

## 2019 Greater Jacksonville Agricultural Fair Inside Vendor Rules & Regulations

The following information is intended to give you an overview of most of our practices and policies. Upon your acceptance as a vendor, you will receive a contract with additional Vendor Rules and Regulations.

FAIR DATES: Thursday, November 7<sup>th</sup> to Sunday, November 17<sup>th</sup>, 2019

### **Location:**

The Exhibition Hall "A" houses the Inside Vendors at the Greater Jacksonville Agricultural Fair. Commercial exhibitors may rent a 10' X 10' space for \$500 or a 20' X 10' space for \$950. Fair attendees will also be able to visit the Duval County Extension General Store, Florida Crops for home and garden ideas, Arts & Crafts exhibits, Bees and Honey exhibit, a children's play zone, The Homestead Expo, and other areas of entertainment while in the Exhibit Hall.

### **Application:**

Applications are online at [www.JacksonvilleFair.com](http://www.JacksonvilleFair.com) If you submit an application on our website, it does not guarantee your acceptance. If you are accepted, you will be invoiced for a \$150 Proof of Performance Deposit and the cost of your booth space. Please indicate the number of additional workers who will be assisting you on your application. You will be given a password so that payments for the deposit and booth rental can be made online. If 50% of the rent is not paid with the deposit and application, it is due **July 15<sup>th</sup>**. The balance is due in full by **October 1<sup>st</sup>**. Space purchased after October 1st must be paid with certified funds.

A \$150.00 "**Proof of Performance Deposit**" is required with the application to reserve a booth. The deposit is not a portion of the rent, but a guarantee the exhibitor will follow the rules. As a participating vendor, you are agreeing to be in attendance during **all** operational hours of the fair and abide by the Rules and Regulation of the Greater Jacksonville Agricultural Fair Association and your contract. The Performance Deposit will be returned, if you follow the rules, about three weeks after the fair.

Vendors are strictly prohibited from strolling the building, subleasing, assigning or apportioning all or any part of their assigned space to any business or individual. Likewise, vendors may not move to another area, or spread out to an unoccupied booth without the expressed permission of management. Exhibitors should not obstruct the view of other exhibitors' booths with their displays. Exhibits with machinery in motion shall be located sufficiently inside booths with safeguards to adequately protect the public. Aisles should be kept clear at all times. Sound devices are subject to approval of management and must be kept at a level not to interfere with others. Give-a-ways, raffles, etc., as well as, food or beverage samplings and give-a-ways must be approved by fair management. Management reserves the right to decline or prohibit any exhibit or part thereof.

### **General Liability Insurance:**

A Certificate of Liability Insurance is required with not less than \$1,000,000 for each occurrence and \$1,000,000 for personal injury. An original COI, which names the Greater Jacksonville Agricultural Fair as additionally insured, must be on file in our office prior to set-up.

### **Electricity:**

Exhibitors are provided with (1) one 110 volt / 500 watt electrical outlet. Arrangements for additional service may be made with the Fair Electrician who is solely responsible for pricing. If there are additional electric charges, they must be paid in the Fair Office prior to move out. No more than three (3) extension cords (in any configuration) may be used in a booth.

### **Signs & Displays:**

Exhibitors must furnish their own tables, table coverings, chairs, extension cords, signs, etc. Decorations must be fireproof and are subject to approval by the Fire Marshall. The fair will provide the space requested as well as the drape and skirting for three sides of your booth, electricity, your credentials, trash removal each day, and security inside the building.

### **Restocking:**

The Exhibit Hall closes each evening one hour before the midway. For exhibitors' convenience, security will keep the back door open for 30 minutes after the hall closes and will open it one hour before the fair opens for exhibitors to restock their booths. Limited space for stock trailers will be filled on a first come, first serve basis. Please indicate your request for a stock trailer space on the application. Storage space inside the building for exhibitor's merchandise is not available. However, during the fair, small deliveries will be accepted in the Administration Office, if the company's name, the name of the person renting the space, and a cell phone number are clearly visible on the outside of the package. C.O.D. deliveries will not be accepted.

### **Cancellation:**

Cancellations must be in writing 60 days prior to opening day. If you, as the exhibitor, have fulfilled all contract requirements, the Proof of Performance Deposit will be returned approximately three weeks after the fair ends. Failure to adhere to the rules shall constitute a breach of agreement, which will result in the forfeiture of the space and all funds on paid to the fair.

### **RV Spaces:**

The Jacksonville Fairgrounds are located downtown in the Sports Complex area. Parking on the fairgrounds is extremely limited. RV and Motor Home Sites are not available on the Jacksonville Fairgrounds. Overnight accommodations are available at the following: Hanna Park Campgrounds, 7 miles E. located at Mayport in Atlantic Beach, (904-249-4700) or Flamingo Lakes Resort, 7 miles N. off I-95 (904-766-0672) for possible camping sites.

### **Credentials:**

Upon arrival at the Greater Jacksonville Agricultural Fair, exhibitors should proceed to the Administration Office for credentials and further instructions. The principal exhibitor will receive one (1) parking pass and I.D. Badge and additional workers will receive an ID Badge or entry tickets, whichever is deemed most appropriate for your booth and daily entry to the fair. Reasonable requests for entry tickets will be considered. Additional exhibitor entry tickets may be purchased in the Fair Office for \$5.00 each. Additional parking on the Fairgrounds is not available. The City has agreed to charge a fee of \$5.00 per day for fair parking in their lots but more, if there is a Jaguar game.

### **Opening Day:**

Exhibits should be in place no later than 3:00 p.m. on Opening Day, Thursday, November 7, 2019. Space not occupied at that time will be forfeited to the fair along with any and all payments including the deposit.

**Break Down:**

Exhibits shall not be removed in whole or in part prior to 8:00 p.m., Sunday, November 17th. Failure to remain until this time shall constitute a breach of rules and will result in forfeiture of the deposit. All exhibits must be removed by 12:00 noon, Monday, November 18th. Exhibits remaining after this time shall become the property of the Greater Jacksonville Agricultural Fair and any cost involved for removal will be paid by the exhibitor.

**Set Up:**

Exhibitors will load and unload their merchandise through the roll up doors in the rear of Exhibit Hall "A." For security, **Front Entrance Doors** must remain locked until the fair opens each day for business. **Fire Exit Doors** should remain locked unless there is an emergency. Exhibitors should not, at any time, prop open, load, or unload through the Front Entrance Doors or Fire Exit Doors.

SET UP

Monday	November 4	9:00 a.m. to 5:00 p.m.
Tuesday	November 5	9:00 a.m. to 5:30 p.m.
Wednesday	November 6	9:00 a.m. to 5:30 p.m.

2019 HOURS OF OPERATION

Exhibition Hall closes 1 hour before the midway.

(May be subject to change.)

Day of Week	Date	Open Hours
Thursday	November 7 <sup>th</sup>	5:00 p.m. – 10:00 p.m.
Friday	November 8 <sup>th</sup>	3:00 p.m. – 10:00 p.m.
Saturday	November 9 <sup>th</sup>	10:00 a.m. – 10:00 p.m.
Sunday	November 10 <sup>th</sup>	10:00 a.m. – 9:00 p.m.
Monday	November 11 <sup>th</sup> Veterans' Day Holiday	Noon – 10:00 p.m.
Tuesday	November 12 <sup>th</sup>	5:00 p.m. – 10:00 p.m.
Wednesday	November 13 <sup>th</sup>	5:00 p.m. – 10:00 p.m.
Thursday	November 14 <sup>th</sup>	5:00 p.m. – 10:00 p.m.
Friday	November 15 <sup>th</sup>	3:00 p.m. – 10:00 p.m.
Saturday	November 16 <sup>th</sup>	10:00 a.m. – 10:00 p.m.
Sunday	November 17 <sup>th</sup>	10:00 a.m. – 9:00 p.m.