



2019
Exhibits / Concessions
Handbook

October 24 – November 10, 2019
(Closed Mondays & Tuesdays)



WELCOME:

We welcome you as exhibitors and concessionaires in the 2019 State Fair of Louisiana, and look forward to working with you this year.

The information contained in this manual is designed to help keep you informed of our Rules and Regulations and to, hopefully, head off any problems before they develop.

We tried to cover most every subject that could possibly pertain to your participation in the Fair. I am sure we missed something. If we did, please let us know and we will get it in next year's edition.

The Exhibits and Concessions Department personnel is ready to be of assistance to you in any way possible. Please do not hesitate to call on us.

Best wishes for a successful run.

Sincerely,

*Chris Giordano
President & General Manager*

*Robb Brazzel
Exhibits & Concessions Manager*

**STATE FAIR OF LOUISIANA
ADMINISTRATIVE STAFF**

<i>Chris Giordano</i>	<i>President & General Manager</i>
<i>Peggy Swindle</i>	<i>Administrative Assistant</i>
<i>Robb Brazzel</i>	<i>Exhibits & Concessions Manager</i>
<i>Mohamed Shamsie</i>	<i>Livestock Manager</i>
<i>Katherine Pace</i>	<i>LSU Extension Service Rep.</i>
<i>Dana Rowland</i>	<i>Admissions Superintendent 1</i>
<i>Bonnie Byrd</i>	<i>Admissions Superintendent 2</i>
<i>Mary Edwards</i>	<i>Parking Superintendent</i>
<i>Russell Adams</i>	<i>Advertising Agency</i>
<i>Renee' Tull</i>	<i>Hospitality Manager</i>
<i>Lisa Washington</i>	<i>Receptionist/Credentials</i>
<i>Don Carlisle</i>	<i>Maintenance Manager</i>
<i>Robbie Mayberry</i>	<i>Maintenance Supervisor</i>
<i>Robert Jones</i>	<i>Maintenance</i>
<i>Crystal Alexander</i>	<i>Maintenance</i>
<i>Billy Barber</i>	<i>Maintenance/Poultry Supervisor</i>

State Fair of Louisiana, 3701 Hudson St., Shreveport, LA 71109
Phone (318) 635-1361 FAX: (318) 631-4909
Website: www.statefairoflouisiana.com

2019
STATE FAIR OF LOUISIANA
General Hours of Operations

Fair dates and hours of operation are as follows:

<i>Thursday, October 24</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.*</i>
<i>Friday, October 25</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Saturday, October 26</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Sunday, October 27</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.</i>
<i>Monday, October 28</i>	<i>CLOSED</i>		
<i>Tuesday, October 29</i>	<i>CLOSED</i>		
<i>Wednesday, October 30</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.**</i>
<i>Thursday, October 31</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.*</i>
<i>Friday, November 1</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Saturday, November 2</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Sunday, November 3</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.</i>
<i>Monday, November 4</i>	<i>CLOSED</i>		
<i>Tuesday, November 5</i>	<i>CLOSED</i>		
<i>Wednesday, November 6</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.**</i>
<i>Thursday, November 7</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.*</i>
<i>Friday, November 8</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Saturday, November 9</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>11:00 p.m.</i>
<i>Sunday, November 10</i>	<i>10:00 a.m.</i>	<i>-</i>	<i>10:00 p.m.</i>

** Thursday, October 24, Thursday, October 31, and November 7 are \$2 Days at the State Fair. (Gate Admission \$2, Carnival Rides \$2, Parking \$2, and Some Concession Items \$2)*

*** Wednesday October 30 and November 6 are Discounted Days at the State Fair (Gate Admission \$5, Armbands \$20)*

** Parking is free and gate admission is free on weekdays from 10:00 a.m. until 3:00 p.m.*

**Carnival will open at 12noon on weekdays and 10:00am on weekends.*

** The State Fair will be closed on Mondays & Tuesdays this year.*

** Each day of fair, the gates open at 10:00 a.m.. You are required to be open at 10:00 a.m.. You must remain open until closing time.*

Exhibit Building Hours
Wed, Thurs and Sun: 10:00 a.m. - 9:00 p.m.
Fri and Sat: 10:00 a.m. - 10:00 p.m.

EXHIBITOR/CONCESSIONAIRES MANUAL

This manual and the information contained herein becomes an integral part of your contract with the State Fair of Louisiana. It is your responsibility to read and understand these Rules and Regulations as they apply to your operation. If you have any questions, please call or write for an explanation.

ADOPTION OF RULES AND REGULATIONS

The management is authorized to adopt such Rules and Regulations as it deems necessary for the safe and orderly operation of the Fair.

1. The contract balance must be paid in full according to the terms of the contract for space. Checks will be accepted until October 1, then you must pay with cash, money orders or cashier's check. **THERE WILL BE A \$25.00 CHARGE FOR ALL CHECKS RETURNED FROM YOUR BANK.**
2. **Contract Cancellations:** All reservation deposit money will be retained by the Fair in the event the exhibitor/concessionaire fails to fulfill or violates contract or withdraws from the show.
3. **Utilities** (electricity, gas and sewage): There is a hookup fee per connection for electricity and total charges vary for outside exhibitors. Should additional electrical service be necessary the charges will be at the expense of the exhibitors and not the State Fair.
4. **No-Shows:** All exhibitors and concessionaires must be in place and ready for operation by 10:00 p.m., Wednesday, October 23. The management will resell any space not occupied and decorated by the exhibitor or concessionaire by the stated time with no obligation to refund any money paid to the State Fair for deposit or rental of space.
5. **Return of the Signed Contract:** The original copy of the contract for exhibit or concession space must be properly signed by the exhibitor or concessionaire and returned to the Lessor within ten days from the date of receiving the contract otherwise the contract can be declared null and void by the Lessor. No changes can be made on contracts after October 15 of the current year.
6. No exhibits may be placed, nor concessions operated on the grounds of the State Fair of Louisiana without first having written authorization in the form of a contract with the State Fair of Louisiana.

RULES FOR ADVERTISING

Section 1. No person will be permitted to distribute advertising matter, handbills, or fliers upon the grounds of the State Fair of Louisiana, except from their contracted place of business or

exhibit space. The tacking or posting of any advertisement, bills, signs, banners, etc., other than within the contracted space occupied by the exhibitor or concessionaire, is strictly prohibited. Exhibitors are specifically prohibited from distributing gummed stickers or labels. The Lessor can demand and effect removal of any advertising matter which it considers objectionable.

Section 2. No exhibitor or concessionaire shall display any form of political advertising or disseminate political propaganda unless his or her individual contract permits such a privilege.

Section 3. The use of public address systems, electronic amplifiers, gongs, bells, and other noisy instruments are not permitted without prior approval of the Lessor.

Section 4. Any exhibitor or concessionaire who persistently interferes with the operation of any other exhibitor or concessionaire after being notified of the interference, is subject to removal from the grounds.

Section 5. Any exhibitor or concessionaire who announces or intends to give away merchandise during or at the close of the Fair must comply with such announcements. Each exhibitor or concessionaire will furnish the Fair management with the identity and cost of said merchandise to be given away by, not later than, opening day of the Fair. The names and addresses of the recipients are to be submitted to the Fair management no later than twenty four (24) hours after the close of the Fair.

POLICY STATEMENTS
COMMERCIAL EXHIBITORS AND CONCESSIONAIRES
STATE FAIR OF LOUISIANA

Golf Carts:

If you choose to bring a golf cart to the Fair, a permit fee of \$200.00, plus proof of insurance will be required. Golf carts are not provided to exhibitors.

Mobile Home Space:

RV parking is available during the State Fair at a flat rate of \$400 beginning 10/21 thru 11/13. Each additional night will be charged \$20/night. RV site locations are determined upon arrival on a first come, first serve basis.

Admission Credentials:

Each exhibitor is required to purchase all passes. The passes are sold at a discount rate of \$20.00 for seasonal ID passes and \$20.00 for parking permits. Daily admission and parking passes can be purchased by exhibitors at a \$3.00 charge. We do not have a reserved parking area for our exhibitors.

Personnel Available To Man Booths:

Exhibitors must have at least one person in attendance at their exhibit at all times the event is open to the public. Area must be kept in good order, taking every precaution against possible injury to visitors, guests or employees.

Sublet or Reassignment of Space:

The exhibitors shall not assign or sublet said space or any part thereof, without written and duly signed consent of the Fair.

Smoking in Buildings:

All buildings are smoke free. Smoking is prohibited in booths or inside buildings.

Giveaways on the State Fair Grounds:

No food or beverage must be given away anywhere on the Fairgrounds without the permission of the State Fair Office, as such acts conflict with concession rights held by others. Exhibitors expecting to dispose of samples and gift items must obtain permission to do so before the Fair opens.

The management reserves the right to stop or remove from the Fair or relocate any exhibitor or his representative and/or exhibit, performing any act or practice which, in the opinion of management, is objectionable, interferes with the performance of other exhibitors, creates a health, safety or fire hazard or violates any rules stated herein.

The decision of the State Fair's general manager, in his official capacity, must be accepted as final in any disagreement between exhibitors.

All matters not covered in these conditions are subject to the decision of the State Fair's general manager, in his official capacity, which shall be final.

Exhibitors Move-In:

Move-in for exhibitors in the building can begin Monday, October 21. However, security will not be in the buildings until Tuesday, October 22. Exhibitors must be prepared **to stay the entire eighteen days** of the fair. Should you leave early, you will not be invited back to the Fair, and it may jeopardize your getting into any other fairs that are members of the I.A.F.E.

All inside and outside exhibitors must be setup and ready no later than 10:00 p.m. Wednesday, October 23.

Vehicles Access to Grounds:

Vehicles will be permitted on the grounds during setup of booths for unloading only. Management reserves the right to demand grounds removal of vehicles from any area.

During the Fair, all vehicles required to serve exhibit booths may enter grounds until approximately one hour before opening time. No vehicles will be allowed to enter the Fairgrounds midway from 30 minutes prior to Fair opening or until 30 minutes after Fair closing because of pedestrian traffic, and all supplies and materials for booths or stands must be in before that time or hand-carried.

Official Fair Decorator:

A & A Tent Company and Gumbeaux Productions have been contracted as the Official Fair Decorators. These companies will provide services including the rental of tents, furniture, floor coverings, decoration and other materials used in decorating. Encore Event
Rentals/A & A Tent Company: 318-222-2000
Gumbeaux Productions: 318-455-2001

Deliveries to Grounds:

The Fair will not accept freight. No storage facilities are available for pre-shipped freight. Freight may be shipped to the State Fair Office located at 3701 Hudson St., Shreveport, LA 71109.

It is your responsibility to meet the delivery trucks for your shipment. The State Fair cannot sign for items delivered UPS. Exhibitors must make arrangements with UPS for delivery of items directly to exhibitors. UPS will no longer accept cash for UPS pickups. Payment must be made in cashier's checks, personal checks or money orders.

Mail or packages delivered by U.S. Mail during the Fair should have company name and where possible, booth numbers marked on the outside of the package or letters.

Labor:

The Fair is not responsible for, nor will it arrange to provide, any kind of labor for the installation, removal or servicing of any exhibit space. It is recommended that exhibitors needing to use local labor contact the Employment Security Office, 2900 Dowell, Shreveport, LA 71103 (318) 676-7151.

Telephone Services:

Telephone service is available in most exhibit areas. Exhibitors wishing to have telephones in booths must order by calling telephone vendor. Be prepared to give them your booth number. AT&T can be reached at 1-800-238-5501. Orders should be made in September.

Insurance:

Any exhibitor desiring insurance for his exhibit must place request at his own expense. Fair will not be responsible for the safety of exhibitors against theft, fire, robbery, accidents,

weather, or any other destructive cause, or for any injury that may arise to the public in the leased area, or to the exhibitors or their employees while on the Fair grounds. If you are unable to provide a \$1,000,000 insurance coverage naming the State Fair of Louisiana and the City of Shreveport as additional insured, you may purchase a user policy through us for a fee of \$125. ALL PROOF OF INSURANCE MUST BE RECEIVED BY SEPTEMBER 1.

Employers must provide workman compensation on all employees.

RULES OF CONDUCT

All exhibitors are expected to conduct themselves in a professional manner and according to the rules of this agreement. Any unruly conduct, refusal to follow rules, or use of foul language to Fair patrons or Fair personnel will be considered grounds for expulsion from the Fair. Such exhibitors will not be invited to return to subsequent Fairs.

The State Fair of Louisiana provides a service to both exhibitors and fairgoers. It is our policy to maintain clean facilities, neat grounds and respect for our Fairgoers. We must insist that our exhibitors provide the same respect for our fairgoers as well as fellow exhibitors. For our mutual benefit, we retain the right to remove any exhibitor and his exhibit from the Fairgrounds if the management feels that said exhibitor violates our code of ethics or does not comply with the signed Exhibit Space Agreement and written rules.

The State Fair of Louisiana expects and requires each exhibitor/concessionaire and its employees to adhere to all local, state and federal laws. The State Fair of Louisiana reserves the right to remove any exhibitor/concessionaire and/or its employees from the fairgrounds in the event that they have been arrested for violation of any laws. No illegal weapons or drugs are allowed on the fairgrounds at anytime. The State Fair has a no tolerance drug policy. Any possession, use or distribution of any illegal substances will result in immediate removal from the grounds and you will forfeit any return to future State Fairs.

BOOTH STANDARDS

Setting up outside requires that you consider many factors not associated with setting up indoors, such as security, weather (rain, high winds, etc.), vehicle traffic and a host of other things that can affect your operation.

When you begin planning your outside booth, please keep in mind that all we provide is the grounds space. Everything you need to operate is your responsibility.

Everything Means Everything:

The following guidelines should be considered;

1. Space should be designed to be self contained with all equipment such as freezers, refrigerators, beverage canisters and propane tanks located within the contracted space. Use of a second storage area immediately next to the concession is acceptable provided it is built professionally and hides from the customer's view articles stored.

2. Food and beverage product shall be well presented. The use of point of sale materials is recommended. Menu signs should be easy to read and placed to be visible to the Fairgoers.

3. Staff, including management and supervisory personnel, shall be neat in appearance and well groomed.

4. The first responsibility of all concessionaires and exhibitors is to the Fair visitors. Persons working in any concession or exhibit will be considered the employee(s) of the contracted concessionaire or exhibitor and as such are the full and complete responsibility of the concessionaire and exhibitor. The concessionaire or exhibitor will be held liable for any acts or behavior of their employee(s).

5. To ensure your success and ours, all concessions and exhibits must be open on time and remain open until the scheduled closing time.

6. No product or service will be offered to the Fairgoers that is detrimental to the health or morals of the public. Selling or displaying of any product including but not limited to clothing, pictures, hats, caps, etc. with offensive wording, lettering or graphics on them will not be allowed on the Fairgrounds.

7. The State Fair does not rent forklifts or personnel to assist you in moving into your space. If you require these services, you can come to the office and we will give you the phone number of a service that can assist you.

8. The State Fair requires food locations be concession trailers or food booths that have been approved by the State Fair. Food that is prepared by using butane, wood or gas open flamed fires can not be prepared in a tent. A picture of your exhibit should have been included with your applications.

9. Propane/Butane bottles must be secured to concession trailer to prevent tip-overs.

10. If you plan to use fryers, you must have a Class K fire extinguisher.

11. Coca-Cola has the exclusive pouring rights on the State Fairgrounds. All soft drinks and bottled water must be purchased through Coca-Cola Bottling Company of Shreveport. They are located on site and will take orders at scheduled times.

FREE DRAWING

All licensees conducting free drawings are required to complete this form.

Drawings will be done before the closing of the Fair on Sunday, November 10.

Name of Firm: _____

Contract Number: _____

Prize: _____

ATTENTION! ATTENTION!

- 1. ALL CONCESSIONAIRES/EXHIBITORS/ RV'S CONNECTING TO WATER SUPPLY MUST PROVIDE A BACKFLOW PREVENTER VALVE.**
- 2. COCA-COLA HAS THE EXCLUSIVE POURING RIGHTS ON THE STATE FAIRGROUNDS. CONCESSIONAIRES WHO SELL SOFT DRINKS OR BOTTLED WATER, MUST PURCHASE FROM COCA-COLA BOTTLING CO. OF SHREVEPORT. THEY WILL BE LOCATED ON GROUNDS AND WILL TAKE ORDERS AT SCHEDULED TIMES.**
- 3. ALL PROPANE BOTTLES MUST BE SECURED TO CONCESSION TRAILER TO PREVENT TIP-OVERS.**
- 4. IF YOU PLAN TO COOK WITH FRYERS, YOU MUST HAVE A CLASS K FIRE EXTINGUISHER.**
- 5. IF YOU PLAN TO COOK UNDER A TENT SETUP, YOU MUST HAVE AN APPROVED FLAME RESISTANT TENT.**

DIRECTIONS TO FAIRGROUNDS

FROM TEXAS:

I - 20 east bound
Exit HEARNE AVE. and take a left
At the second light (KINGS HWY.) take a left
At the stop sign, turn right
Pass in front of the fire station and turn left on EDGAR ST.

FROM MONROE:

I - 20 West Bound
Exit HEARNE AVE. and take a right
Immediately get into the left turning lane
Turn left onto KINGS HWY.
At the stop sign, turn right
Pass in front of the fire station and turn left on EDGAR ST.