE

Exhibit Space	Cost
10' x 10'	\$925
15' x 10'	\$1,150

Corner locations are an additional \$50 per corner.

A \$105 maintenance fee will be charged to all vendors for each location.

20 AMP electrical service is included in price. If you require more, there will be an additional charge.

Buildings will be decorated with pipe and drape, 8 ft. back drapes and 3 ft. side drapes. **Exhibitors must confine all exhibit activities within the limits of space allotted. Sales personnel and demonstrators are prohibited from operating in the aisles. (Please refer to Rules and Regulations for additional policies and procedures).**

Indoor vendors may begin set up Tuesday, January 15, 2019 at 9 a.m. Set up must be completed by 3 p.m. on Thursday, January 17. All vendors must first check in at the credentials office to obtain badges, passes and parking permits as needed. Accounts must be paid in full. Proof of insurance must be on file prior to entering the grounds. Anyone owing a balance upon arrival will not be permitted to set up until balance is paid. **No exceptions will be made.**

Exhibits must be staffed during Fair operation hours. Failure to man an exhibit is cause for loss of space and all expenses or rental fees will be forfeited. Hours of operation are:

Monday through Friday 12 noon – 10 p.m.*

Saturday, Sundays and Martin Luther King Day (Monday, January 21) 10 a.m. – 10 p.m.*

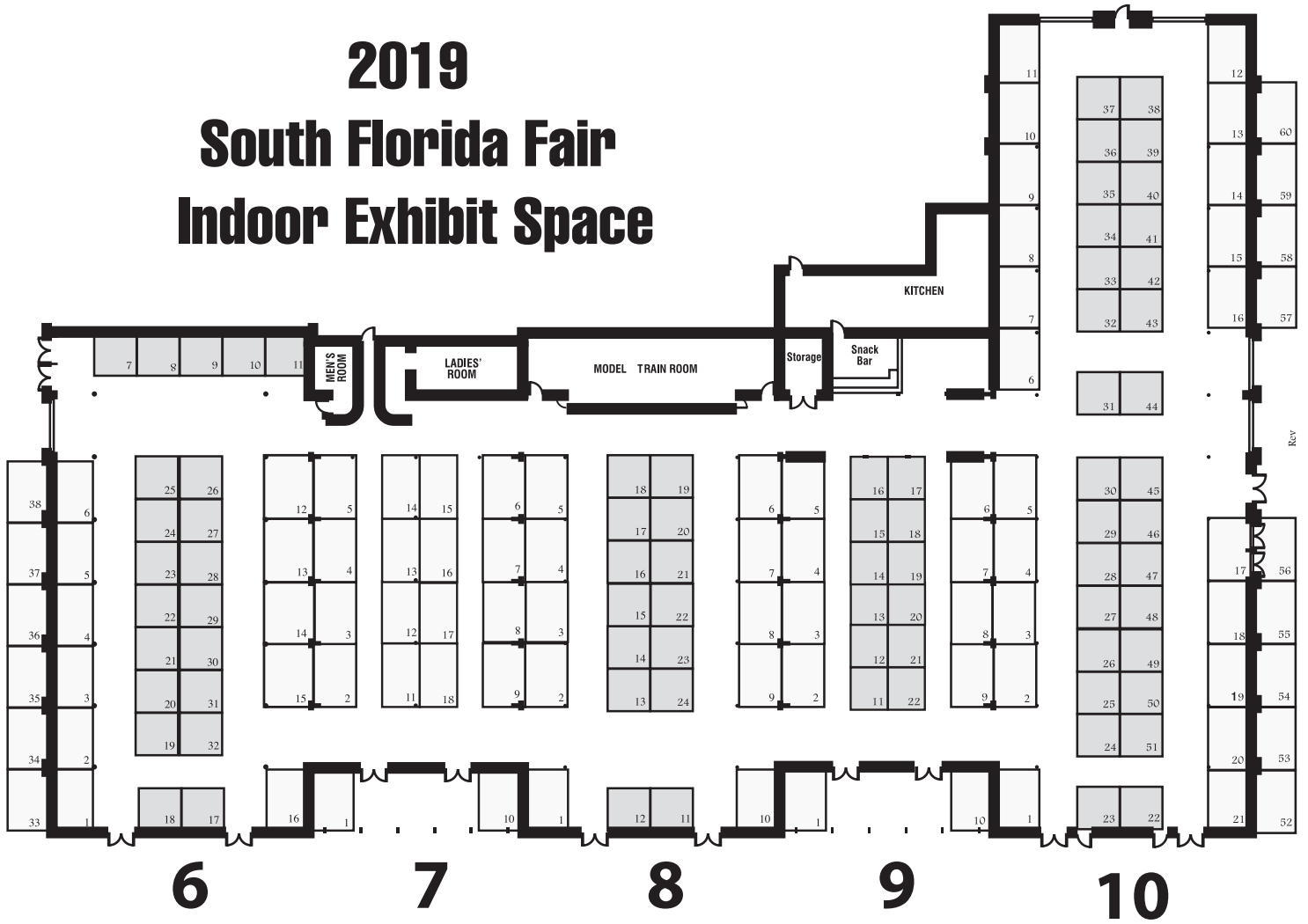
* Hours subject to change

Buildings will remain locked until one hour prior to opening. Exhibits Manager must approve admittance to the buildings prior to scheduled times. No one will be permitted to enter a building without proper credentials.

Permits are required for all stock trucks parked anywhere on the fairgrounds, including general parking areas, fair camping locations and off site remote parking lots operated by the Fair. Stock truck permits can be obtained from the vendor office for \$100. Electrical hook-ups must be purchased separately.

All Indoor vendors will receive release forms after 7 p.m. on the final day of the Fair. Tear down may not begin until 8 p.m. Violators will not be allowed to return the following year. Release slip must be presented at the gate upon removal of concession stand or exhibit.

2019 South Florida Fair Indoor Exhibit Space



2

3



OUTDOOR SPACE

Must have Fair experience in order to be considered for Outdoor Space

FEES

Food, beverages & attractions	\$110 per Foot
All others	\$ 85 per Foot

Calculation of Space Fees - Space Fees are calculated on the footage used. Line locations are calculated using total amount of front footage used. Center locations are measured by adding the long side plus the short side. Corners are measured by the longest side. Space is sold in five foot increments with a minimum of 10 feet per location. Footage includes space used by awnings, non-removable hitches, doors and tent stakes.

Vendors on Percentage Sales - Food, beverage and attraction vendor space fees are the greater of their Space Fee (guarantee) or 20% of their gross sales after sales taxes. This calculation is done on a per booth per location basis.

Maintenance Fees - A \$105 maintenance fee is charged per booth per location.

Electrical - Electrical connection charges are not included in rental rates. Please complete the applicable **Electrical Connection Form** and return it immediately. **Any GFI or cable requirements for electrical hookups are the responsibility of the vendor.**

Camping - On-site camping locations are limited. Camping locations are assigned on a first come first served basis. Please complete the **Campground Reservation Form** to reserve your locations. **Camping fees increase for any spaces sold after January 17th.**

Stock Trucks - All stock truck or trailers parked anywhere on the Fairgrounds, including general parking areas & campsites, require a permit. Please complete the **Stock Truck Permit Form** as soon as possible. **Stock Truck Permit fees increase for any permits sold after January 17th.**

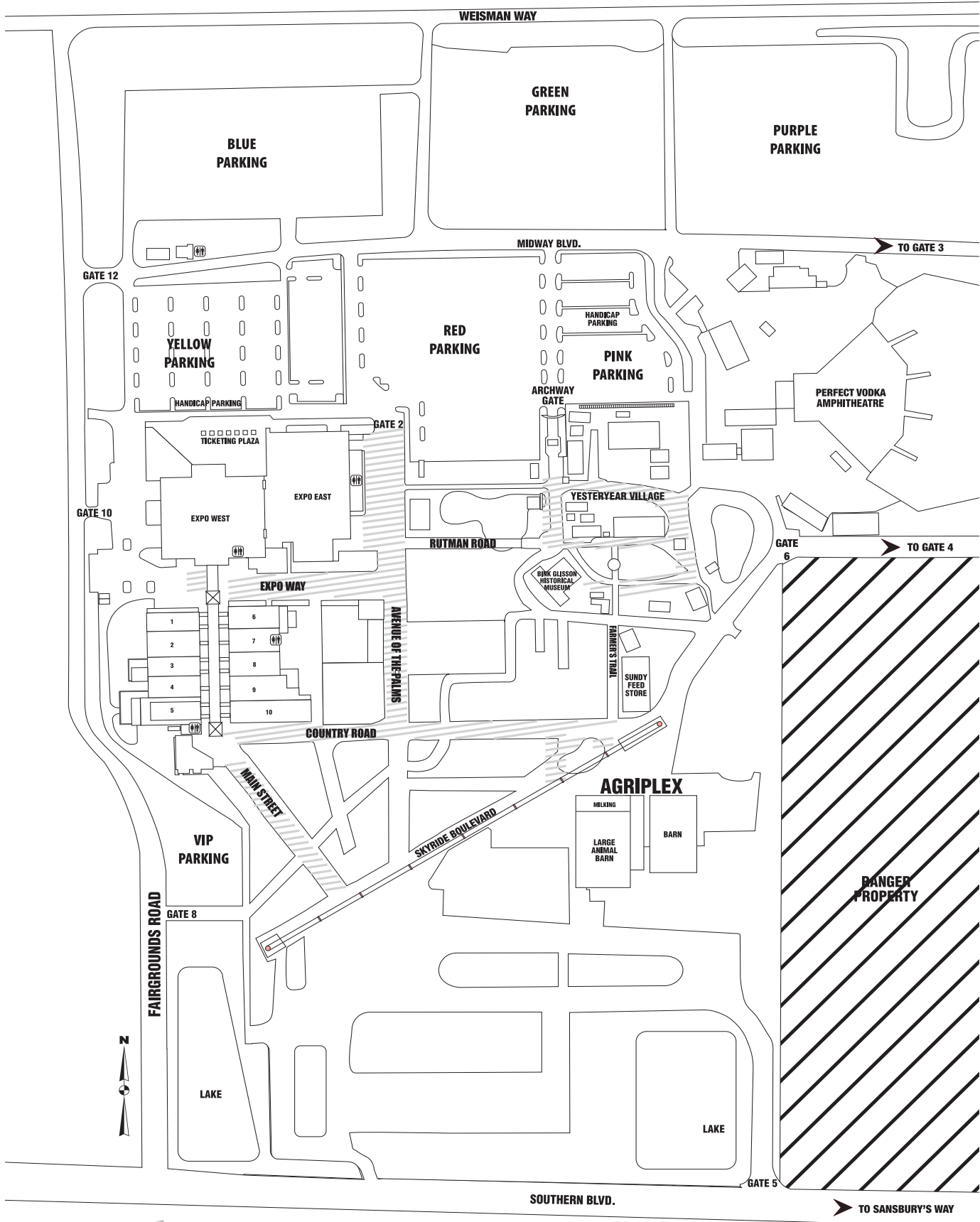
Vendor Credentials - Each vendor and their authorized personnel must have a Fair issued photo identification badge or an admission ticket to enter onto the Fairgrounds. Please complete the **Credentials Form** and send it to the Fairgrounds as soon as possible.

Move-in - Outdoor vendors may begin setup Sunday, January 13, 2019 at 9:00 am. Setup must be completed by 3:00 p.m. on Thursday, January 17th. All vendors must first check in at the Vendor's Office to obtain badges, passes and parking permits needed. Anyone owing a balance or without proof of insurance, will not be permitted to setup. **No exceptions.**

Staffing - Booths must be staffed during Fair operating hours. Failure to man an exhibit is cause for loss of space and all expenses or rental fees will be forfeited. Hours of operation are subject to change depending on weather and crowd size. Approximate times are posed on the Fair's website.

Move-out - Vendors are required to obtain release forms from the Vendor Office on the final day of the Fair. Tear down may not begin until the Fair has closed. Violators will not be allowed to return the following year.

SOUTH FLORIDA FAIR - SITE MAP



OUTDOOR SPACE AVAILABLE



**SOUTH FLORIDA FAIR
JANUARY 18 - FEBRUARY 3, 2019**

ON-SITE CONTACT LIST

Please list the name of ALL personnel who will be the on-site contact for the entire run of the Fair.

These names will be the ONLY AUTHORIZED personnel accepted to make transactions at the Vendor's Office.

Please print:

VENDOR/CONCESSION/EXHIBIT NAME: _____

AUTHORIZED PERSONNEL

NAME: _____ PH. NUMBER: _____

NAME: _____ PH. NUMBER: _____

NAME: _____ PH. NUMBER: _____

NAME: _____ PH. NUMBER: _____



HAAS&WILKERSON

I N S U R A N C E

USER LIABILITY PACKET

HAAS & WILKERSON INSURANCE

4300 Shawnee Mission Parkway, Fairway KS, 66205

Haas & Wilkerson Insurance will provide General Liability coverage for licensees in the mentioned event under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit. **LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. PLEASE CALL OUR OFFICES IF YOU NEED LIQUOR LIABILITY.** General Liability coverage provided conforms with the requirements of the contractual agreement with your venue. *This insurance is excess over any other valid and collectible insurance.*

LICENSEES INSURANCE PROGRAM:

General Liability coverage will be provided for the period of the Fair or Scheduled Event only, to include set-up and tear-down.

ITEMS LISTED BELOW ARE *NOT* ACCEPTABLE FOR ENDORSEMENT

<ul style="list-style-type: none"> ❖ Amusement Rides/Devices (Includes: Gyroscopes & Spaceballs) ❖ Body Piercing & Massages & Wraps ❖ Bungee Attractions ❖ Child Care ❖ Climbing Walls ❖ Concert Promoters/Performers ❖ Dart Games ❖ Dunking Booths ❖ Fireworks Operator 	<ul style="list-style-type: none"> ❖ Gun Shows ❖ Haunted Houses ❖ Henna Tattoos ❖ Inflatable Amusements (Includes: Moonwalks, Bounces, & Pillows) ❖ Mazes ❖ Medical/Dental Testing & Screenings ❖ Motorsports Events ❖ Permanent Tattoos ❖ Playground Equipment 	<ul style="list-style-type: none"> ❖ Pseudo-Fighting/Wrestling Activities ❖ Rodeo Events ❖ Roller/Ice Skating ❖ Sales of Autos or Auto Parts ❖ Sales of Herbal Supplements ❖ Sales of Tobacco ❖ Sales of Weight Loss/Stop Smoking Aids, Pills, Patches ❖ Simulators ❖ Wheelchair/Stroller Rentals
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ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

<ul style="list-style-type: none"> ▪ Concerts-Local & Regional talent only ▪ Exotic Animals 	<ul style="list-style-type: none"> ▪ Golf Carts/Scooters ▪ Liquor Liability 	<ul style="list-style-type: none"> ▪ Pony Rides ▪ Sales of Pets/Rodents
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Entertainers (Includes: mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.)

ENDORSEMENT REQUEST FORM

TODAY'S DATE:		INSURED NAME (Fair/Fest):	
APPLICANT NAME:		NAME OF EXHIBIT/CONCESSION/VENDOR:	
APPLICANT FULL ADDRESS:		APPLICANT PHONE:	
TYPE OF EVENT/PRODUCT(S) PROVIDED:			
WILL THERE BE ANY ATHLETIC ACTIVITIES, EVENTS, OR COMPETITIONS, OR ANY RECREATIONAL PHYSICAL ACTIVITIES OR CONTESTS BETWEEN INDIVIDUALS OR AS A GROUP? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, PLEASE EXPLAIN:	
EVENT DATE(S):		EST. ATTENDANCE:	
LIQUOR LIABILITY REQUIRED? *Must call for acceptability and/or premium			
PREMIUM: \$			
PERSONAL CHECKS FROM EVENT SPONSOR WILL NOT BE ACCEPTED			

ACE SPECIAL EVENT PRICING

Attendance Based Events Meeting, Weddings, Picnics, Socials, Dinners, Trade Shows, Small Animal Shows		Per Day Based Events	
TOTAL ATTENDANCE	PREMIUM	EVENTS PER DAY	PREMIUM
Under 200	\$65	Flea Markets	\$105/day
201 – 500	\$90	Livestock includes-cattle, goat, horse, mule, pig, sheep	
501 – 1,500	\$115	Livestock Sales	\$105/day
1,501 – 3,000	\$165	Livestock Show	\$80/day
3,001 – 5,000	\$215	Christmas Tree Lot	\$25/day
5,001 – 7,500	\$265	Pumpkin Patches	\$25/day
7,501 – 10,000	\$315		
Over 10,000	Please Call		
VENDOR/CONCESSIONAIRE/EXHIBITOR	PREMIUM	PARADE PARTICIPANTS	PREMIUM
First Booth (each exhibitor)	\$70	Walking Units	\$25/unit
Each Additional Booth (same exhibitor)	\$50	Mobile Units	\$55/unit
Each Game Booth	\$85	Equestrian Units	\$80/unit
Please contact: Adam Keener	Phone: 913.676.9271	Fax: 913.749.4771	Email: userliab@hwins.com

PAYMENT INSTRUCTIONS

Acceptable forms of payment:

- Cashier's Check
- Money Order

The above payments can be mailed to 4300 Shawnee Mission Parkway, Fairway KS 66205.

*Personal/Business Checks and Credit Cards **will not** be accepted.

or

Haas & Wilkerson Insurance has partnered with **Western Union Quick Collect** to offer our customers an alternative way to quickly pay the premium for insurance. Please note, there will be a transaction fee added to the premium payment. To use Quick Collect:

1. Call Western Union at 1-800-325-6000 to find a location near you or log on to www.westernunion.com for online payment instructions.
2. Payments transmitted over the internet will be billed to your credit card.
3. Whether payment is in person or over the internet, **fill out the Quick Collect Payment form completely**, including the following information:

Pay to: **HAAS & WILKERSON INSURANCE**
Code city: **HAAS**
State: **KS**
Account #: **RRM-KS** (For online payments, use Account # **RRM**)

If this option is selected, please fax the **Insurance Request Form** and the **Western Union Quick Collect confirmation** to
Contact: Adam Keener @ 913-749-4771.

USEFUL AREA INFORMATION & RESOURCES

RESTAURANTS

Texas Roadhouse
8865 Southern Blvd., Building E
WEST PALM BEACH, FL 33411
(561) 651-0400

Friday's
580 North State Road #7
Royal Palm Beach, FL 33411
(561) 795-8955

Olive Garden
10280 Forest Hill Blvd.
Wellington, FL 33414
(561) 798-7979

Applebee's
100 U.S. Hwy 441
Royal Palm Beach, FL 33414
(561) 791-2240

Carraba's Restaurant
11141 Southern Blvd.
Royal Palm Beach, FL 33411
(561) 793-9980

Outback Steakhouse
11101 Southern Blvd.
Royal Palm Beach, FL 33411
(561) 795-6663

NEARBY HOTELS

Royal Inn
3 Miles
675 Royal Palm Beach Blv,
Royal Palm Beach, FL 33411
(561) 793-3000

Southern Pines Motel
5.3 Miles
4869 Southern Blvd
West Palm Beach, FL 33415
(561) 683-1275

Hilton Palm Beach Airport
7.3 Miles
150 Australian Ave.
West Palm Beach, FL 33406
(561) 684-9400

La Quinta Inn West Palm Beach
4 Miles
5981 Okeechobee Blvd.
West Palm Beach, FL 33417
(561) 697-3388

Hampton Inn
6 Miles
2025 Vista Pkwy.
West Palm Beach, FL 33411
(561) 682-9990

Hilton Garden Inn
8.5 Miles
1611 Worthington Rd
West Palm Beach, FL 33409
(561) 472-5956

CAMPGROUNDS

Lion Country Safari KOA
2000 Lion Country Safari Rd
Loxahatchee, FL 33470-3976
(561) 793-9797
(800) 562-9115

John Prince Park Campground
2700 Sixth Ave. S.
Lake Worth, FL 33461
(561) 582-7992

Palm Beach Trap & Skeet RV Park
(561) 793-8787

GROCERY STORES/PHARMACIES

PUBLIX SUPERMARKET
127 S State Road 7
West Palm Beach, FL 33414-4338
Main: (561) 615-1705
Pharmacy: (561) 615-1711

WINN DIXIE
1135 Royal Palm Beach Blvd
Royal Palm Beach, FL 33411
(561) 793-0422

CVS PHARMACY
10245 Okeechobee Blvd
West Palm Beach, FL 33411
(561) 792-0427

8989 Okeechobee Blvd
West Palm Beach, FL 33411-1826
(561) 792-2113

4360 Okeechobee Blvd
West Palm Beach, FL 33409
(561) 616-9525

WALGREENS
9921 Okeechobee Blvd.
West Palm Beach, FL 33411
(561) 793-6694

OTHER SERVICES

U.S. POST OFFICE
10299 Southern Blvd
Royal Palm Beach, FL 33411-9998
(800) 275-8777

HOME DEPOT
220 S State Road 7
West Palm Beach, FL 33414
(561) 793-7048

PETSMART
531 North State Road #7
Royal Palm Beach, FL 33411-3524
(561) 793-2858

OFFICE DEPOT
Southern Blvd. & State Rd. 7
West Palm Beach, FL 33414
(561) 790-4882

LOWE'S
103 SOUTH STATE ROAD 7
Royal Palm Beach, FL 33411
(561) 795-3808

WALMART SUPERCENTER
9990 Belvedere Road
West Palm Beach, FL 33411
(561) 795-0017