

## 2020 Greater Jacksonville Agricultural Fair Outside 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 5<sup>th</sup> to Sunday, November 15<sup>th</sup>, 2020

### **Location:**

The Greater Jacksonville Agricultural Fair has a limited number of spaces on the independent side for commercial vendors who mainly derive their income from participation in fairs and festivals. These spaces are not for local or nationally recognized commercial companies. Those companies will be referred to our Marketing Department for sponsorship opportunities. The Fair Association shall make the final determination between a vendor and a sponsor. Management will determine location in order to keep a good product balance on the Fairgrounds.

### **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 on the following: Proof of Performance Deposit is \$150 and rental space assessed at \$85 a front foot. If you also serve from the side, you will be charged \$42.50 for each foot depth. Payment or a portion thereof, including the deposit, are due upon invoice. You will be given a password so that payments for the deposit and rental space can be made online. If 50% of the rent is not paid with the deposit at the time of invoice, it is due by **July 15th**. The balance is **due in full by October 1st**. Space purchased after October 1st must be paid with certified funds. Request for cancellation must be in writing 60 days prior to the Opening Day of the fair.

The \$150 Proof of Performance Deposit will be returned (**if you follow the rules**) about three weeks after the fair. 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.

Vendors are strictly prohibited from strolling the grounds, sharing, subleasing, assigning or apportioning in whole or any part of their assigned space to any business or individual without the expressed approval of management.

### **General Liability Insurance:**

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.

### **Water Supply:**

Vendors must have a "clean hose" that does not leak and is capable of extending 100 ft. from the assigned site to a designated water supply. If a hose is found to leak, it will be disconnected until such time as the leak is corrected. Safety mats must be sufficient in length and weight to cover all exposed hoses.

Grey Water Tanks are required by the Health Department, which does not allow Blue Boys. Concessionaires are responsible for the grey water tank charge (\$420), which **MUST** be paid in **CASH** directly to the sanitation company at the time of installation. Tanks for the 11 days of the

fair will pumped in the early morning hours daily. As per the health department, up to three vendors may share a tank. However, if you or those sharing use a lot of water, you may need to reduce the number sharing to two or lease separate tanks.

### **Electric:**

You will be furnished with 110 volts/500 watts of electricity. If additional service is required, arrangements must be made with the Fair Electrician. You will be invoiced for additional service, which must be paid in the Fair Office prior to move out. Vendors needing over 500 watts are required to have at their site electric cables sufficient in length to reach the Fair's power source (a minimum of 200 ft.) from the vendor's site and Underwriter approved for rough surface usage. The cables should withstand constant foot traffic and exposure to the elements. Vendor's power panel must be Underwriter approved and electric cables with a capacity rating to meet the vendor's power needs. The cables must be connected into the vendor's power panel, fused with proper overload protection of the cables, and overload protection for the branch circuits needed by the vendor. For Phase 1 (120/240 volts) the cable shall be a 4 conductor cable and for Phase 3 a 5 conductor cable. Both shall have a green ground conductor and be capable of being hard-wired by the Fair Electrician into the correct power source. Vendors may not connect or disconnect themselves.

### **Fire Suppression System:**

The Jacksonville Fire Marshall requires a fire suppression system in trailers or closed environments where cooking equipment produces grease-laden vapors. LP Tanks must be secured at all times. (Code NFP-96/904-630-0445)

### **Vendors Must Furnish:**

You must provide your own secure tent or trailer, signs, tables, table coverings, flooring, chairs, extension cords, hoses, etc. The fairground's area will be lighted, but vendors may wish to arrange for security and lighting for their own specific needs. Vendor signage must be of a professional nature; homemade signs are not allowed. Signs should include the company name as it appears on the application and the menu items that you submitted with your application. Changes to menu items must be approved by the Vendor Coordinator. Prices should be posted with the policy for refunds or exchanges.

### **Product Sales & Restrictions:**

Only those products listed on your application may be sold or displayed. The following items are unacceptable: any type of gun or toy having the appearance of a real gun, masks, switch-blades, brass-knuckles, products from endangered animals, drug-related merchandise, or other inappropriate items. The GJAF reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale or display of such. Also, the fair must approve any raffles, drawings, or give-a-ways.

### **Sysco Foods & Pepsi:**

They are the official sponsors of the Greater Jacksonville Agricultural Fair. While you are with us, they will be here to take your orders and make deliveries. No other company is allowed to take orders or deliver products to you before or during our fair.

### **RV Spaces:**

RV and Motor Home Sites are not available on the Jacksonville Fairgrounds. You may contact 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.

SET UP

Monday	November 2	9:00 a.m. to 5:00 p.m.
Tuesday	November 3	9:00 a.m. to 5:30 p.m.
Wednesday	November 4	9:00 a.m. to 5:30 p.m.

2020 HOURS OF OPERATION

(May be subject to change.)

Day of Week	Date	Open Hours
Thursday	November 5 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Friday	November 6 <sup>th</sup>	3:00 p.m. – 11:00 p.m.
Saturday	November 7 <sup>th</sup>	10:00 a.m. – 11:00 p.m.
Sunday	November 8 <sup>th</sup>	10:00 a.m. – 10:00 p.m.
Monday	November 9 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Tuesday	November 10 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Wednesday	November 11 <sup>th</sup> Veterans' Day Holiday	Noon – 11:00 p.m.
Thursday	November 12 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Friday	November 13 <sup>th</sup>	3:00 p.m. – 11:00 p.m.
Saturday	November 14 <sup>th</sup>	10:00 a.m. – 11:00 p.m.
Sunday	November 15 <sup>th</sup>	10:00 a.m. – 10:00 p.m.

**Credentials:**

Upon arrival, exhibitors should proceed to the Administration Office for last minute instructions and credentials. The principal exhibitor(s) will receive one (1) parking pass and an I.D. badge. One day entry tickets or an ID will be given to others working with the concessionaire. Please indicate additional workers on your application. Additional parking on the fairgrounds is not available. There is additional parking available in surrounding areas (fees vary and are paid to the city).