



EXHIBIT D

Florida State Fair

February 7-18, 2019

Food - Outside Sales Concessions Manual

The Florida State Fair Authority welcomes you to the annual Florida State Fair!

This manual is designed to inform you of the Florida State Fair policies, rules and procedures. The information contained in this Manual is part of your License Agreement. These policies and procedures are meant to foster better Fair operations. It is each licensee's responsibility to be familiar with these policies and procedures.

MOVE-IN DAYS:

1-31-18	8:00 a.m. – 5:00 p.m.	
2-1-19	8:00 a.m. – 5:00 p.m.	
2-2-19	8:00 a.m. – 5:00 p.m.	
2-3-19	8:00 a.m. – 5:00 p.m.	
2-4-19	8:00 a.m. – 5:00 p.m.*	<i>*later as needed</i>
2-5-19	8:00 a.m. – 5:00 p.m.*	<i>*later as needed</i>
2-6-19	8:00 a.m. – 5:00 p.m.*	<i>*later as needed</i>

MOVE-OUT DAYS:

Monday, February 18	9:00 p.m. – 12:00 a.m.
Tuesday, February 19	8:00 a.m. – 5:00 p.m.

DAILY HOURS OF OPERATIONS:

Gates open to the public daily at 9:00 am.

Monday – Thursday, February 11-14, gates open at 10:00 a.m.

All outside vendor booths must be open no later than 9:30 a.m.

Outside vendors must remain open and operational until closing each night.

You may not close until informed to do so by the Concession Manager.

Table of Contents

Commercial Vendors/Exhibitors - Concessionaires	3
General Information	3
License Agreement	4
Taxes	4
Concessions Cashier's Walk up Window	4
Credentials	5
Credentials Office Hours	5
Camping	6
Parking	6
Pets/Prohibition	6
Golf Cart/Auxiliary Vehicles	5
Sanitation and Cleanup	6
Photography	6
Florida State Fair Contact Information	6
Conduct of Licensees	7
Fire Hazard Requirements	7
Violation Notices	7
Sound	7
Drawing for Gifts and Premiums	7
Equipment Safety	8
Security	8
Utility Service/Electric & Water	8
Food Concessions	8
Concessions/Concessionaire Prices	8
Product Supply	9
License - Permits	9
Temporary Florida Food License	9
Additional Information/Receipt of Manual	9
Campground Reservation	10
Campground Rules	11
Credit Card Authorization	12
Electrical Service Order	13
Electrical Rules and Regulations	14, 15
Required Vendor Insurance Checklist	16
Authority Sponsored GL Insurance Offer/Form	17
Tax Form	18

Commercial Vendors/ Exhibitors - Concessionaires: The words “exhibit” or “Vendors/Exhibitors/ Concessionaires” are used interchangeably in this Food and Outside Sales Concessions Manual (“Manual”) and are defined as outdoor food and/or sales exhibit concessions or concessionaires, unless otherwise stated.

GENERAL INFORMATION

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 exhibits 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.

No Dig/Staking Policy: WARNING: There are multiple underground utilities within the Fairgrounds including, but not limited to, electric, gas, communications, water and sewer lines (collectively, “Underground Facilities”). Even minor activity that disturbs the surface of the earth has the potential to damage Underground Facilities resulting in major and costly repairs. **COMING INTO CONTACT WITH THE UNDERGROUND FACILITIES MAY CAUSE INJURY OR EVEN DEATH.** LICENSEE represents, warrants and covenants that it will not, in any manner, cause the Fairgrounds Property to be altered or affected, in any way. In order to ensure compliance with this term, the FAIR AUTHORITY prohibits digging, excavation, boring, auguring, stakes, or other physical alteration of the Fairgrounds Property (“Alteration”) without explicit planning and written authorization by the FAIR AUTHORITY.

Check-In: Enter through the Orient Road Gate (approximate GPS coordinates: 5031 Orient Rd, Tampa, FL 33610), and proceed to the Credentials Office. Pick up electrical permits at the Electric Office across the street. After picking up credentials and electric permits, Security will call Fred Brown or Brian Keller and you will be directed to the location[s] of your space. You will not be authorized to set-up and parking passes will not be issued if all requirements, such as insurance, payments and your signed licensed agreement have not been received.

Tear Down: Unless otherwise authorized by the Fair Authority due to weather, etc., all exhibits must remain in operation until 11:59 PM on February 18, 2019. No official release is required. The final night of the Fair, the Concession Manager will close your area, and then give the signal to Fair personnel who will direct vehicles into the area in order of location. Vehicles will not be allowed on the inner grounds prior to 12 Midnight unless specifically authorized by the Fair Authority. Violators noted will automatically lose their privileges to exhibit the following year.

No vehicles (other than authorized wholesalers) will be permitted to enter or exit the gates until the Fair Authority determines that pedestrian traffic is light enough to safely permit vehicular traffic between the gates and the exhibit buildings. That time may be midnight or after, depending on the crowd. Please cooperate. The Fair Authority will in no way be responsible for any property of the Licensee brought onto the Fairgrounds.

All dismantling of exhibits must be completed by 5:00 PM on the Tuesday following the close of the Fair. All exhibit materials owned by the Licensee shall be removed from the Fairgrounds no later than two days following the close of the Fair, and if not so removed, shall be considered abandoned and will become the property of the Fair Authority. The Fair Authority is not responsible for any materials or possessions that are left behind after this time.

No official release is required. If you have fulfilled the terms of your License Agreement, you may dismantle your exhibit (at the above stated time) and remove it from the grounds whenever traffic is safe and manageable. However, no vehicles will be permitted in public pedestrian areas of the Fairgrounds until after 12:00 midnight unless specifically authorized by the Fair Authority.

Delivery Hours: Each day of the Fair, beginning at 7:30 AM, Licensees may use any type vehicle to supply or re-supply their units. After 10 AM, (9 AM on Fridays, Saturdays, Sundays and the last Monday) all delivery vehicles (except hand carts) must be removed from the inner grounds. Any other delivery vehicle on the inner grounds after 10 AM will be removed

at the expense of the owner/operator. Plan to have your exhibit/ concession manned early enough to receive deliveries during morning delivery hours and coordinate your requirements with your supplier. Vendors, wholesalers, and/or suppliers who have Vendors licenses and reserved parking spaces, may make deliveries at any time during operating hours, using hand carts. Vendors are not allowed to block, or impede in anyway, or bring vehicles onto pedestrian walk ways until Fair is officially closed for the night. All vehicles must be removed before opening to the public.

License Agreement (Contract): Every individual or company doing business on the Fairgrounds during the Florida State Fair ("Licensee") must have a written, executed license agreement (contract) identifying the location of the space to be occupied by Licensee ("Licensed Space") and must provide proof of required general liability insurance with a certificate of insurance from their insurer. Space licensed for the purpose of food and beverage sales outside will be classified as a Food Concession, Space licensed for the purpose of sales or customer solicitation will be classified as an Outside Concession, and pricing will be based on space size and location. Occupying a space does not ensure or guarantee that Vendors/ Exhibitors/ Concessionaires have a right to any space, the same space, or similar space in future years.

If (a) the Licensed Space is destroyed or damaged by fire or other calamity so as to prevent the use of the Licensed Space for the purposes and during the periods specified in this Agreement, or (b) if the Licensed Space cannot be so used because of strikes, Acts of God, national emergency or other cause beyond the control of the Authority, then the License Agreement shall terminate and the Licensee waives any claim against the Authority for damages by reason of the termination.

January 1st is the deadline for making any changes in the type of license agreement required; hence, anyone desiring to make a change after that date will be assessed an additional \$50.00 administrative processing charge. Any such requested changes may be denied by the Fair Authority, at its sole discretion.

Payment of Space Charges: A non-refundable deposit for each exhibit space reserved is due with the License Agreement. If the deposit is not received with the License Agreement, the space will be released, at the sole discretion of the FSFA. A Credit Card Authorization Form is attached. The balance is due, as specified in the License Agreement.

All Vendors/Exhibitors/Concessionaires (collectively, "Licensee[s]") must confine all business activities to the limits of the space allotted to them in the License Agreement. Sales people and demonstrators are prohibited from operating outside of the footprint of the Licensed Space. Violation of this requirement may result in cancelation of the License Agreement.

Hawking; distributing hand bills or other materials; posting or tacking advertisement bills, cards, etc., is strictly prohibited anywhere on the Fairgrounds, except within the confines of the Licensed Space.

Subletting: Subletting is defined as: "The holder of a License Agreement allowing another company or business to occupy their location and conduct business in that location". Licensee may not sublease, assign or transfer a License Agreement without written approval from the Florida State Fair. Anyone found to be subletting space without the approval shall have all of their license agreements canceled.

Solicitation of donations from the Licensed Space is prohibited, unless specifically authorized in the License Agreement.

Taxes: The Florida Department of Revenue **will not** be on the grounds during the Fair. Licensees are responsible for any applicable federal, state, city, and or county taxes that maybe 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/dor/taxes/registration.html>. A list of participating Fair vendors is sent to Florida Department of Revenue after Fair.

Concession Cashier's Walk-Up Window: All Vendor/Exhibitor/Concessionaires can secure needed change at a local bank or at our Walk-up-Window located on the west side of the Administration Building, at the designated times of: 9-10 a.m., 2-3 p.m. and 5-6 p.m. (subject to change without prior notice). Please Note: Cashier's window is for making change only and is not equipped to cash checks.

Credentials: The Credentials Office is located near the Orient Road Gate. **All vendors will be required to wear the Florida State Fair photo I.D. badge and must have the proper credentials before entering the Florida State Fairgrounds property.** With each Licensed Space, two badges are issued free of charge. Additional I.D. badges are \$30 each, regardless if it is

YOU MUST PICK-UP CREDENTIALS BEFORE ENTERING FAIRGROUNDS					
CREDENTIALS OFFICE HOURS			FAX NUMBER: 813-740-3514		
January Closed every Saturday and Sunday.			February Opening and closing times may vary.		
JANUARY 2019			FEBRUARY 2019		
Date	OPEN	CLOSE	Date	OPEN	CLOSE
Tue - 1/22	8:30 AM	5:00 PM	Fri - 2/1	8:00 AM	6:00 PM
Wed - 1/23	12:00 PM	6:00 PM	Sat - 2/2	8:00 AM	4:00 PM
Thu - 1/24	12:00 PM	6:00 PM	Sun - 2/3	8:00 AM	3:00 PM
Fri - 1/25	8:30 AM	5:00 PM	Mon - 2/4	8:00 AM	8:00 PM
Sat - 1/26	CLOSED	CLOSED	Tue - 2/5	8:00 AM	8:00 PM
Sun - 1/27	CLOSED	CLOSED	Wed - 2/6	8:00 AM	8:00 PM
Mon - 1/28	8:30 AM	5:00 PM	Thu - 2/7	8:00 AM	8:00 PM
Tue - 1/29	8:30 AM	5:00 PM	Fri - 2/8	8:00 AM	8:00 PM
Wed - 1/30	12:00 PM	6:00 PM	Sat - 2/9	8:00 AM	4:00 PM
Thu - 1/31	12:00 PM	6:00 PM	Sun - 2/10	8:00 AM	4:00 PM
			Mon - 2/11	8:00 AM	4:00 PM
			Tue - 2/12	8:00 AM	4:00 PM
			Wed - 2/13	8:00 AM	4:00 PM
			Thu - 2/14	8:00 AM	4:00 PM
			Fri - 2/15	8:00 AM	4:00 PM
			Sat - 2/16	8:00 AM	4:00 PM
			Sun - 2/17	8:00 AM	4:00 PM
			Mon - 2/18	8:00 AM	4:00 PM

purchased for only one day of the Fair, or all. **Note: I.D. badges must be worn at all times and will serve as your ticket to the fair each day.**

Camping: There are a limited number of RV campsites. Campsites are rented on a first-come, first-serve basis, and include electric, water & sewer. (Camping Reservation Form is attached). It is a violation of State and local law to discharge gray or black water on the ground. Any violation is subject to a fine by the Hillsborough County Health Department, and the violator may be subject to ejection from the premises at the sole discretion of the Florida State Fair Authority.

Parking: A limited amount of parking is available in specially designated parking areas within the Fairgrounds during the Fair. All Vendor/Exhibitor/Concessionaire motor vehicles and stock trucks/trailers parking on the Fairgrounds must have a permit (must be requested at time of application) or they will be towed at the owner's expense and must be parked in designated areas. Public parking is free and Vendors/Exhibitors/Concessionaires may enter through any gate.

Pets: NO pets are permitted within indoor exhibit space areas or within the interior of the public patron areas of the Fairgrounds, except for service animals. All pets shall be kept inside trailers or closed living quarters. For outdoor Vendors/ exhibitors/ concessionaire, any pets outside must be kept in pens with roofs. Pets may be on leashes, as long as the person responsible for the conduct of the animal is nearby.

Golf Carts/Auxiliary Vehicles: Auxiliary Vehicles are non-registered/non licensed four-wheel motorized vehicles such as golf carts. Only carts with permits will be allowed to operate on the Fairgrounds. Permits are issued and paid for at the Credentials Office and shall comply with the following rules:

- a) Permit and number must be prominently displayed.
- b) Golf carts are not permitted in pedestrian areas after 9:30 AM. They may be used only on the perimeter roads.
- c) Golf carts shall be operated by a responsible licensed driver at safe, reasonable speeds.
- d) All carts, including first aid, shall cease operation on all main walk areas after 9:30 AM unless responding to an injury.

Vehicles of violators of the above rules may be impounded for the duration of the Fair and future contracts or privileges may be placed in jeopardy.

Sanitation and Clean-Up: All Licensees are responsible for keeping their booth/stand and area immediately adjacent to them in a clean and sanitary condition at all times by removing debris and disposing of as specified by the Concession Manager. Licensees must provide additional trash receptacles for Fairgoers within the licensed space. Licensee shall deposit all trash, garbage and other debris in sealed plastic trash bags which shall, to the extent reasonably possible, be kept out of sight until collected for disposal. The use of Fair trash receptacles by Licensees is strictly forbidden. Each night immediately after closing, each booth should be thoroughly cleaned. For your convenience, trash may be swept into the aisles or left on the roadway for pickup by the night cleanup crews. Empty boxes must be collapsed. For security reasons, cleanup crews are not permitted to enter or clean the inside of any booth, concession, ride, or game as this is your responsibility. If an exhibit or concession requires cleanup (other than at night after closing), the staff manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles. All waste water will be disposed of properly by using a holding tank and/or deposited in a sanitary sewer drop.

Photography: A photographer, who will be identified as the **Florida State Fair Official Photographer**, may be contacted through the Administrative Office. Commercial photography or filming done by anyone not officially identified is prohibited.

General Contact Information:

Fair Authority Switchboard (all departments)	813-621-7821, Toll Free 800-345-FAIR
Brian Keller, Facilities Director	Office - 813-627-4325, Cell- 813-399-0696
Fred Brown, Concessions Manager	Office - 813-627-4214, Cell- 813-477-3102
Jody Holcomb, Facilities Assistant	Office - 813-627-4211
Contracts & Insurance – Chris Conlogue	Office - 813-627-4358, Fax 813-740-3506
Credentials – Karian Fogle, Manager	Office - 813-627-4360, Fax 813-740-3514
Camping – Sharon Hanna	Office - 813-663-3663, Fax 813-740-3514
Electric – Kimberley Moritz	Office - 813-740-4642, Cell 813-951-4531
Show Electric/Tech Support	Office - 813-740-4297, Toll Free 800-345-3247

Before installation of your exhibit, please note the following:

Your exhibit area is not, at any time, to extend onto the asphalted area used as walkways. This is to include, but not limited to: signs, coolers, etc. Call the Fair Authority at (813) 621-7821 if you have questions about design **before you start** installation of an exhibit that possibly may not comply with this requirement. Also, please refer to our digging/staking policy in this manual before driving any stakes.

Conduct of Vendors/Exhibitors/Concessionaires: Each Vendor/Exhibitor/Concessionaire is expected to deal honestly and fairly with the public. Licensees will not provide derogatory information regarding another vendor or product that is being displayed or sold at the Fair. Any attempted fraud, deception or misrepresentation will be considered sufficient cause for termination the License Agreement. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated. Your 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.

Vendors/Exhibitors/Concessionaires may advertise or distribute approved products or literature only from within their own exhibit space. They may promote their own product or activity, but may not discredit others. Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.

Fire Hazard Requirements: All food concessions are required to have workable fire extinguishers in their booths. Stands with cooking facilities are required to also have a grease trap installed or attached. **Under no circumstances shall grease be poured onto the grounds or into sewers.** Grease barrels are provided. Use them to dispose of excess grease. All decorations and booth materials **must be flameproof** and are subject to test and approval by the Fire Marshall.

Violation Notices: This Manual is part of your License 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.

Sound: Amplified sound is not permitted from a concession or exhibit area unless advance written permission is granted by the Fair Authority. If sound is allowed, it must be of such a nature as not to cause annoyance to other Vendors/Exhibitors/Concessionaires. A second warning will result in removal of the sound apparatus from the exhibit or termination of the license agreement. 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 if sound rules are not followed.

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 the 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 7:00 PM on 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.

Equipment Safety: Machinery in motion must be located safely inside of Lessee's space with adequate safeguards. Lessee with machinery exhibits shall be fully responsible for injury or damage to persons or property of others. Electrical cords and water hoses shall not be placed in pedestrian walkways without approved cable covers. Utility access ports must be replaced and be flush with the opening. Do not install hose connectors that displace the cover without securing the area by safety caution procedures such as cones or caution guards.

Cylinders containing or used for commercial gas must be strapped, bolted or chained securely into position. Under no circumstances will bottle gas cylinders be permitted inside the buildings larger than the 1 pound size. Helium is the only other gas permitted and tanks must be strapped. Each installation requires approval by the Fire Marshall and sometimes the Fire Marshall will not permit any cylinders containing propane (or similar gas) to be used inside any building. Check current fire code rules.

Security: It is to the benefit of the Vendors/Exhibitors/Concessionaires to have the Licensed Space properly manned. Security in the booths is the responsibility of the Licensee. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Licensee. The Fair Authority will in no way be responsible for the property of the Licensee.

Utility Service: General illumination will be provided by the Fair for the exhibit buildings and outside locations. For additional electrical hook-ups, **applications must be approved, using the Florida State Fair Electrical Service Form.** (Order Form is attached). Pick Up Electrical Permits at the Electric Office across from Credentials. Florida State Fair Electrical Regulations are attached to the Form.

Electrical and safety standards of all tents, booths and concession stands must comply with State and local codes. To insure compliance, no electrical connections will be made until an inspection has been conducted by a Fair's electrician. **ONLY** a Florida State Fair electrician or its exclusive electrical contractor may make connection with or disconnect from Fair electrical circuits. All electrical wires must be located out of pedestrian walkways, or covered with Authority-approved cable covers.

If additional labor or materials are required to bring the participant's fuse box or internal wiring up to code standards, such expenses must be paid by the applicant. Prices for electrical hook-ups are available on your contract application/or at prevailing rates. Make your requirements for special power known to management so that you may be serviced with minimum delay and cost.

Water: Normally, no charge is made for minimal use of water or sewer, if available. The cost of materials and labor for plumbing services, if utilized, will be billed as outlined in the paragraph on electrical services above. A service charge will be levied where there is an unusually large consumption of water. All water hoses must be located out of pedestrian walkways and secured to prevent pedestrian accidents.

Food Concessions: Food concessions will be located as described in the License Agreement and Licensee shall not move the location of the Licensed Space, unless approved by the Fair Authority. Every attempt will be made to locate food concessions throughout the Fairgrounds to offer the public a variety of products, while keeping competition reasonable.

NO Smoking in the Licensed Area Space or trailers.

Concessionaire Prices: All prices must be posted and in easy view of the customer. Food concessionaires agree not to sell any food items, which are not listed in the License Agreement. The Fair Authority reserves the right to set prices and sizes on certain food and beverage items. No handmade signs are allowed.

Product Supply: The Fair will contract certain food and beverage wholesalers to have their products available on the grounds in order to refurbish supplies to concessionaires. Wholesalers will include, but are not limited to: Coca Cola products, Flowers Bakery, and Centerplate (for ice orders). Whenever possible, deliveries should be made before 10 a.m. or hand carted to site.

License - Permits: Food concessionaires are required to display a valid license from the State Hotel/Restaurant Division and a valid Health department Inspection Permit. Information can be found at http://myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html. All other concessionaires are not required to have individual permits, but are allowed to work under the Fair's permit provided they are operating under a valid Florida State Fair license agreement and all fees have been paid.

Temporary Florida Food License: All food concessionaires will be required by Florida Law to obtain a Temporary Food License, if applicable. Representatives from the Division of Hotel and Restaurants will be on the Fairgrounds to issue food concessionaires this Temporary Food License for the sale of food on the Florida State Fairgrounds. The Division of Hotel and Restaurants will charge the appropriate fee for the license and will issue a receipt to the concessionaire. The division will inspect temporary events and license vendors' onsite after completion of a satisfactory inspection. Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91	(information is current as of June 6, 2018)
4-30 day event	\$105	
Annual	\$456	

The inspectors do not accept cash payments or personal/business checks for fees. They only accept cashier's checks, money orders or other certified payments. For more information: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/mobilefood-guide/>.

Additional Information: The product(s) listed on your license agreement to exhibit are the only product(s) you will be allowed to sell during the Fair. If you desire to modify this product listing, please notify us in writing. No Exhibit/Concession shall be considered "EXCLUSIVE" unless so stipulated in the License Agreement. A receipt for the merchandise must be given at the time of the sale. The name, phone number, and contact name of the Vendor/ Exhibitor/Concessionaire must be printed on the receipt. **Acknowledgement of receipt of this manual is included in your License Agreement.**



FLORIDA STATE FAIR CAMPGROUND RESERVATION

P.O. BOX 11766, Tampa, FL 33680

PHONE: (813) 663-3663 – FAX: (813) 740-3514

EMAIL: Sharon.Hanna@FloridaStateFair.com

RESERVATION DEADLINE – JANUARY 7, 2019

STRICTLY ENFORCED – NO EXCEPTIONS

NAME OF PERSON OCCUPYING SPACE: _____

COMPANY NAME: _____

CELL #: _____

MAILING ADDRESS: _____

CAMPING FEES:

CAMPSITE INCLUDES ELECTRICITY, WATER, AND SEWER OR DUMP STATION

30 AMP ELECTRICAL SERVICE – \$44.00 PER NIGHT

50 AMP ELECTRICAL SERVICE – \$54.00 PER NIGHT

TENTS AND/OR AWNINGS ARE PROHIBITED

CHECK OUT TIME IS 10:00 A.M.

ANYONE STAYING PAST 10:00 A.M. WILL BE CHARGED FOR AN ADDITIONAL DAY

Arrival Date: _____ Departure Date: _____

Total Number of Nights Camping: _____ # of Units: _____

Total Amount Due: _____ Bunk House: Yes _____ No _____

Did you have a campground space last year? Yes _____ No _____

If yes, give location and lot number: _____

NOTE: Reservations are made on first come, first serve basis. No specific camping space will be guaranteed to any camper. We reserve the right to rent to space if exhibit or concession is cancelled.

- **SPACES WILL NOT BE CONFIRMED UNTIL FULL PAYMENT HAS BEEN RECEIVED**
- **REQUEST FOR REFUND MUST BE MADE IN WRITING, AND MUST BE RECEIVED NO LATER THAN TWO (2) WEEKS PRIOR TO THE EVENT**

If you would like confirmation please include E-Mail: _____

This application is being submitted to the Florida State Fair Authority for consideration of campground space for the above listed dates. **PAYMENT MUST BE MADE IN FULL WITH SIGNED APPLICATION** and I understand that this camping space may not be re-assigned or exchanged without approval of the Florida State Fair Authority or its designated representative. By signing this reservation form, I confirm that I have read the attached camping rules.

SIGNATURE

DATE



CAMPGROUND RULES

1. Only one hook-up is provided per campsite. Any additional hook-ups must be approved by the Fair Authority Camping Coordinator and will be subject to additional fees.
2. Reservations are mandatory. Acceptable methods of payment are cash, Master Card, Visa or American Express. Personal checks must be received no later than two (2) weeks prior to the event to allow time for processing.
3. All pets will be regulated by the Hillsborough County Leash Law.
Failure to comply will result in eviction from the premises with no refund.
All pets must be on a leash whenever on the Fairgrounds.
It is the responsibility of all pet owners to clean up after their pets.
4. No charcoal grilling or bonfires are allowed. You may use gas or electric grills only.
5. Only one vehicle allowed per campsite. Vehicle must not block any other campsite.
Any vehicle blocking a campsite will be towed at owner's expense.
6. Livestock is not permitted to be walked, ridden, or housed in the campgrounds under any circumstances.
7. All Livestock trailer parking areas must adhere to the camping rules and regulations.
8. Anyone staying overnight in any type of trailer is subject to a fee.
9. Tents and/or awnings are prohibited.
10. No dumping of wastewater on the grounds.
11. You must be a licensed and insured driver to operate any motorized vehicle including golf carts, scooters, 4-wheelers, cars and trucks.
12. Check out time is 10:00 A.M. If you stay past 10:00 A.M., you will be charged for an additional day.

The Florida State Fair Authority takes no responsibility for lost, stolen, or damaged property. Please keep your vehicles locked at all times.

*Thank you for staying at the Florida State Fairgrounds.
We appreciate your business and hope you enjoy your stay!*

CREDIT CARD AUTHORIZATION FORM

Please complete the information requested below and return this form for payment on the balance due. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show/site orders placed by your representative. The Fair Authority at their option will charge a 2.5% processing fee. **Signing this form will authorize the Fair Authority to charge all fees and deposits associated with the License agreements.**

EMAIL TO: Tawana.Mobley@floridastatefair.com

FAX TO: CREDIT CARD PROCESSING DEPARTMENT (813) 740-3505 OR

MAIL TO: FLORIDA STATE FAIR AUTHORITY, P.O. BOX 11766, TAMPA, FL. 33680

CREDIT CARD TYPE: ☐ AMERICAN EXPRESS ☐ DISCOVER ☐ MASTER CARD ☐ VISA

PLEASE PRINT CLEARLY

ACCOUNT NUMBER																	EXP. DATE				
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------	--	--	--	--

Security Code from back / front of Card required				
--------------------------------------------------------	--	--	--	--

AUTHORIZED SIGNATURE
REQUIRED _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

CARDHOLDER'S NAME/COMPANY: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TO BE USED FOR FLORIDA STATE FAIR AUTHORITY SERVICES ONLY

Amount Charged: _____ Date: _____ Purpose of Charge: _____

Amount Charged: _____ Date: _____ Purpose of Charge: _____

Amount Charged: _____ Date: _____ Purpose of Charge: _____



FLORIDA STATE FAIR ELECTRIC SERVICE ORDER

MAKE CHECKS* PAYABLE TO THE FLORIDA STATE FAIR AUTHORITY
CHECKS* MUST BE RECEIVED THREE (3) WEEKS PRIOR TO VENDOR MOVE-IN

FOR CREDIT CARD** PAYMENT

PLEASE FILL OUT A CREDIT CARD** AUTHORIZATION FORM

MAIL: P.O. Box 11766 Tampa, FL 33680

PHONE: (813) 740-4642 Fax (813) 740-4293

E-MAIL: Kimberley.Moritz@FloridaStateFair.com

ELECTRIC # _____

CONTRACT # _____

Camping ☐

Vendor ☐

Stock Truck ☐

Reserved Stock Truck ☐

Company Name		Booth #	
Address		Phone #	
City, State, Zip		Fax #	
Print Name / Title		Cell #	
Contact On-site		Cell #	

ELECTRICAL OUTLETS APPROXIMATELY 120V A.C. 60 CYCLE

120 Volts	Quantity	Regular Price	Total Cost
1001-2000 WATTS (20 AMPS)		152.00	
2001-3000 WATTS (30 AMPS)		188.00	

ELECTRICAL OUTLETS CONNECTIONS APPROXIMATELY 208V A.C. 60 CYCLE

208 Volts Single Phase	Quantity	Regular Price	Total Cost
30 AMPS		314.00	
50 AMPS		520.00	
60 AMPS		622.00	
100 AMPS – where available		816.00	
125 AMPS – where available		1,023.00	
150 AMPS		1,170.00	
200 AMPS		1,630.00	

208 Volts Three Phase	Quantity	Regular Price	Total Cost
20 AMPS		341.00	
30 AMPS		424.00	
60 AMPS		766.00	
100 AMPS		1,002.00	
200 AMPS		1,961.00	
400 AMPS		2,957.00	

By your signature below, you acknowledge that you have read and understand the attached Electric Regulations.

Authorized Signature: _____

Printed Name: _____

ELECTRIC REGULATIONS AND GENERAL INFORMATION

ATTENTION VENDOR/EXHIBITOR:

*If you have any questions or need technical assistance with placing your order for electric service, please contact **Technical Support at: (800) 345-3247***

1. Florida State Fair Authority (FSFA) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s) and electronic equipment. All electrical installations and connections must be made by an FSFA technician. FSFA will not be responsible for any damage or loss of equipment, component, computer hardware/software and or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an FSFA technician.
2. A separate outlet/connection must be ordered for each individual location. Outlets may not be combined for multiple locations or booth spaces.
3. Rates for all connections include bringing the service to the booth/display in the most convenient manner for FSFA and does not include connecting equipment, materials (tape, adaptors, etc.) special wiring and/or labor. Normally all electrical outlets will be placed on the floor in back of booth/display. Island booth/display outlets will be brought to one (1) location at our discretion if no information is provided.
4. All equipment, including but not limited to, extension cords, cables, power strips, cube taps, DC power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, regardless of the source of power, must comply with Federal, State and local codes, FSFA reserves the right to inspect all electrical devices and connections to guarantee compliance with codes.
5. FSFA reserves the sole right to refuse electrical connections where the vendor/exhibitor wiring outlined above is not in accordance with the National Electrical Code (NEC).
6. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by vendors/exhibitors. A separate outlet must be ordered at regular price for each location to be connected.
7. All extension cords, cables, power strips, cube taps, dc power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, must be properly wired and tagged with complete information. All equipment must have either, an U.L. and/or CTL certifications, and the type of current, voltage, phase, cycle, horsepower, etc.
8. All vendor/exhibitors cords must be sized to the piece of equipment being serviced with grounds. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized could be required to be grounded.
9. All material and equipment furnished by FSFA for the service order is furnished on a rental basis, remains the property of the FSFA and shall be removed **ONLY** by FSFA technicians. Price also includes necessary disposable supplies.
10. FSFA technicians are authorized to cut floor coverings when essential for installation of service unless otherwise indicated.

ELECTRIC REGULATIONS AND GENERAL INFORMATION CONTINUED

11. Claims for adjustments will not be considered unless the claim(s) is submitted in writing by the vendor/exhibitor prior to the close of the event. The claim(s) must be verified by an FSFA technician prior to close of event.
12. Changes made to vendor/exhibitor electrical service after the initial order is installed will be made at the vendor/exhibitors expense. These changes will be executed on a first come, first serve basis. The charges for new installation will be based on the "Regular" prices, not including any labor and or material charges incurred if the original install or subsequent install/location is deemed "custom" by FSFA technicians. These changes in pricing will be presented to the vendor/exhibitor in writing for approval before any new installations will be made.
13. Credit will not be given for electrical service installed as ordered on the Electrical Service Order form and not used.
14. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collections, or to file a lien, or foreclosure, or otherwise, vendor/exhibitor will pay FSFA its attorney fees and/or applicable agency fees.
15. An interest charge of 1.5 % per month will be assessed on any unpaid balances starting Thirty (30) days after the date of invoice until balance is paid in full.
16. Vendor/exhibitor holds FSFA harmless for any and all losses of power beyond FSFA's control including but not limited to losses due to utility company failure, permanent power distribution failure, and power failure caused by vandalism, acts of God, faulty vendor/exhibitor equipment or overloads caused by vendor/exhibitor.
17. FSFA will be responsible for:
 - All under carpet distribution of electrical wiring.
18. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians may be available to determine if the problem can be corrected without creating a safety hazard. This work will be performed on a time and material basis. If the vendor/exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If a vendor/exhibitor is not informed of or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember this point:
 - All wiring must have a three (3) wire grounded line cord sized to the piece of equipment being serviced.
19. Electricity will be turned on within thirty (30) minutes of show openings and turned off within thirty (30) minutes after the closing.
20. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
21. A \$20.00 service charge will be assessed for all returned checks and credit cards per instance or each time the check/charge is rejected.

EXHIBIT C

INSURANCE REQUIREMENTS (ALSO INCLUDED IN YOUR CONTRACT DOCUMENTS)

This page is provided for informational purposes to order your insurance certificate from your carrier.

Do not return with contract documents.

**CERTIFICATE OF INSURANCE WITH REQUIRED ENDORSEMENT MUST BE PROVIDED
PRIOR TO ENTRY ONTO FAIRGROUNDS PROPERTY BY ALL VENDORS.**

The Certificate and Endorsements may be faxed to: (813) 740-3506 or e-mailed to:

Christine.Conlogue@FloridaStateFair.com

For questions and additional information, please call (813) 627-4358

1. GENERAL LIABILITY INSURANCE: Required for all Licensees/Vendors/Performers

Florida State Fair Authority must be named as Additional Insured The Certificate Holder/Additional Insured name is: **Florida State Fair Authority 4800 U.S. Highway 301 N., Tampa FL 33610.**

EVENT COVERAGE will be specific to this event, will not be shared with any other event and will include Move-In and Move-Out dates, if applicable.

Certificates must be issued by the Insurance agent in typed format, including name, address and contact information of agent and must be signed by authorized agent.

<u>General Liability</u>	<u>Required Coverage Limits</u>
Premises and Operations	\$1 Million each occurrence
Damage to rented Premises	\$50,000.00 each occurrence
Personal & Advertising Injury	\$1 Million
General Aggregate	\$2 Million
Products-Comp/OP Aggregate	\$1 Million

COVERAGE BELOW IS REQUIRED IF APPLICABLE PER YOUR LICENSE AGREEMENT AND/OR APPLICABLE LAW

2. Worker's Compensation and Employer's Liability Insurance – Waiver of Subrogation Required

Coverage limits to meet or exceed statutory limits for the State of Florida A *Waiver of Subrogation Endorsement aka Waiver of Transfer of Rights of Recovery Against Others in favor of the Florida State Fair Authority applied to Worker's Compensation.*

3. Commercial Auto Liability Insurance: \$1 Million each occurrence. - Endorsement Required

Applies to any vehicle registered as a commercial vehicle or any vehicle over 26,000 lbs. Endorsement to the policy naming the Florida State Fair Authority as the additional insured.

The Florida State Statute (316.646 FS) requires all licensed vehicles to carry proper proof of insurance. Any Licensee, participant and/or vendor wishing to bring any vehicle inside of the fairgrounds perimeter fencing may be requested to show proof of such insurance before allowed entry.

If the LICENSEE's Project/Event is of a nature with high risk, fireworks, rodeo, motorized vehicle/ motorcycle/ watercraft/ powerboat practicing for, qualifying for, or testing for any racing speed, demolition or stunt activity, aircraft/hot air balloon, multiple amusement rides, and any other event of LICENSEE determined to be high risk by the AUTHORITY, will be required to meet the Commercial Umbrella limits not less than \$5,000,000 per occurrence, \$5,000,000 annual aggregate.

Florida State Fair Authority Licensee User Liability Insurance

Please Fill out/return this application only if you have **NO** General Liability insurance.

ALL VENDORS MUST HAVE GENERAL LIABILITY INSURANCE TO SET-UP. If you do not carry general liability insurance, the Fair Authority offers the below General Liability coverage through an independent insurance company for Licensees contracted to participate in the Florida State Fair. If you wish to purchase General Liability Insurance through the Florida State Fair, please fill out the request for insurance below and fax or email back to Attn: Contract Dept. Fax # 813-740-3506 or Email: Christine.Conlogue@FloridaStateFair.com

THE COMPLETED APPLICATION FOR INSURANCE, WITH PAYMENT IS DUE WITH SIGNED CONTRACT

PAYABLE TO: FLORIDA STATE FAIR AUTHORITY, NO LATER THAN JANUARY 1, 2019

PO Box 11766, Tampa, FL 33680 Phone: 813-627-4355 Toll Free: 800-345-FAIR Fax: 813-740-4532

Each Booth Location: 1 st location	\$90.00	# _____ = \$ _____	
Same Vendor Each additional Location	\$70.00	# _____ = \$ _____	TOTAL DUE \$ _____

Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 in general liability aggregate & products liability limit. **This insurance does not cover Worker's Compensation or Commercial Auto.** You are responsible for providing this policy to cover your employees and commercial auto, if applicable. The General Liability coverage provided conforms to the Florida State Fair Authority requirements. **This insurance is excess over any other valid and collectible insurance.**

INSURANCE ENDORSEMENT APPLICATION REQUEST FORM

TODAY'S DATE:		INSURED NAME: FLORIDA STATE FAIR AUTHORITY	
APPLICANT NAME:		FAIR CONTRACT NUMBER(S)	
ADDRESS: City: _____ St. _____ Zip _____		PHONE: Home: _____ Cell: _____	
TYPE OF PRODUCT(S) or GAME(S) PROVIDED:			
EVENT DATE(S): FEBRUARY 7-18, 2019		I accept the Terms and Conditions as stated and request enrollment	
		Signature: _____	
LICENSEES/VENDOR INSURANCE PROGRAM: General Liability coverage will be provided for the period of the Florida State Fair only, to include set-up and tear-down. FLORIDA STATE FAIR PRICING amounts include premium and applicable taxes/surcharges. ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT			
Amusement Rides/Devices (Includes: Gyroscopes & Spaceballs)	Gun Shows	Pseudo-Fighting Wrestling Activities	
Body Piercing & Massages & Wraps	Haunted Houses	Rodeo Events	
Bungee Attractions	Permanent Tattoos /Henna Tattoos	Roller/Ice Skating	
Child Care	Inflatable Amusements (Includes Moonwalks, Bounces, & Pillows)	Sales of Autos or Auto Parts	
Climbing Walls	Mazes	Sales of Herbal Supplements	
Concert Promoters/Performers	Medical/Dental Testing & Screenings	Sales of Tobacco	
Dart Games	Motorsports Events	Sales of Weight Loss/Stop Smoking Aids	
Dunking Booths	Pills, Patches	Wheelchair/Stroller Rentals	
Fireworks Operator	Playground Equipment	Simulators/TENS units	
ITEMS LISTED BELOW REQUIRE AN ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT			
Concerts-Local & Regional talent only	Golf Carts/Scooters	Pony Rides	
Exotic Animals	Sales of Pets/Rodents	Face & Body Painters (\$150)	



Florida Department of Revenue
General Tax Administration

Leon M. Biegalski
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

Local Office: 5483 W. Waters Ave., Tampa, FL 33634

Ph. 813-744-6590

NOTICE TO VENDORS

THE FLORIDA DEPARTMENT OF REVENUE IS REQUIRED TO SURVEY SPECIAL EVENTS AND TRADE SHOWS FOR COMPLIANCE UNDER FLORIDA STATUTE 212.06, WHERE SUCH EVENTS INVOLVE THE SALE, OR OFFERING FOR SALE, ITEMS OF TANGIBLE PERSONAL PROPERTY.

12A-1.037(1) ©, FLORIDA ADMINISTRATIVE CODE STATES “The sale of any tangible personal property made by a person on the same commercial premises or from a location in competition with other dealers required to collect tax on the sale of tangible personal property, even though the sale may otherwise qualify as an occasional or isolated sale, it is not an occasional or isolated sale and is taxable.”

AS REQUIRED BY FLORIDA LAW, YOU MUST COLLECT AND REMIT SALES TAX AT THE RATE OF 7% IN HILLSBOROUGH COUNTY.

2019 Florida State Fair

Booth: _____
Vendor's Name: _____
Mailing Address: _____

Telephone #: _____
Email Address: _____

Florida Resale Certificate Number: _____

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>

For general information for concession stand owners and operators and how tax is calculated on concession sales, please access the brochures below for more information

Sales and Use Tax on Concession Stands: http://floridarevenue.com/Forms_library/current/gt800003.pdf

Sales and Use Tax on Amusement Machines: http://floridarevenue.com/Forms_library/current/gt800020.pdf

Concession Prizes: <https://www.flrules.org/gateway/ruleno.asp?id=12A-1.080>

If you have any questions you may contact Corinne Bannister

Fax: 813-744-6524

Email: Corinne.Bannister@floridarevenue.com Mail: 5483 W. Waters Ave., Tampa, FL 33634