

St. Johns County Agricultural Fair

GENERAL INFORMATION AND APPLICATION

Indoor/Outdoor Vendors And Concessions

RULES & REGULATIONS

ST. JOHNS COUNTY FAIR ASSOCIATION, INC.

5840 State Road 207 Elkton, Florida 32033

Office (904) 692-4603 Fax (904) 692-2720

Web Site - www.stjohnsfair.com E-mail - fairmanager@stjohnsfair.com

OUTSIDE BOOTH SPACES:

Outside space is 10-20 feet wide and 20 feet deep. **There shall be no encroachment on the adjoining space.** Food concessions will receive a standard 220 Volt electrical hook-up. Because electrical requirements may affect placement, all spaces will be assigned at the discretion of the management. All commercial vendors must prominently display the prices of each item including tax. All spaces must remain intact until midnight on the last night of the Fair. Exhibitors may advertise and/or distribute from INSIDE their booth space only.

*****All Food Vendors will be required to have a gray water tank.**

Gray Water Tank Rental: Rental Fee \$175.00 per tank (includes one (1) pump-out). If additional pump-outs are needed it is the responsibility of the vendor. Please contact the Fair Office to rent a Gray Water Tank, prior to the Fair.

ELECTRICAL: All concessionaires are required to use code approved lights, wire and extension cords in their respective exhibit area. The Fair retains the right of final inspection of all service connections, in accordance with local electrical codes.

ADDITIONAL ELECTRICAL HOOK-UP FEE CHARGES (220V)

30 or less amps \$25.00 per day

31 or more amps\$50.00 per day

SET-UP:

THERE IS ABSOLUTELY NO ADMISSION TO THE FAIR GROUNDS PRIOR TO MONDAY, Prior to the start of the Fair on Tuesday, unless arrangements have been made with the Fair Management.

All exhibits must be in place NO LATER THAN 10:00 A.M. ON THE OPENING DAY OF THE FAIR. Exhibitors may start setting up on Monday at 10:00 A.M. prior to the opening day of the Fair. The Exhibit Buildings will be closed and locked at 7:00 P.M. each evening, **UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.**

PASSES:

Each vendor who has paid for space will be issued (BY REQUEST) a total of twenty (12) daily passes for the duration of the fair. This averages two (2) passes per day to be used at the vendor's discretion. Additional passes may be purchased at advanced discount prices Prior to the opening of the fair. . Presale Tickets are available from the Fair Manager. *****There will be no admittance into the fair without an admission ticket. Please make sure all your help has an admission ticket before they arrive at the front gate. The gate personnel will not be responsible for obtaining passes for your people.**

SOLICITING:

ABSOLUTELY NO SOLICITING IS PERMITTED OUTSIDE THE BOOTH/EXHIBIT AREA. THIS APPLIES TO BOTH INSIDE AND OUTSIDE THE FAIR GROUNDS.

POLITICAL BOOTHS are not allowed at this time.

FIRE & SAFETY: Fire Marshal WILL inspect prior to Fair opening, it is up to each vendor to know and satisfy all local fire and safety codes. There will not be any refunds if vendor is sited and not allowed to participate in the Fair by Inspector.

Decorations must be fire retardant. Machinery in motion MUST be enclosed with a barrier placed two (2) feet in front of the moving object. Bottled gas containers in the buildings are prohibited. **All exhibits will be examined by the County Fire Inspector.**

SECURITY:

Security will be provided 24 hours a day beginning Monday prior to the opening day of the Fair and until Sunday following the close of the Fair.

DELIVERIES:

ALL DELIVERIES TO THE FAIR GROUNDS MUST BE COMPLETED 2 HOURS PRIOR TO THE GATE OPENING TIME EACH DAY. Any vendor expecting merchandise should make arrangements to meet the driver. The Fair Office will not accept COD's or be responsible for packages left at the Fair Office. UPS/FedEx deliveries: 5840 State Road 207 Elkton, Florida 32033.

GENERAL LIABILITY INSURANCE:

ALL VENDORS MUST provide a Certificate of General Liability Insurance in the amount of \$1,000,000.00 naming the following as additional insured:

1. **ST. JOHNS COUNTY FAIR ASSOCIATION, INC.**
2. **THE OWNER OF FAIRGROUND FACILITY - ST. JOHNS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**
3. **THE BOARD OF COUNTY COMMISSIONER of ST. JOHNS COUNTY, FLORIDA**
4. **ALL PUBLIC AGENCIES OF ST. JOHNS COUNTY, AS THEIR INTEREST MAY APPEAR**

The Certificate must be mailed directly to the St. Johns County Fair Association, Inc., 5840 State Road 207 Elkton, Florida 32033. The Certificate **MUST** be in the Fair Administrative Office prior to opening day. (Faxed copy will be accepted until original copy is received from the insurance company.

No claim for injury to any person for injury to, or loss of, any property on account of fire or theft, or for any other cause, shall ever be instituted against the St. Johns County Fair Association, Inc. It's Officers of agents and/or Staff, by or on behalf of any person, firm or corporation having license or privilege to exhibit outside or in the buildings.

HEALTH PERMITS/SALES TAX:

A group County Sales Tax Certificate is supplied by the Fair at a Fee of \$25

Health Permits are required for **ANY/ALL** Exhibitors selling edible products. The Division of Hotel & Restaurant Inspectors will be on the Fairgrounds prior to opening for licensing and collection of applicable fees. The Florida Department of Revenue will be on the Fairgrounds during the fair to collect sales tax on all taxable sales. All Vendors are requested to post Hand Washing Reminder Sign.

RENTALS:

The Fair **DOES NOT** provide tables, chairs, extra curtains or equipment of any kind.

FOOD VENDOR SEATING AND TRASH COLLECTIONS:

Each food vendor is responsible to supply 1 seat and table per 10 linear feet, such as, 20ft trailer would supply 2 seats and table. Each food vendor will supply and empty one 55 gallon trash can, no overflow will be allowed. It is allowable for multiple vendors as a group supply a group seating arrangement.

CANCELLATIONS:

Prior to October 1 - 75% Refund. **No refunds after October 15**

RETURN CHECKS:

There will be a **\$100.00** service fee on **All** return checks AND WILL BE TURNED INTO THE STATES ATTORNEY FOR COLLECTIONS.

ANIMALS:

NO PERSONS SHALL ENTER OR REMAIN ON THE FAIRGROUNDS WITH A DOG, CAT OR OTHER PET OTHER THAN SEEING EYE DOGS OR ANIMALS PART OF AN APPROVED EXHIBIT DISPLAY. ALL RV PARKING PETS MUST BE TIED UP OR CONTAINED IN THE VENDORS RV SITE AT ALL TIMES. AN AREA CONFINED BEHIND THE CAMPERS WILL BE A DESIGNATED DOG WALK AREA. PLEASE WALK DOGS ONLY IN THIS AREA. PET WASTE MUST BE REMOVED AND DISPOSED PROPERLY.

ALCOHOLIC BEVERAGES ON THE FAIRGROUNDS ARE PROHIBITED BY COUNTY ORDINANCE.

APPLICATION FOR VENDOR SPACE FOR THE ST. JOHNS COUNTY FAIR

PLEASE NOTE: NEW APPLICANTS WILL REQUIRE PHOTO OF DISPLAY SET UP INCLUDED WITH APPLICATION.

BUSINESS NAME: _____

CONTACT NAMES: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ CELL: _____

E-MAIL: _____ WEB-SITE: _____

TYPE OF EXHIBIT: FOOD _____ COMMERCIAL SALES _____ EXHIBITOR: _____

PLEASE LIST ITEMS YOU WOULD LIKE TO SELL OR DISPLAY:

IF SELLING, PLEASE GIVE PRICE RANGE FROM \$_____ TO \$_____

OUTDOOR SPACES ARE 12-20' WIDE X 20' DEEP @ \$600.00 EACH FOOTAGE REQUIRED _____

INDOOR SPACES ARE 8-10' WIDE X 6-8' DEEP @ \$450.00 EACH # SPACES REQUIRED _____

ELECTRICAL REQUIREMENTS (REFER TO VENDOR RULES FOR ELECTRICAL FEES):
_____ 120 VOLTS _____ 240 VOLTS _____ AMPS

R. V. SPACE YES _____ NO _____ (NO CAMPING OUT OF CARS ALLOWED ON PROPERTY)

REFERENCES

HAVE YOU EVER EXHIBITED AT THE ST. JOHNS COUNTY FAIR? YES _____ NO _____

IF YES, PLEASE LIST WHEN AND THE NAME OF YOUR BUSINESS AT THAT TIME

HOW MANY YEARS HAS YOUR BUSINESS BE IN OPERATION? _____

PLEASE LIST THE FAIRS / FESTIVALS YOU HAVE BEEN ASSOCIATED WITH:

- 1) _____ CONTACT
PERSON _____
- 2) _____ CONTACT
PERSON _____
- 3) _____ CONTACT
PERSON _____

THIS IS AN APPLICATION FOR SPACE, NOT A CONTRACT. DEPOSITS WILL NOT BE ACCEPTED WITH THIS APPLICATION. IF A CONTRACT IS OFFERED DEPOSITS ARE DUE IMMEDIATELY WITH SIGNED CONTRACT. APPLICATION DOES NOT GUARANTEE SPACE. Questions: Please call FAIR MANAGER

SIGNATURE OF APPLICANT: _____ DATE: _____

(BY SIGNING THIS APPLICATION, YOU AGREE THAT YOU HAVE READ AND UNDERSTOOD ALL VENDOR RULES)
PLEASE RETURN YOUR APPLICATION TO: St. Johns County Fair Association, Inc., 5840 State Road 207 Elkton, Florida 32033
E-mail Application to: fairmanager@stjohnsfair.com Fax # (904) 692-2720 for questions please use e-mail