

## ALACHUA COUNTY YOUTH FAIR AND LIVESTOCK SHOW CONCESSION/VENDOR GUIDELINES

The ACYFLS is non-profit organization whose purpose is to provide leadership for a county fair and livestock show that promotes and encourages the educational activities of 4-H Clubs, Future Homemakers of America and Future Farmers of America. We want like-minded vendors that support this endeavor and support our values.

All spaces are rented on a first-come, first serve basis. Exhibit space is subject to availability. All decisions to select vendors shall be at the sole discretion of vendor committee and executive board.

Vendor contract is non-transferable. Booth/space may not be sublet to another party.

While the Fair will try to limit the number of vendors offering like products or services, Vendor understands that this Agreement does not give any exclusive rights to any product or service. Vendor is responsible for supplying tables, chairs, extension cords, etc., and all required necessities for their display. All modifications to any booth/space will be done at the expense of the lessee. All modifications must be removed at the conclusion of the fair at the expense of the lessee, and the booth/space must be left in the condition equal to or better than that at the time of occupancy.

All Golf carts or off-road vehicles used for servicing concessions are prohibited.

Insurance: All concessionaires/vendors must provide a Certificate of Liability Insurance for one million dollars (\$1,000,000) listing the Alachua County Youth Fair and Livestock Show as additionally insured. The certificate must cover at least combined single limit for bodily injury and property damage, including product liability if food or beverage is offered, and must be mailed by your agent or sent with your agreement. **This certificate must be received no later than February 11, 2023 and must be in full force at all times the Vendor occupies fairground property.** Changes made to this certificate constitute fraud. The Alachua County Youth Fair and Livestock Show will NOT provide any insurance.

Permits: All concessions serving food and beverages must comply with City and State of Florida Department of Health Regulations. Concession and/or exhibit is subject to all state of Florida, federal, Alachua county and city laws governing taxes, health and safety of persons and/or property. Permits/certificates must be provided with application and payment or to vendor committee chair or board treasurer by **February 11, 2023** deadline.

**A rental fee of \$250.00 per week or \$50.00 per day must be paid by cash, certified check, money order or via credit card online with paypal.** Payments are submitted to the treasurer of the fair board by **February 11, 2023** deadline. All payments must be paid prior to fair unless prior arrangements have been made with the vendor committee chair and/or executive board. **No personal or business checks will be accepted.**

Vendor stations and Exhibits should be manned during all patron hours, rain or shine. Opening and closing times of grounds will be provided. Opening and closing times of all exhibits and shows will be provided. Concession/vendor must have stand/trailers in place and ready to open as scheduled. **Vendors will be present and accounted for on opening day or as scheduled with vending committee. Gates open at 7 am.**

Any concession/vendor not set-up to open as scheduled will be considered a no show and at the option of the vendor committee and/or executive board, asked to leave and forfeit any deposits paid. All vendors will be provided a copy of fair schedule of events and/or may obtain schedule online at the youth fair website.

There will be absolutely no sale of drugs, tobacco or alcoholic beverages of any kind. These items are not permitted on the fairground property. No obscene literature or paraphernalia will be displayed or sold. Any merchandise considered vulgar or that advocates drugs, alcohol, etc. MAY NOT be distributed or sold by any vendor.

This is a family event; therefore, questionable or objectionable material WILL NOT be allowed on the fairgrounds. Committee Chairman and/or Fair executive board reserves the right to ask for the removal of any exhibit or article from sale or display, which in his/her opinion causes an obstruction, creates a hazard or could be illegal, injurious or offensive to patrons. If in doubt, check with the vendor committee. If you are asked to leave; NO REFUNDS. The space, as stipulated in this contract, must be used solely for the business as described. No changes in the business can be made at any time under the terms of this contract, unless such arrangements are made in advance and noted on the contract.

Music and musical instruments may be played at intervals in low tones; however, loud speaking sound displays are discouraged, and MUST NOT interfere with other exhibitors. No loud or offensive music/noise generated by concession/vendor will be allowed. If this happens or continues you will be asked to leave the fair grounds and will not be allowed to return. NO REFUNDS will be returned.

Concessions may serve any **non-alcoholic drink** of their choice. Approved soft drinks and water may be served in paper or approved containers. No glass shall be allowed.

Outside clean up: At close of each day, concession/vendors must place trash and other waste products in designated areas/receptacles. Your space is to be kept clean of all trash during the fair. All vendors will be responsible for containing and properly disposing of all waste including grey water. There will not be place on the fairgrounds to dispose of any waste water. If you improperly dispose of said waste you will be responsible for the total cost of professional clean up, your booth will be shut down immediately and you will be asked to leave the fairgrounds. NO REFUNDS WILL BE GIVEN.

Outside Displays: Demonstrations or other activities must be confined to the limits of space rented. Concession/vendors on the Fairgrounds will not be allowed to block the pedestrian walkways, fire lanes or in any way handicap nearby concession/vendor.

For vending at fair only animals that are registered to participate in the youth fair and those that align with the ADA's service animal classification for animals specifically trained to do work or perform tasks for people with disabilities are allowed on grounds.

Electrical: Concession/vendors must supply all proper cords. No electrical cords or wires are to be run across pathways, or roadway. All electrical equipment must be UL approved. A four-wire supply cord is required on voltage of 220 or above. A three-wire supply cord is required on 110 volts. Any concession/vendor found to be rigging electrical connections or violating safety codes in any manner will be asked to leave and will be excluded from future fairs.

The vendor committee or fair manager must approve installation of any exhibit using utilities not furnished by the fairgrounds. Any and all fees that may be assessed for such utilities will be noted on agreement and paid prior to set up of the exhibit.

Fire Safety: Fire Department regulations require both stands and trailers to have fire extinguisher present in case of emergencies.

Closing Day: Concessions/vendors shall remain in place until final closing on Tuesday March 8, 2023 or as scheduled in the dates and times committed in schedule provided no exceptions. All trailers and stands must be removed from the fairgrounds by 6 PM Tuesday March 8, 2023 unless an arrangement with the vendor committee chair or executive board has been made in advance.

Security and safety precautions will be monitored and applied to all buildings and property within the Fairgrounds perimeter during the week of the fair. However, the Alachua County Youth Fair and Livestock Show assumes no responsibility for loss or damage resulting from fire, theft, vandalism, or acts of God that may occur during your stay at the fair.

In no case will the Alachua County Youth Fair and Livestock Show, board, directors, officers, or staff be held responsible for any loss, damage, or injury of any description to any person, animal, article, or third party while same is on the fairgrounds, or at any other place or time. It is mutually agreed and made part of this contract that the lessee shall in all respects comply with these rules, and the laws of the state of Florida.

Notwithstanding any other rules and regulations herein, or set forth on the contrary, it is expressly understood and agreed upon that the vendor committee chair and the executive board of the Alachua County Youth Fair board may terminate any exhibit contract if in his/her judgment said exhibit is detrimental to the fair. It is further expressly understood and agreed that his/ her judgment shall be final and conclusive. Verbal agreements contrary to this agreement will not be recognized.

The parties agree that License shall not be construed as a lease, easement or other interest in the real property of the Fair.

**PLEASE MAKE ALL PAYMENTS PAYABLE TO:**

**ALACHUA COUNTY YOUTH FAIR AND LIVESTOCK SHOW (ACYFLS)**

**MAIL TO:**

**PO Box 12114**

**GAINESVILLE, FL 32604**

**ATTN: ACYFLS VENDOR PAYMENTS**

**VENDOR AGREEMENT**

This agreement is made this day of \_\_\_\_\_ 2023 by and between the Alachua County Youth Fair and Livestock Show, a Florida not-for-profit corporation organized under Chapter 616 of the Florida Statutes (herein after called Fair) and Concessionaire/Exhibitor (herein after called Vendor), as more fully described below, for and in consideration of the terms, provisions, conditions and mutual covenants contained herein. The Fair and Vendor agree as follows:

**PLEASE COMPLETE ALL INFORMATION**

Name of Business (Vendor Name): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Drivers License # \_\_\_\_\_

FEIN#: \_\_\_\_\_ Sales Tax Dealer#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) Cell: ( \_\_\_\_\_ )

Email: \_\_\_\_\_

Application Accepted? Yes No Insurance certificate of liability received? Yes No

Total balance due \_\_\_\_\_ Amount paid: \_\_\_\_\_ Cash /Certified Check/Money Order

Space Assignment: \_\_\_\_\_

**TYPE OF EXHIBIT/VENDOR PLEASE PROVIDE PHOTO OR DRAWING OF SET UP**

Food Sales \_\_\_\_\_ Direct Sales \_\_\_\_\_ Non-Profit \_\_\_\_\_ Exhibit only \_\_\_\_\_

**Cost is \$250 per week or \$50.00 per day**

10' X 10' booth. Depth is always 10' regardless of number of booths requested. NO additional depth will be permitted.

Trailer/stand/tent size NOT including awnings: Depth \_\_\_\_\_ Frontage \_\_\_\_\_

Trailer/stand/tent size including all awnings: Depth \_\_\_\_\_ Frontage \_\_\_\_\_

Do you have a stock trailer or truck? Yes / No Is tongue removable? Yes / No

Do you need electric? Yes / No Do you have UL300 fire suppression system? Yes / No

I have read and understand all of the materials contained in this application, including insurance information and rules and regulations. **DEADLINE FOR SUBMISSION February 11, 2023**

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

Print Name and Title: \_\_\_\_\_