

FEB 5 THRU 16, 2026

FLORIDA *State Fair*



VENDOR GUIDE

**FLORIDA STATE FAIR AUTHORITY
VENDOR GUIDE
EXHIBIT B**

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Florida State Fair Vendors, Concessionaires and Sponsors,

Welcome to the 122nd Florida State Fair! February 5–16, 2026

We're thrilled to have you on board as we gear up for another unforgettable Florida State Fair — our 122nd celebration of tradition, community, and fun!

As the *Official State Fair of Florida*, we're proud to host a one-of-a-kind experience that brings together the very best in food, entertainment, agriculture, education, and family fun. Your unique contributions play a key role in making this event a success, and we're excited to have you along for the ride!

What's New This Year: America250!

In 2026, the United States celebrates its 250th anniversary — and we're joining the nationwide excitement by weaving America250 themes throughout the Fair. From programming and displays to design and storytelling, you'll find nods to our nation's rich history across the grounds. The Florida State Fair will tie into this theming as **"America's Sunniest Celebration"** We encourage you to join in! Whether it's with a creative booth design, themed offerings, or a fun historical twist, your participation adds something special to the celebration.

Important: 2026 Vendor Manual

To help you prepare, please review the **2026 Florida State Fair Vendor Manual**, included in your License Agreement. It covers everything you need to know policies, procedures, operational requirements, and more — all designed to make your fair experience smooth and successful from day one.

We're Here to Help!

Our dedicated team is available Monday–Friday, 9 AM to 4 PM, to answer questions and provide support. Email: Vendors@FloridaStateFair.com or **Call: 813-627-4317**

Thank you for being part of this cherished tradition. Your passion and professionalism help make the Florida State Fair an unforgettable experience for the hundreds of thousands of guests who walk through our gates each year.

Here's to a fantastic 2026 Fair — and an even brighter road to America250!

See you at the Fair!

Warm regards,

Cheryl F. Flood
Chief Executive Officer

www.FloridaStateFair.com

MAILING:
P.O. Box 1766
Tampa, FL 33680

Phone: 813-621-7821

Toll-Free: 800-345-FAIR

Fax: 813-740-3505

LOCATION:
4800 U.S. HWY 301 N.
Tampa, FL 33680

Cheryl F. Flood
Chief Executive Officer

CONTACT INFORMATION:

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Concessions, Camping & Electric: Kimberley Moritz	813 740-4642, Cell: 813-951-4531
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Accounting: Tawana Mobley	813-627-4356
Accounting: Kym Rigsbey	813-627-4358
Credentials: Maggie Cooper	813-663-3663

NO DIG/STAKING POLICY: WARNING: There are multiple underground utilities within the Fairgrounds including, but not limited to, electric, gas, communications, water and sewer lines (collectively, "Underground Facilities"). Even minor activity that disturbs the surface of the earth has the potential to damage Underground Facilities resulting in major and costly repairs. COMING INTO CONTACT WITH THE UNDERGROUND FACILITIES MAY CAUSE INJURY OR EVEN DEATH. Licensee represents, warrants and covenants that it will not, in any manner, cause the Fairgrounds to be altered or affected, in any way. To ensure compliance with this term, the Fair Authority prohibits digging, excavation, boring, auguring, stakes, or other physical alteration of the Fairgrounds without explicit planning and written authorization by the Fair Authority. Alternate methods of staking MUST be used. Failure to comply will result, at a minimum, in a \$500 fine.

VENDOR TYPES & DEFINITIONS

At the Florida State Fair, the words "Exhibit" or "Licensee" or "Exhibitors", "Vendors", "Concessionaires", "Food & Beverage Vendor", "Sponsor" are used interchangeably. Vendors are classified into the following categories:

Food & Beverage/Concession Vendor: Any vendor that offers an immediately consumable product including food and non-alcoholic beverages.

Outdoor Commercial/Retail Vendor: Outdoor informational and/or retail Vendor offering a product or service that is enjoyed after leaving the Fair Park. This category includes retail, non-retail, pitch, and novelty Vendors.

Artisan Marketplace (Special Events Center): Vendor, Artisan or Craftsmen that makes and sells fine handmade art or crafts.

Indoor Commercial/Retail Vendor (Expo Hall): Indoor informational and/or retail Vendor offering a product or service that is enjoyed after leaving the Fair Park. This category includes retail, non-retail, pitch, and novelty Vendors.

Sponsor: An organization receiving benefits through a customized agreement.

LODGING:

CAMPING: Camping during the annual Florida State Fair is for Concessionaires, Vendors, Livestock Exhibitors, etc. Reservations are required and are accepted on a first-come, first-served basis through the application located on the vendor page of the Florida State Fair website, <https://floridastatefair.com/vendors/> and must be received by January 12, 2026. Space is limited, please reserve your space as soon as possible.

Campground rates are \$59 per night for a 30-amp or 50-amp hookup. Spaces are assigned as campers arrive. No specific number will be guaranteed with any reservation. Refunds will only be provided if the cancellation is made in writing and received no later than (2) weeks prior to the check-in date. Camping is only allowed in assigned spaces. Reservation of space includes parking for only one support vehicle. Additional vehicles must be parked in General Parking.

HOTELS: The Fair Authority partners with local hotels to provide the best available rate. For additional information and the most up to date list visit <https://floridastatefair.com/lodging/hotels/>.

UNIFIED AUDITING GUIDELINES:

Percentage Contracts: All concessionaires and vendors operating under a percentage contract are required to pay the percentage stated in the License Agreement of their gross revenue daily, after applicable sales tax. "Gross Sales" means the total amount of all revenue received from the sale of goods. All percentage vendors will use an approved CLOVER POS (Point of Sale) System for all transactions. NO other POS systems (or cash registers) are allowed. Percentage contract vendors agree that the Florida State Fair may, from time to time, and at any time, audit the operation of the vendor, including all cash and credit receipts and transactions, copy of supply invoices, and disbursements for purposes of confirming the accuracy of all reports of gross sales. Daily sales reports must be submitted by the percentage vendor of the day's sales. See below for information regarding your submission of timely sales reports.

Daily Sales Reports: A Daily Sales Summary will be required from all percentage vendors using a Clover POS System. The Daily Sales Reports will provide a breakdown and accounting of all sales activity for each day. Daily Sales summary of credit card and cash transactions will be required.

With these procedures there will be an Audit Office (hours of operation will be posted) where you will turn in the previous day's daily sales reports. Only complete daily sales reports will be accepted. Once your sales figures are approved and calculated you will receive an invoice detailing your running total sales for the day and what is due to the Florida State Fair. All sales summaries and "journals" are the property of the Florida State Fair.

Failure to comply with these financial reporting procedures will be considered a violation of this Agreement. Upon being advised of a violation, the Florida State Fair will be called upon to review the problem and resolve the matter. Violations will be taken into consideration when issuing contracts for the following year or may result in immediate cessation of the rights and privilege to do business with the Florida State Fair and your stand immediately ordered to stop operations, close, and vacate the property. Expelled vendors will forfeit all fees, deposits, and payments.

Register Tagging: The Auditing Team will check each stand/booth to record the model numbers and serial numbers for all Clover Systems. Once it is approved for use, each Clover will get its own register tag number. Clover Systems cannot be used for sales until they have been tagged, and the information has been recorded. Let the Audit team know when your Clover systems are ready to be tagged and checked in.

Clover Sales Reports: Under this License Agreement, all Clover Daily Sales Reports are to be submitted daily to the Audit Office. For maintaining an accurate audit trail, all POS reports need to be identified by the Audit register tag number, Name of exhibit/stand, booth number, and date. All reports need to be clear and legible.

Receipts: All Concessionaires/Vendors on percentage sales who are required to utilize a Clover POS System MUST issue a paper sales receipt to the customer for each sales transaction. Automatic receipt printing must be turned on in the Clover setup menu. The paper receipt must be handed to the customer after every transaction. This procedure is NOT optional, and the Concessionaire/Vendor should NOT ask the customer if they want the option of receiving a receipt. Failure to print receipts may result in the concessionaire/vendor being in violation of this agreement and may result in immediate cessation of the right and privilege to do business with the Florida State Fair.

Clover Rental Program: Clover offers a low-cost rental program where concessionaires can rent an approved Clover system. Concessionaires will receive a Clover Registration form to sign up if they choose to. Clover will be on site and will set up all rented devices for the concessionaire including their menus and training.

Point of Sale (P.O.S.) Systems

- Currently approved POS Systems are Clover with a forward-facing display. ALL Clover systems must have a receipt printer and a connected cash drawer.
- Cash Drawer **MUST** be linked to the Clover and automatically open with each transaction. All cash must go into the connected cash drawer **ONLY**.
- Concessionaires will not work from an open cash drawer.
- Clover **MUST** have dual display. Clover GO devices and Virtual terminals are not permitted.
- The POS System **MUST** be positioned so customers can always view total and see their receipt printing and the connected cash drawer opening and with their transaction.
- A Clover system is required for each ordering window/line you serve. A vendor with multiple locations will require separate merchant identification numbers (MID) for each location
- The daily sales summary must be separated by cash sales and credit card sales.
- The Florida State Fair/Auditor must be added as an employee with Admin Access to view the Clover reports and transactions at any time.
- **NO KEYS ARE TO BE LEFT IN THE CONNECTED CASH DRAWER.** You may not use a cash drawer key during any part of the transaction.
- All cash is to be placed into the cash drawer that recorded the transaction.

VENDOR HOURS OF OPERATION:

Vendors are expected to have their locations open, staffed and operating all hours of operation listed below:

Outside Vendors: *Closing times vary based on attendance and weather.

Thursday, February 5: 11:00 am to Fair Closing

Friday, February 6 – Sunday, February 8: 10:00 am to Fair Closing

Monday, February 9 – Thursday, February 12: 11:00 am to Fair Closing

Friday, February 13 – Monday, February 16 (Final Day): 10:00 am – Close

Indoor Vendors:

Thursday, February 5: 11:00 am to 9:00 pm

Friday, February 6 – Sunday, February 8: 10:00 am to 9:00 pm

Monday, February 9 – Thursday, February 12: 11:00 am to 9:00 pm

Friday, February 13 – Monday, February 16 (Final Day): 10:00 am – 9:00 pm

LICENSE AGREEMENT: Every individual or company doing business on the Fairgrounds during the Florida State Fair must have a written, executed license agreement identifying the location of the space to be occupied by Licensee and must provide a certificate of general liability insurance naming the Florida State Fair Authority as certificate holder and additional insured. Pricing will be based on space size, location or percentage. Occupying a space does not ensure or guarantee that Vendors have a right to any space, the same space, or similar space for future Fairs. If a Vendor sells his or her business and/or merges with a new owner, the new owner must complete an application.

PAYMENT: A non-refundable deposit for each exhibit space reserved is due with the signed License Agreement. If the deposit is not received, the space will be released at the sole discretion of the Fair Authority. Accepted payment methods before January 15 are cash, credit card, check or money order. Accepted payment methods after January 12 are cash, credit card, or money order. **No personal checks will be accepted after January 12.**

PRE-FAIR INFORMATION

CHECK-IN: Enter through the Orient Road Service Entrance, 5025 Orient Rd., Tampa, FL 33610, and proceed to the right to the Credentials Office. ***The Orient Road Entrance is only accessed via specific parking passes once the Fair opens on February 6. Please review the entry point listed on your parking pass.**

CREDENTIALS OFFICE: All Vendors will be required to wear the Florida State Fair photo I.D. badge while on the Florida State Fairgrounds property. Badge must be always worn on the upper torso and visible. Two badges are issued at no charge per location. Additional I.D. badges are \$45 each, regardless of if it is purchased for one day or the entirety of the Fair. All individuals entering the Fair will be stopped and required to scan their badge upon EVERY entry.

ELECTRIC & CAMPING OFFICE: Camping and Electrical permits may be picked up from the Electric Office, located across from the Credentials Office.

SET-UP:

Outdoor: Set-up may begin January 27 and continue through February 4. Set-Up times are from 9:00 am to 4:00 pm daily. All paperwork, payments and insurance must be received prior to being placed. You will need to pick up your Credentials, Electrical Permit, and Stock Truck Permit prior to being placed on location.

*If you need to stage or store equipment, trailers, concessions, etc. prior to January 27, special arrangements must be made through the Concessions and Exhibits Department.

Indoor: Set-up hours are February 1 - February 4, 9:00 am to 6:00 pm. All paperwork, payments and insurance must be received before you set-up. You will need to pick up your Credentials and Parking pass before proceeding to the Expo Hall or Artisan Marketplace.

*If you need to set up prior to February 1, special arrangements must be made through the Concessions and Exhibits Department.

The Fair Authority will in no way be responsible for any property of the Licensee brought onto the Fairgrounds.

Credentials Office Hours	
January 24 – February 1	8:00 am – 5:00 pm
February 2 – February 5	7:00 am – 7:00 pm
February 6 – February 16	8:00 am – 5:00 pm

Electrical & Camping Office Hours	
January 24 – February 5	8:00 am – 8:00 pm
February 6 – February 8	7:00 am – 8:00 pm
February 9 – February 17	8:00 am – 5:00 pm

Only after you have obtained your credential badges and necessary permits proceed as follows:

Outdoor: Proceed to the queue line where security will call the Concessions Team to direct you to your location. The installation of exhibits may begin on January 27 and continue through Wednesday, February 4. You must be in place no later than 4:00 PM on Wednesday prior to the start of the Fair.

Artisan Marketplace: Proceed to the SEC and check-in with the vendor coordinator in the southwest corner. You must be in place no later than 4:00 PM on Wednesday prior to the start of the Fair.

Expo Hall: Proceed to the Expo Hall and check-in with the vendor coordinator in the southwest corner. You must be in place no later than 4:00 PM on Wednesday prior to the start of the Fair.

TEAR DOWN: Dismantling and packing may not begin until the times listed below on the last night of the Fair. No vehicles will be permitted in public pedestrian areas of the Fairgrounds until specifically authorized by the Fair Authority. On the last day of the Fair upon move-out, Vendors must clean up their space and leave it in the same condition as they found it during move-in. All trash should be bagged and/or placed into proper receptacles. Failure to do so will result in \$500 fine and future contracts will be revoked.

Indoor Vendors: All booth displays must remain in operation until the building closes at 9:00 pm, the last day of the Fair. No visible packing or dismantling of your booth display is permitted before 9:00 pm. Handcarts will not be permitted in the building until close for safety reasons. If booths do not remain in operation until 9:00 pm on the last day of the Fair, a \$500 fine will be incurred, and future contracts will be revoked.

All exhibits must be dismantled and removed by 5:00 PM on Tuesday, February 17, 2026. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

Outdoor Vendors: All exhibits must remain in operation until 11:00 pm on the last day of the Fair, unless otherwise authorized by the Fair Authority due to weather, etc. The Concession Manager will close the exhibit areas and then give the signal to Fair personnel to direct Vendors' vehicles into the inner grounds in order of location. All tents, trailers, stands, etc. must be dismantled and removed by 5:00 PM on Wednesday, February 18, 2026. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

PRODUCT EXCLUSIVITY:

Spa Manufacturers, Inc. is the only entity or individual allowed to exhibit and/or sell, distribute, service or rent spas or spa parts and accessories. For purposes of this disclaimer, "spa" means all fiberglass spas and preformed/premade fiberglass pools including a spa, swim spa, soft tub, pool shell or hot tub.

Coca-Cola Beverages of FL, Inc. ("Coke") is the exclusive provider of bottled water, soda, and all non-alcoholic beverages, including juices, teas, refrigerated coffees and isotonic drinks sold on the Fairgrounds, ("Coke Products"). Product must be ordered, purchased and picked-up from the product distribution center located onsite at the Florida State Fairgrounds.

Mattress Firm, Inc. is the sole authorized entity permitted to exhibit, sell, distribute, service, or rent mattresses and massage chairs on the Florida State Fairgrounds. For the purposes of this agreement, "mattresses" include all types of sleep surfaces such as memory foam, innerspring, hybrid, and adjustable mattresses, and "massage chairs" refer to any automated seating product designed for therapeutic or relaxation massage. No other individual or entity may promote or provide these products during any event or operation on the Fairgrounds without express written consent from the Florida State Fair Authority.

PARKING: A limited amount of Vendor parking is available in designated areas within the Fairgrounds during the Fair.

Outdoor: All Vendor motor vehicles and stock trucks/trailers must have a permit and park in their designated areas.

Expo Hall: Parking is designated in Lot 2, located near the northwest corner of Expo Hall. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space.

Artisan Marketplace: Parking is designated in Lot 8, located near the southwest corner of Special Events Center. All Vendor vehicles and stock trucks/trailers parking in the Vendor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space.

GENERAL INFORMATION, POLICIES, and RULES

ALCOHOL: No alcoholic beverages or illegal substances are permitted to be consumed or kept within your licensed space.

ADVERTISING: You may not advertise or distribute information about anything other than products/services specifically approved or indicated in your license agreement, nor are you allowed to advertise or promote your products, services or booth at any location on the fairgrounds other than your licensed space.

AUDITING: Please refer to pages 4 – 5 for Auditing Guidelines.

BANNERS, SIGNAGE: All banners, signage, posters, A-Frames, etc. are strictly prohibited outside of your booth. Handmade, handwritten or other unprofessional looking/appearing signs are prohibited. All signs, banners, posters, etc. must be printed and professionally made. Signs or materials of any kind that are deemed objectionable by the Fair, in its sole discretion, will be removed without liability to the Fair.

BOOTHS/STANDS: The booth/stand must always be staffed during the Hours of Operation/Official Fair Hours with an adequate number of personnel. An unoccupied booth/stand has very little value to you or to our patrons and theft may occur when not manned. Management, employees, and volunteers must remain within the booth space while conducting all business. This rule is strictly enforced. To ensure safety of all guests and easy flow of traffic, make sure that your patrons do not block aisles, roadways, or neighboring vendors.

BUILDING TEMPERATURE: Building temperature will be kept at one setting for the entire Fair. Please plan accordingly.

CAMPING: Campsites are rented on a first-come, first-serve basis. Reservation of space does not guarantee enough room to park a vehicle. No camping on the fairgrounds except your assigned camping location. It is a violation of State and local law to discharge gray or black water on the grounds. Any violation is subject to a fine by Hillsborough County Health Department and ejection from the premises by the Florida State Fair Authority. Camping reservations must be made by completing the camping application.

CANCELLATIONS BY LICENSEE: Should you find that you are unable to participate in the Florida State Fair, a request for cancellation of your License Agreement must be made in writing. Any amount that has been paid may be retained by the Fair.

CHANGE BANK WINDOW: The change bank walk-up-window is located on the west side of the Administration Building,

CONDUCT OF VENDORS: Each Vendor is expected to deal honestly and fairly with the public. Vendors will not misinform regarding another company or product that is being represented, displayed, or sold at the Fair. Negative attitudes, excessive unfounded complaining, etc. are not welcomed and will not be tolerated. Please make sure your employees know that your opportunity to participate in future Fairs is contingent upon their professionalism and experience provided to guests.

CUSTOMER REFUND POLICY: Vendors must maintain a reasonable return/refund/exchange policy for patrons during the Fair. If refunds are not offered by the Vendor, signage must be prominently displayed in the booth and list that refunds are not offered. In the interest of good customer relations, Florida State Fair management reserves the right, at its discretion, to suggest a Vendor to refund the full amount of any customer's purchase.

DAMAGES: You agree to promptly reimburse and pay the Fair Authority for any damages to Fair property or equipment that you, your employees, or your agents cause during the term of your Agreement.

DATE CHANGES TO THE FLORIDA STATE FAIR: The annual Florida State Fair is scheduled February 5 – 16, 2026. The Fair Authority may be required to change the dates of the 2026 Florida State Fair and will notify LICENSEE of a change of dates within a reasonable time.

DELIVERY ADDRESS: To be sure your packages are received, and you are notified in a timely manner, they must be labeled as example provided:

Your Company Name
Your Name and Location
C/O Florida State Fair
4800 US Highway 301 North
Tampa, Florida 33610

DELIVERIES BEFORE THE FAIR: The Fair Authority does not store or receive any deliveries prior to February 4. If you are having merchandise or equipment shipped for use at the Fair, you must have one of your employees at the Fairgrounds to accept the delivery.

DELIVERY FEE SCHEDULE: If items are delivered to the Fairgrounds prior to February 4, a handling fee will be assessed for the service.

Date	Fee
January 12 – January 19	\$500
January 20 – January 26	\$350
January 27 – January 31	\$250
February 2 – February 18	\$0

*** The Florida State Fair does not have the ability or space to store your deliveries during the fair. If pallets of product/merchandise are not claimed within 24 hours of delivery, a per day storage fee will be applied at a rate of \$100 per day.**

DELIVERIES DURING THE FAIR: The Delivery Shed is located near the Orient Road Entrance. Vendors are encouraged to pick-up packages each morning prior to the Fair opening. Only carts with permits will be allowed to operate on the Fairgrounds. Permits are paid (\$250.00) and issued at the Credentials Office.

Outdoor Vendors: Every day at 7:00 am, Vendors may re-supply their units. All delivery vehicles must be removed from the inner grounds no later than 30 minutes prior to Fair Operating Hours. Vehicle access will be allowed after the all-clear is given each night, approximately 30 – 60 minutes after fair closing. Additional stock can be brought in via hand cart during Fair operating hours as needed.

Indoor Vendors: Vendors may re-stock booths one hour prior to opening and up to one hour after the building closes. All Vendors must enter through the Vendor Entrance. Only those Vendors with 2026 Florida State Fair Credentials will be permitted to enter the building during restocking hours. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the Fair.

DEPOSITS: If deposits are not received by the payment deadlines listed on your license agreement, space will be released with no refund. NO EXCEPTIONS.

DRAWINGS FOR GIFTS OR PREMIUMS: All drawings, giveaway offers, free registrations or similar incentives must be approved by the Fair Authority, in writing, prior to the opening day of the Fair. Vendors must notify management of the time and conditions of drawings and furnish names and addresses of any or all winners immediately following the drawing. Under no circumstances may the Vendor use the name of or implicate the Fair Authority in a promotion of this type. All drawings must be made prior to 7:00 PM on closing night. An official of the Fair must be present when the drawing is held. It is the Vendor's responsibility to deliver the prize, gift or premium to the winner within 30 days after the drawing. The prize, gift or premiums must be free with no additional payment of money or other consideration required by the winner(s) and any drawing, giveaway, or registration must comply with all Federal, State and local laws. Fair employees, Vendors, their employees or immediate family members are not eligible to participate.

ELECTRICAL SERVICE FORM: If you need additional hook-ups, please contact Kimberley Moritz, Kimberley.Moritz@FloridaStateFair.com

Electrical Permits for Outdoor Vendors/Concessionaires are located at the Electric Office across from Credentials.

Electrical and safety standards of all tents, booths and concession stands must comply with State and local codes. To ensure compliance, no electrical connections will be made until an inspection has been conducted by a Fair's electrician. ONLY a Fair Authority electrician or its exclusive electrical contractor may connect or disconnect from Fair Authority electrical circuits. All electrical wires must be located outside of pedestrian walkways or covered with Fair Authority approved cable covers.

Vendor/exhibitor releases the Fair Authority and holds it harmless for all losses of power beyond Fair Authority control, including but not limited to, losses due to utility company failure, permanent power distribution failure, a power failure caused by vandalism, acts of God, faulty vendor/exhibitor equipment, or overloads caused by vendor/exhibitor.

EQUIPMENT SAFETY: Machinery in motion must be located safely inside of Licensee space with adequate safeguards. Licensee with machinery exhibits shall be fully responsible for injury or damage to persons or property of others. Electrical cords and water hoses shall not be placed in pedestrian walkways without approved cable covers. Utility access ports must be replaced and be flush with the opening. Do not install hose connectors that displace the cover without securing the area by safety caution procedures such as cones or caution guards.

Cylinders containing or used for commercial gas must be strapped, bolted or chained securely into position. Under no circumstances will tanks or cylinders be permitted inside the buildings. Each installation requires approval by the Fire Marshall and sometimes the Fire Marshal will not permit any cylinders containing propane (or similar gas). Check current fire code rules.

FENCING/BARRICADES: Concessionaires and Vendors who have outside locations are required to landscape or fence openings between locations to be aesthetically pleasing to our guests and to keep our guests from cutting through or going behind the stand/booth. All locations are required to fence and mask behind your stand to hide equipment and storage.

FIRE HAZARD REQUIREMENTS: All food concessions are required to have workable fire extinguishers in their booths. Stands with cooking facilities are required to also have a grease trap installed or attached. Under no circumstances shall grease be poured onto the grounds or into sewers. Grease barrels are provided. Use them to dispose of excess grease. All decorations and booth materials must be flameproof and are subject to test and approval by Fire Marshall.

FISHING: No fishing in the Fair Authority lakes when the Fair is open to the public.

FOOD SERVICE PERMITS: Any Vendor preparing and/or offering samples of food items must obtain a Temporary Food License from the Division of Hotels and Restaurants. They will be onsite during the Fair, issuing permits and collecting the fee. The Division does not accept cash payments for fees at temporary events. The Division accepts cashier's checks, money orders or other certified payments. Information can be found at: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporaryevent-guide/>.

FORKLIFT: The Fair Authority does NOT provide forklift equipment or services. If you need forklift services, they can be scheduled through the Decorator at a fee.

GOLF CARTS/AUXILIARY VEHICLES: Carts are a privilege on the grounds. Absolutely NO golf carts or motorized vehicles are permitted in pedestrian areas during Fair Hours. Auxiliary Vehicles are non-registered/non licensed four-wheel motorized vehicles such as golf carts. Only carts with permits will be allowed to operate on the Fairgrounds. Permits are paid (\$250.00) and issued at the Credentials Office and shall comply with the following rules:

- a) Permit and number must be prominently displayed.
- b) Proof of insurance is required when permit is purchased.
- c) Golf carts are not permitted in pedestrian areas once the Fair is open. They may be used only on perimeter roads.
- d) Golf carts shall be operated by a responsible licensed driver at safe, reasonable speeds.
- e) All carts, including first aid, shall cease operation on all main walk areas after opening unless responding to an injury.
- f) All rented golf carts must be rented on property through Jeffrey Allen Golf Carts.

Those found without the proper permit may be impounded for the duration of the Fair and future contracts or privileges may be placed in jeopardy.

GREASE DISPOSAL: Vendors who produce grease are responsible for proper disposal of the grease. Grease disposal sites are located throughout the Fairgrounds. A map of these locations is available from the Concessions Manager. Under no circumstances is grease, gray water, or any solid waste material to be poured into rubbish barrels, dumpsters or drains. Violators are subject to a \$2,000.00 fine for each infraction by the Fair Authority. Violators are subject to immediate removal from the fairgrounds.

ICE: Ice is available for purchase through the Fair Authority's contracted Food and Beverage Provider.

INSURANCE: Insurance is required from ALL Vendors. The Fair Authority must be named as additional insured. If you do not carry insurance in your normal course of business, it may be purchased through the Fair Authority. This is General Liability insurance and is only for the Fair. Please request an application or visit: <https://floridastatefair.com/vendors/>

INTERNET: Enhanced internet services can be purchased prior to the Fair. Applications must be made using the Florida State Fair Phone/IT Form. <https://floridastatefair.com/vendors/>

INVENTORY & RESTOCKING: Product inventory and back stock must be stored neatly and out of view during all hours of operation. It is highly recommended for outdoor vendors that products and valuables are always kept off the ground and/or protected from any puddles or high water that may occur due to weather or other occurrences. All restocking of products must take place during assigned non-operating hours. See **Deliveries during the Fair** for more information.

LOCATION NUMBER SIGNS: Vendors and Concessions are required to display the Location Number Sign prominently at each location.

MANUAL: By this reference, this Manual is incorporated and becomes part of the signed License Agreement/Contract indicating the Licensee agrees to abide by the rules and regulations of this Manual. This obligation applies to Vendors and all employees, volunteers, booth workers and staff.

MISREPRESENTATION: Any misrepresentation of any type, including but not limited to, attraction, exhibit or concession ownership, products and services offered, operation, mechanical condition of appearance in the registration process shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the Fairgrounds; in which case the affected Licensee shall waive all claims for damages against the Fair Authority, its officers, directors, agents and employees.

MOTORIZED VEHICLES & PERSONAL TRANSPORTATION: Under no circumstances are motorcycles, Segways, mopeds, scooters, standup electric scooters, electric bicycles, go-carts, ATVs, skateboards, rollerblades, hover boards, or other motorized vehicles allowed in pedestrian and inner fairgrounds areas during Fair Hours. Exceptions include power-driven mobility devices (OPDMDs) for individuals with a mobility impairment. OPDMDs must be operated at the speed of pedestrian traffic.

MUSIC: The Fair Authority prides itself on providing a family-friendly environment. All music must always remain “radio-friendly”, with no cursing, swearing or otherwise offensive language. Decibel levels must be less than 85. The Fair Authority reserves the right to deem objectionable from the standpoint of taste, quality, or compatibility.

OWNERSHIP CHANGE: If ownership interests in a particular stand, company, or other type of exhibit change for any reason, concessionaire must notify the Fair Authority’s Concessions & Exhibits Department immediately. A transfer of ownership of a particular business or of any or all pieces of equipment does not convey with it any licensed space at the Florida State Fair. An interest in a license agreement is strictly non-transferable without the written consent of the Concessions & Exhibits Department. Any request for ownership change will be evaluated by the Concessions & Exhibits Department on a case-by-case basis.

PETS: Pets are not allowed on the Fairgrounds, except for service animals, as defined in the Americans with Disabilities Act (ADA) or animals approved as part of an exhibition. Service animals are working animals, not pets.

PHOTOGRAPHY: Only photographers with approved Fair Authority Official Photographer credentials will be permitted to photograph or film during the annual State Fair.

PRICING: Pricing signs and Menus must be professionally generated, posted in a clear and visible location, in easy view of the customer. Vendors agree not to sell any items that are not listed in their License Agreement. The Fair Authority reserves the right to consult with the Vendor to set prices and sizes on certain food and beverage items. No tip jars are permitted.

PRODUCT LIMITATIONS: The Fair Authority reserves the right to limit products produced and sold during the annual Florida State Fair. The Fair Authority reserves the right, in consultation with the Vendor, to prohibit the sale, rental or display of any item that is reasonably deemed objectionable from the standpoint of taste, quality, or compatibility.

PRODUCT SUPPLY: The Fair Authority will contract certain food and beverage wholesalers to have their products available on the grounds to refurbish supplies to concessionaires. Wholesalers will include, but are not limited to: Coca Cola products, Flowers Bakery, and Fair Exclusive Concessionaire (for ice orders). Fair Exclusive Concessionaire is the holder of the Fair Authority’s liquor license and is the exclusive vendor of all alcohol distribution and sales. No other vendor may display, sample or sell alcohol on the fairgrounds.

RECEIPTS: Receipts for food, beverage, or merchandise must be given at the time of the sale. The name, phone number, and contact name of the Vendor must be printed on the receipt. **ALL RETURN POLICIES MUST BE CLEARLY POSTED IN YOUR BOOTH.**

RE-STOCKING:

Outdoor Vendors: Every day at 7:00 am, licensees may re-supply their units. All delivery vehicles must be removed from the inner grounds no later than 30 minutes prior to Fair Operating Hours. Vehicle access will be allowed after the all-clear is given each night, approximately 30 – 60 minutes after the fair closes. Additional stock can be brought in via hand cart during Fair operating hours as needed.

Indoor Vendors: Vendors may re-stock booths one hour prior to opening and up to one hour after the building closes. All Vendors must enter through the Vendor Entrance. Only those Vendors with 2026 Florida State Fair Credentials will be permitted to enter the building during restocking hours. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the show.

SAMPLING: All Vendors intending to provide samples will be required to obtain a Temporary Food License from the Division of Hotels and Restaurants. They will be onsite during the Fair, issuing permits and collecting the fee. For more information visit: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporaryevent-guide/>.

SANITARY DRAINS & GRAY WATER: Disposal of Gray water is defined as wastewater which includes but is not limited to that produced from sinks, dishwashing, general cleaning and handwashing. Vendors may dispose of gray water by directly connecting it to a sanitary drain if available or utilizing a holding tank (emptying to a gray water tank or sanitary drain as needed). If you do not know the location of the nearest sanitary drain or gray water tank, the Concessions Manager can assist you in locating one. Vendors are responsible for always keeping their lines clean and functioning properly. Gray water is only to be disposed of in the appropriate locations as identified by the Fair Authority. Vendors caught dumping gray water in storm sewers or other locations are subject to a fine.

SANITATION AND CLEAN-UP: All Licensees are responsible for keeping their booth/stand and area immediately adjacent to them in a clean and sanitary condition at all times by removing debris and disposing as specified by the Fair Authority. Outside Vendors are required to have storage areas, holding tanks, and garbage cans screened from the public's view. Scrim and/or screening is required to cover all back of house areas. All stands are required to have the proper skirting and landscaping to enhance the presentation of the fair. Any leaks from the stand, water or sanitation source must be fixed immediately to prevent stand closure. Licensee shall deposit all trash, garbage and other debris in sealed plastic trash bags which shall be kept out of sight until collected for disposal. All Outdoor Vendors and Concessionaires must place their trash in the dumpsters located throughout the Fairgrounds. Do not place garbage in the trash cans, these are for our guests.

Each booth/stand should be thoroughly cleaned each night. All boxes must be collapsed or broken down. For security reasons, clean-up crews are not permitted to enter or clean inside any booth or concession, as this is your responsibility. If an exhibit or concession requires clean-up (other than at night after closing), the staff manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles. All wastewater will be disposed of properly by using a holding tank and/or deposited in a sanitary sewer drop.

On the last day of the Fair upon move-out, Vendors must clean-up their space and leave it in the same condition as they found it during move-in. All trash should be bagged and/or placed into proper receptacles. Failure to do so will result in a \$500 fine.

SECURITY: It is to the benefit of the Vendor to have their location properly manned as security is the responsibility of the Vendor. The Fair Authority will not be responsible for the property of the Vendor. Valuable merchandise should be secured at night or removed to a safe location by the Vendor.

SMOKING: Smoking and vaping are strictly prohibited in all public buildings on the Fairgrounds.

SOLICITATION, HAWKING, AND ADVERTISING: The sale, posting or distribution of any merchandise, products, promotional items, printed or written material, except within the confines of the Licensed Space or as authorized by the Fair Authority, shall be prohibited.

SOUND & MICROPHONES: Amplified sound, loudspeakers, radios, broadcasting devices, live music, music systems or instruments, must be operated at a controlled volume and decibel level that does not disturb adjoining attractions, exhibits and concessions or activities in an adjacent public space. Fair Authority management discretion will be final in all circumstances and reserve the right to revoke permission to use such equipment if these provisions are not observed.

SOUND TRUCKS: The operation or parking of any sound trucks, or vehicles upon which any advertising signs, political or otherwise, have been affixed in any manner shall be prohibited inside and outside of the fenced-off areas of the Fairgrounds. Violation of this rule is grounds for termination of Vendor's license agreement.

STOCK TRUCKS: Storage and stock vehicle parking with or without utilities is available to Vendors as space permits for an additional charge. These vehicles will be placed throughout the fairgrounds at the discretion of the Vendor Services Department. Stock truck locations may change from year to year.

SUBLETTING: Defined as: The holder of a License Agreement allowing another company or business to occupy their location and conduct business in that location. Licensee may not sublease, assign or transfer a License Agreement

without written approval from the Fair Authority. Anyone found to be subletting space without approval shall have all of their license agreements canceled, and removed from the Fairgrounds, at the sole discretion of the Fair Authority.

TAXES: All Vendors are responsible for any applicable taxes that may be collected because of their operations or activity. As required by Florida law, you must collect and remit sales tax. Register at: <http://floridarevenue.com/taxes/eservices/Pages/registration.aspx>.

TENTING: All tents used by Vendors during the Fair must be of a professional grade and installation. Vendors may supply their own tent, but they may not be a standard retail grade pop-up tent or instant tent. Inspectors will be looking to ensure all tents meet criteria required by the National Fire Protection Association. This requires all tents have either a label affixed to it indicating the tent material is flame-resistant or paperwork indicating material has been treated with a flame retardant. This information must be presented upon request. Please see page 5 for more information on staking and disturbing the ground. In the event you are approved for staking, all stake holes must be filled upon removal of tent at the expense of the Vendor or tenting company. Vendors will be invoiced for stake holes that have not been filled within 3 weeks post-fair. If your tent is in an area which cannot be staked, tents must be secured with water barrels. Cement blocks, weights, rocks, milk jugs, etc. are not approved methods of securing a tent.

TIP JARS: Tip Jars and prompts for tips are not allowed on any bar or service counter. Tips may not be solicited but may be accepted if offered and immediately removed from the site of Fair guests.

WATER & SEWER: All Licensees connected to Fair Authority water service must have a reverse flow check valve back flow preventer installed at the point of water connection. All water hoses must be located out of pedestrian walkways and secured to prevent accidents. Leaking hoses will not be permitted. The Fair Authority does not assume responsibility for water or sewer service failures of any kind or liability for costs and/or damages related to water or sewer failures including, but not limited to, damage to equipment or property caused by drops or increases in water supply, water surges, sewer backups or blockages, loss of profits or revenue, loss of equipment use, cost of capital, cost of temporary equipment, claims of customers of the licensee, or for and special, indirect, incidental or consequential damages due to interruption or fluctuation in water or sewer service on the Fairgrounds.

**EXHIBIT C
INSURANCE REQUIREMENTS**

This page is provided for informational purposes to order your insurance certificate from your carrier.

Certificate of insurance with required endorsement must be provided prior to entry onto fairgrounds property.

The Certificate and Endorsements may be e-mailed to: Beth.Buckley@FloridaStateFair.com

For questions and additional information, please call (813) 627-4317

1. GENERAL LIABILITY INSURANCE: Required for all Licensees/Vendors/Performers/Contractors

- **Florida State Fair Authority must be named as Additional Insured and Certificate Holder.**
- Legal Name/physical address of venue: **Florida State Fair Authority 4800 U.S. Highway 301 N., Tampa FL 33610.**
- EVENT COVERAGE will be specific to this event, will not be shared with any other event and will include Move-In and Move-Out dates, if applicable.
- Certificates must be issued by the Insurance agent in typed format, including name, address and contact information of agent and must be signed by authorized agent.

General Liability	Required Coverage Limits
Premises and Operations	\$1 Million each occurrence
Damage to rented Premises	\$50,000.00 each occurrence
Personal & Advertising Injury	\$1 Million
General Aggregate	\$2 Million
Products-Comp/OP Aggregate	\$1 Million

COVERAGE BELOW IS REQUIRED IF APPLICABLE PER YOUR LICENSE AGREEMENT AND/OR APPLICABLE LAW

2. Worker's Compensation and Employer's Liability Insurance – Waiver of Subrogation Required

- Coverage limits to meet or exceed statutory limits for the State of Florida A Waiver of Subrogation Endorsement aka Waiver of Transfer of Rights of Recovery Against Others in favor of the Florida State Fair Authority applied to Worker's Compensation.

3. Commercial Auto Liability Insurance: \$1 Million each occurrence. - Endorsement Required

- Applies to any vehicle registered as a commercial vehicle or any vehicle over 26,000 lbs. Endorsement to the policy naming the **Florida State Fair Authority** as the additional insured.

The Florida State Statute (316.646 FS) requires all licensed vehicles to carry proper proof of insurance. Any Licensee, participant and/or vendor wishing to bring any vehicle inside of the fairgrounds perimeter fencing may be requested to show proof of such insurance before allowed entry.

If the LICENSEE's Project/Event is of a nature with high risk, fireworks, rodeo, motorized vehicle/ motorcycle/ watercraft/ powerboat practicing for, qualifying for, or testing for any racing speed, demolition or stunt activity, aircraft/hot air balloon, multiple amusement rides, and any other event of the Licensee determined to be high risk by the Fair Authority, Licensee will be required to meet the Commercial Umbrella limits not less than \$5,000,000 per occurrence, \$5,000,000 annual aggregate.

- Florida State Fair Authority • 4800 US Highway 301 N. • Tampa, Florida 33610