

# “EXHIBIT D”

## MANUAL OF RULES FOR EXPO HALL

### FEBRUARY 7 – 18, 2019

#### **MOVE-IN DAYS:**

Monday, Feb. 4	8 AM – 5 PM
Tuesday, Feb. 5	8 AM – 5 PM
Wednesday, Feb. 6	8 AM – 8 PM

#### **EXPO HALL HOURS OF OPERATION**

Thursday Feb. 7 (Opening Day)	10 AM – 9 PM
Friday, Feb. 8	9 AM – 10 PM
Saturday, Feb. 9	9 AM – 10 PM
Sunday, Feb. 10	9 AM – 9 PM
Monday, Feb. 11 – Thursday Feb. 14	10 AM – 9 PM
Friday, Feb. 15	9 AM – 10 PM
Saturday, Feb. 16	9 AM – 10 PM
Sunday, Feb. 17	9 AM – 9 PM
Monday, Feb. 18	9 AM – 9 PM

#### **MOVE-OUT DAYS:**

Monday, Feb. 18	9 PM – 12 AM
Tuesday, Feb. 19	8 AM – 5 PM

A conditional \$250 early move-out deposit is required prior to Move-In. Deposit must be made by either check or credit card. This deposit will be released at 9 PM on February 18, 2019 unless the early move-out conditions below are violated.

All booth displays must remain in operation until the Expo Hall closes at 9:00 PM, February 18, 2019, the last day of the Fair. Booth displays must be in the same visible condition with product on the table, signage displayed, the ability to sell and conduct business, in the same manner as the first day of the Fair (“Commercial Condition”). No visible packing or dismantling of a booth display is permitted before 9:00 PM.

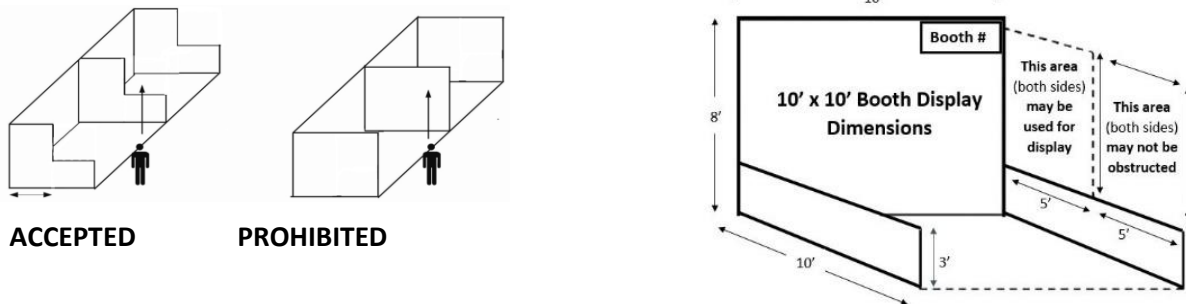
If an Exhibitor’s booth is not in Commercial Condition (as described above) **until 9 PM on February 18, 2019, the Exhibitor will be charged the \$250 Early Move-Out penalty fee.**

All booth displays inside the Expo Hall must be removed by 5:00 PM on Tuesday, February 19, 2019. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

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Before designing your exhibit, please note the following rules and regulations. Advance written approval from the Fair Authority must be obtained for any variance from these restrictions.

- Expo Hall booths will be provided with the following: 8' backdrop, 3' side drapes on each side, a booth number sign and one 20 amp electrical outlet. The Booth number sign must be displayed prominently on the top right corner of the backdrop at all times.
- Nothing in the front portion of the booth (or within 5' of the front) may exceed the 5' height restriction. The booth should be set up in accordance with the diagrams illustrated below. It is not permissible to block the view of the adjacent Exhibitor booth or of the aisle.
- Free standing displays, signage or lighting within the interior of the booth, no matter the location, must be no higher than 8'.
- Booths must be aesthetically pleasing and in good structural condition. All tables must be covered and skirted, with any stock or equipment stored out of public view.
- Activities are limited to the Licensed Space of the Exhibitor. Sales people and demonstrators are prohibited from operating in the aisles. Violations may result in immediate termination of contract.



**SET-UP:** Installation of exhibits may begin on Monday, Feb. 4 and Tuesday, Feb. 5 from 8 AM to 5 PM and continue through Wednesday, Feb. 6, 8 AM to 8 PM. All booth displays must be completed and in place no later than 8 PM on the Wednesday prior to the start of the Fair. Advance written approval from the Fair Authority must be obtained for any variance from these restrictions.

**CHECK-IN:** Enter through the Orient Road Gate, 5111 Orient Rd., Tampa, FL 33610, and proceed to the Credentials Office. Once you have obtained a photo I.D. badge, check-in with the Show Office located in the southwest corner of Expo Hall, 100 aisle. You will not be authorized to set-up and parking passes will not be issued unless all requirements, including insurance, payments, signed contract and early move-out deposit, have been received.

**EARLY MOVE-OUT: A conditional \$250 move-out deposit must be paid at Move-In. A check or credit card deposit will be held on file until 9 PM on February 18, 2019.** All booth displays must remain in operation until the Expo Hall closes at 9:00 PM, February 18, 2019, the last day of the Fair. Booth displays must be in the same visible condition with product on the table, signage displayed, the ability to sell and conduct business, in the same manner as the first day of the Fair (“Commercial Condition”). No visible packing or dismantling of a booth display is permitted before 9:00 PM. If an Exhibitor’s booth is not in Commercial Condition, as described above, **until 9 PM on February 18, 2019, the Exhibitor will forfeit the contractual Deposit and the \$250 Early Move-Out penalty fee will be charged.**

**TEAR DOWN:** All booth displays must remain in operation until the Expo Hall closes at 9:00 pm, the last day of the Fair. No visible packing or dismantling of your booth display is permitted before 9:00 pm. Handcarts will not be permitted in the building until close for safety reasons. No vehicles will be permitted in public pedestrian areas of the Fairgrounds until specifically authorized by the Fair Authority. **This is strictly enforced.**

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**All booth displays in Expo Hall must be removed by 5:00 PM on Tuesday, February 19, 2019. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.**

**ALCOHOL:** At no time is alcohol to be consumed or kept within your licensed space. Any alcohol used for display purposes must be secured by lock and key in a display case.

**BANNERS AND SIGNAGE:** All banners, posters, A-Frames, free-standing signs, lawn signs and/or other types of signage are strictly prohibited outside of your booth. Handmade, handwritten or other unprofessional looking/appearing signs are prohibited. Signs or advertising material of any kind that is deemed objectionable by the Fair, in its sole discretion, will be removed without liability to the Fair.

**BOOTHS:** The booth must be staffed at all times during the Hours of Operation/Official Fair Hours with an adequate number of personnel. Management, employees and volunteers must remain within the booth space while conducting all business. This rule is strictly enforced. To ensure safety of all guests and easy flow of traffic in the exhibit hall aisles, make sure that your patrons do not block aisles. Booths will be photographed during the 2019 Florida State Fair.

**CANCELLATIONS BY LICENSEE:** Should you find that you are unable to participate in the Florida State Fair, a request for cancellation of your License Agreement must be made in writing. Any amount that has been paid may be retained by the Fair.

**CASHIER’S WALK-UP WINDOW:** All Vendors can secure needed change at our Walk-up-Window located on the west side of the Administration Building, at the times of: 9-10 am, 2-3 pm and 5-6 pm (subject to change without prior notice). Please note that window is for making change only and is not equipped to cash checks.

**CONDUCT OF EXHIBITORS:** Each Exhibitor is expected to deal honestly and fairly with the public. Exhibitors will not misinform regarding another company or product that is being represented, displayed or sold at the Fair. Any attempted fraud, deception or misrepresentation will be considered sufficient cause for termination of the Exhibitor’s license agreement. Negative attitudes, excessive unfounded complaining, etc. are not welcomed and will not be tolerated. Each booth must be properly manned at all times during all hours of operation. An unoccupied booth has very little value to you or to our patrons and theft may occur when booths are not manned.

**CREDENTIALS OFFICE:** Located near the Orient Road Gate. All exhibitors will be required to wear the Florida State Fair photo I.D. badge while on the Florida State Fairgrounds property. Two badges are issued at no charge per each 10x10 space. Additional I.D. badges are \$30 each, regardless if it is purchased for one day or the entirety of the Fair ***Note: Credentials may be picked up one month prior to the Fair. To ensure your photo I.D. is ready for pick-up, you must provide your Credential paperwork by January 2, 2019.***

**DAMAGES:** You agree to promptly reimburse and pay the Florida State Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

**DECORATING COMPANY:** The Fair Authority has contracted with Suncoast Convention Services to provide decorator and exhibitor services for the Fair. Suncoast Convention Services will be available to take orders for the rental of tables, carpeting, chairs, drapes, stanchions, storage, etc. Their service desk is located in the southwest corner of the Expo Hall. **ALL shipments must be coordinated through Suncoast Convention Services, as the Fair will not accept any freight or advance deliveries.** Please contact Suncoast Convention Services with any questions, [info@suncoastcs.com](mailto:info@suncoastcs.com) or call (813)-628-8301.

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**DEPOSITS:** If deposits are not received by the payment deadlines listed on your license agreement, space will be released with no refund. NO EXCEPTIONS.

**DELIVERIES BEFORE THE FAIR:** The Florida State Fair will not accept any deliveries before February 7<sup>th</sup>, opening day. If you are having merchandise or equipment shipped for use at the Fair, you must have one of your employees at the Fairgrounds to accept the delivery. If items are delivered to the Fairgrounds prior to opening day and you do not have a representative to accept your freight, it will be received by Suncoast Convention Services and a handling fee will be assessed for the service.

**DRAWINGS FOR GIFTS OR PREMIUMS:** All drawings, give away offers, free registrations or similar inducements must be approved by the Fair Authority, in writing, prior to opening day of the Fair. Exhibitor must notify management of the time and conditions of drawings and furnish names and addresses of any or all winners immediately following the drawing. Under no circumstances may the exhibitor use the name of or implicate the Florida State Fair in a promotion of this type. All drawings must be made prior to 7PM closing night. An official of the Fair must be present when the drawing is held. It is the Exhibitor’s responsibility to deliver the prize, gift or premium to the winner within 30 days after the drawing. The prize, gift or premiums must be absolutely free with no additional payment of money or other consideration required by the winner(s). Fair employees, exhibitors, their employees or immediate family members are not eligible to participate.

**ENDCAPS:** 10x20 endcaps with two corners are no longer available. Only 20x20 endcaps will be sold. This policy will be enforced for ALL new and returning Exhibitors.

**FOOD SERVICE PERMITS:** Any Exhibitor preparing and/or offering samples of food items must obtain a Temporary Food License from the Division of Hotels and Restaurants. They will be onsite during the Fair issuing permits and collecting the fee. The Division does not accept cash payments for fees at temporary events. The Division accepts cashier’s checks, money orders or other certified payments.

**FORKLIFT:** Forklift service is available through Suncoast Convention Services, 813-628-8301 or [info@suncoastcs.com](mailto:info@suncoastcs.com). The Florida State Fair Authority does NOT provide forklift equipment or services.

**HOTELS:** The Florida State Fair partners with local hotels to provide you the best available rate. Please consider staying in one of our preferred hotels. For additional information and most up to date list visit: <http://www.floridastatefair.com/p/other/preferred-hotels>.

**INSURANCE:** Insurance may be purchased through the Florida State Fair. This is General Liability only. Please request an application or visit [www.FloridaStateFair.com](http://www.FloridaStateFair.com).

**INTERNET:** Wireless internet is available in Expo Hall. For detailed instructions, visit the Show Office in the southwest corner of the building. Enhanced internet services can be purchased prior to the Fair. Applications must be made using the Florida State Fair Phone/IT Form. Please contact [Beth.Duff@FloridaStateFair.com](mailto:Beth.Duff@FloridaStateFair.com) with any questions.

**MAIL AND PACKAGE DELIVERY:** There is no post office on the Fairgrounds. Incoming mail must be addressed to you, your booth number, in care of the Florida State Fair, 4800 US Highway 301 N, Tampa FL, 33610, and is to be picked up at the delivery station located at the Orient Road Entrance.

**MANUAL:** By this reference, the Manual is incorporated into and becomes part of the signed License Agreement/Contract indicating the Licensee agrees to abide by the rules and regulations of this Manual. This obligation applies to Exhibitor and all employees, volunteers, booth workers and staff.

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**MICROPHONES:** Sound transmissions such as radios, television, speakers, voice amplification systems, piano/organ demonstrations or any machinery or equipment emitting sound, must be controlled and not interfere with other exhibitors. This is a privilege and may be revoked at any time.

**PARKING:** A limited amount of parking is available in the Expo Hall Exhibitor Lot during the Fair. All exhibitor vehicles and stock trucks/trailers parking in the Exhibitor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space. Parking during the Florida State Fair is free and exhibitors are encouraged to park in patron parking. Exhibitors with a parking pass should enter through the Orient Road or 301 entrance and Exhibitors without a parking pass must enter through the Highway 301 entrance.

**PETS:** Pets are not permitted within the Fairgrounds with the exception of service, guide or signal dogs/animals and they must be clearly identifiable. Animals are not permitted on the grounds unless they are part of an authorized event, (pet shows, adoptions, etc.). Animals must be penned, crated or on leashes at all times.

**PRODUCT LIMITATIONS:** The Florida State Fair Authority reserves the right to limit products produced within the building. We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility.

**RECEIPTS:** Receipts for the merchandise must be given at the time of the sale. The name, phone number, and contact name of the exhibitor must be printed on the receipt. ALL RETURN POLICIES MUST BE CLEARLY POSTED IN YOUR BOOTH.

**RE-STOCKING:** Exhibitors may re-stock booths ONE hour prior to the building opening or up to ONE hour after the building closes. All Exhibitors must enter through the Exhibitor Entrance door in the Northeast corner of Expo Hall. Only those Exhibitors with 2019 Florida State Fair ID Badges/Credentials will be allowed in the building. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the show.

**RV ONSITE CAMPING:** Fees include electricity, water and sewer or dump station. For additional information, please contact [Sharon.Hanna@FloridaStateFair.com](mailto:Sharon.Hanna@FloridaStateFair.com).

**SALES TAX:** The Florida Department of Revenue **will not** be on the grounds during the Fair. All Vendors/Exhibitors are responsible for any applicable federal, state, city and/or county taxes that may be levied as a result of their operations or activity. As required by Florida law, you must collect and remit sales tax at the rate of 7% in Hillsborough County. If you are not yet registered to collect and report sales tax in Florida, you may do so at <http://floridarevenue.com/taxes/eservices/Pages/registration.aspx>. If you have any questions, contact Corinne Bannister Fax: (813) 744-6524 or E-mail: [Corinne.Bannister@floridarevenue.com](mailto:Corinne.Bannister@floridarevenue.com).

**SECURITY:** It is to the benefit of the Exhibitor to have their booths properly manned as security is the responsibility of the Exhibitor. The Fair Authority will not be responsible for the property of the Exhibitor. Valuable merchandise should be secured at night or removed to a safe location by the Exhibitor. We will begin 24 hour security on Monday, February 4, 2019.

**SMOKING:** Smoking is strictly prohibited in all public buildings on the Fairgrounds.

**SOLICITATION AND ADVERTISING:** The sale, posting or distribution of any merchandise, products, promotional items, printed or written material, except as authorized by Contract or Agreement with the Florida State Fair Authority, shall be prohibited.

**SOUND TRUCKS:** The operation or parking of any sound trucks, or vehicles upon which any advertising signs,

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political or otherwise, have been affixed in any manner shall be prohibited inside and outside of the fenced-off areas of the Fairgrounds. Violation of this rule is grounds for termination of Exhibitor’s license agreement.

**UTILITY SERVICE / ELECTRICAL:** General illumination and one 20-amp electrical hook-up, per contract, will be provided by the Fair for the exhibit buildings. For additional electrical hook-ups, **applications must be made using the Florida State Fair Electrical Service Form**. Please contact [Kimberley.Moritz@FloridaStateFair.com](mailto:Kimberley.Moritz@FloridaStateFair.com) with any questions. Electrical and safety standards must comply with state and local codes.

**VENDOR REFUND POLICY:** Vendors must maintain a reasonable return/refund/exchange policy for patrons during the Fair. If refunds are not offered by the Vendor, signage must be prominently displayed in the booth and state refunds are not offered. In the interest of good customer relations, the management of the Expo Hall reserves the right, at its discretion, to require an exhibitor/vendor to refund the full amount of any customer’s purchase.

**VIOLATION NOTICES:** This Manual is part of your Contract/Agreement. If you violate any part of this Manual, a notice of violation will be issued. You will receive a verbal warning and a reasonable amount of time to correct the violation. If the violation is not corrected, the verbal warning will be followed by a written notice of violation. The original copy will be given to you and a duplicate will be placed in your file along with a notation of the prior verbal warning. If the matter is not resolved, further action will be taken, as deemed appropriate by State Fair management. Further action shall include, but is not limited to:

- A written notice of violation and a \$100.00 fine to be paid immediately upon presentation of the written violation notice, with copies placed in your file.
- A prohibition from participating in future Fairs.
- An order to cease operation immediately and vacate the premises.

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MANUAL OF RULES FOR EXPO HALL  
FEBRUARY 7 – 18, 2019**

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the 2019 Florida State Fair Manual of Rules for Expo Hall. I understand that it is my responsibility to review this manual prior to execution of the License Agreement. I agree, and anyone working the booth agrees, to abide by the policies and procedures contained in this manual. I understand that the information contained in this Manual for Exhibits is made a part of the License Agreement and these policies and procedures are meant to foster better Fair operations. Management of the Florida State Fair reserves the right to amend, add to and interpret the following Rules and Regulations; and to finally settle and determine all questions and differences with respect thereto, arising out of, connected with or incident to the Fair.

Name (print): \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this Acknowledgment with your 2019 Indoor Retail Space Application.