

FLORIDA STATE FAIR – CRAFTERS MARKETPLACE
ARTS & CRAFTS “American Made”
“No Buy/Sell-Handcrafted Only Need Apply”
2018 APPLICATION * TENTATIVE RENTAL RATES * SUBJECT TO CHANGE

SUBMITTING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE. APPLICATIONS WILL BE REVIEWED AND JURIED EACH YEAR.

Applications for consideration, must be returned to Anita and Brad Chapman, by August 01, 2017.

If accepted, your contract will be mailed out by **September 01, 2017**. Contracts must be returned **(NO EXCEPTION)** by **October 15, 2017**, with a 50% deposit; to the Florida State Fair office at the address below. The remaining balance is due by **December 15, 2017**.

*Anita & Brad Chapman, 203 Friendship Lane, Scott Depot, WV 25560 * Phone (304) 541-8479
*E-mail: AnitasCountryKeepsakes@yahoo.com

COMPANY NAME _____
OWNER’S NAME _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE (____) _____ CELL PHONE (____) _____
E-Mail _____

List ALL ITEMS to be displayed and/or sold, and SALE PRICE OF EACH ITEM. Also enclose 3 photos representing your products and one of your booth/display (use a separate page if necessary).

FOR MARKETNG PURPOSES, PLEASE TELL US HOW YOU WOULD LIKE TO BE IDENTIFIED.

PROVIDE A BRIEF STATEMENT DESCRIBING WHAT YOU OFFER?

ARE YOU WILLING TO BE INTERVIEWED BY THE MEDIA? YES _____ NO _____

IF YES, PROVIDE A PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE FAIR? _____

If you would like to participate in the Deal of the Day program or other promotions, please contact Teena Tatro, Marketing and Promotions Manager at Teena.Tatro@floridastatefair.com or 813-627-4319.

SIGNATURE OF APPLICANT _____ DATE OF APPLICATION _____

PRINT OR TYPE NAME _____

INFORMATION for Your Records: 2018 Fair Dates – February 08 through February 19, 2018 – Location: Fairgrounds, Exhibitor Entrance at Orient Road (see attached map)

Please mark an X by the size booth requesting. - TENTATIVE RENTAL RATES – SUBJECT TO CHANGE

10’ x 10’ BOOTH _____	\$950.00	10’ X 10’ CORNER BOOTH _____	\$1,075.00
10’ x 15’ BOOTH _____	\$1,425.00	10’ x 15’ CORNER BOOTH _____	\$1,530.00
10’ X 20’ BOOTH _____	\$1,900.00	10’ X 20’ CORNER BOOTH _____	\$2,025.00

In order to qualify for marketing grants to promote the Fair in locations outside a 50 mile radius of Tampa, we are required to track the economic impact of the Florida State Fair by determining how many vendors/competitors/concessionaires are staying in hotels or RV parks and the length of their stay. Please complete the information below using your best estimate. We appreciate all of your efforts to help the Fair be as successful as possible.

Zip Code: _____ **RV Park:** Yes No **Hotel:** Yes No **How many rooms?** _____

Number of guests: _____ **Length of stay in Tampa:** _____ **How many nights?**

LOCATION: Management reserves the right to determine location based on availability of space and/or type of product(s). The State Fair shall designate the area(s) where each licensee may present their attraction, concession and/or exhibit during the State Fair. The location(s) shall be selected solely by the Florida State Fair and the State Fair, through its duly authorized agents or officers, shall at all times have free access to each licensee's area(s) of operation for the purpose of inspection and to insure compliance with license terms and conditions, as well as State Fair rules, policies and procedures.

SALES TAX: Florida law requires the payment of sales and use tax to the Florida Department of Revenue, on behalf of the State. Sales tax should be itemized separately on price signs, lists, menus and tags. If you include tax in the selling price, you must post a sign, or indicate on your menu, that "all prices include sales tax" so customers know they are being charged tax. Representative(s) of the Florida Department of Revenue may be present on the fairgrounds during the Florida State Fair to facilitate the payment of Florida sales and use tax.

CRAFTER'S EXHIBIT OFFICE: The Crafter's Exhibit Office is located in the Southwest corner of Special Events.
Phone: (304) 541-8479.

CONCESSION CASHIER'S WALK-UP WINDOW: Exhibitors and concessionaires can secure needed change at a local bank or at our Walk-up-Window located on the west side of the Administration Building, at the designated times of: **9-11 a.m. & 2-4 p.m.** (subject to change without prior notice). **Please Note:** Cashier's window is for making change only and is not equipped to cash checks.

MAIL AND PACKAGE DELIVERY: There is no post office on the Fairgrounds. Incoming mail must be addressed to you, your exhibit, in care of **the Florida State Fair, 4800 U.S. 301 North, Tampa, FL 33610.** UPS and FedEx packages must have your name, company name (on your contract), booth number, and phone number that you can be reached. Also list on the package Arts and Craft Center. All packages can be picked up at the delivery station located at the Orient Road Entrance.

TELEPHONES: If you should require temporary telephone service in conjunction with the Fair, please place your order with Randall Foster at (813) 740-4420. Please be prepared to give both your in-service and out-service dates.

PETS: NO pets are permitted within indoor exhibit space areas or within the interior of the public patron areas of the Fairgrounds unless service animals! All pets shall be kept inside trailers or closed living quarters. For outdoor exhibitors, any pets outside must be kept in pens with roofs. Pets may be on leashes, as long as the person responsible for the conduct of the animal is nearby.

CREDENTIALS OFFICE: All concessionaires/exhibitors must have the proper credentials before entering the Florida State Fairground property. The Credentials Office is located near the Orient Road Gate.) All exhibitors will be required to wear the Florida State Fair photo I.D. badge. With each 10x10 booth space two badges are issued free. Additional exhibitors must pay \$30 each for their I.D. badge, regardless if it is purchased for only one day of the Fair, or all. Note: I.D. badge must be worn at all times and serve as your ticket to the fair each day.

A limited amount of parking is available in the Arts & Craft parking lot during the Fair. All exhibitor vehicles and stock trucks/trailers parking in this Lot must **See Brad Chapman** or the Florida State Fair Authority for their location or they will be towed at the owner’s expense. Parking is free and exhibitors are welcome to park in patron parking. Exhibitors should enter through Orient Road gate.

PRICING: Pricing for Exhibitor space for all Special Events Arts & Crafts exhibitors for the purpose of selling merchandise or a service will be based on size and location of the space leased. Exhibitors are responsible for any applicable federal, state, city, and or county taxes that may be levied as a result of their operations or activity.

PLEASE NOTE: HOURS OF OPERATION FOR THE CRAFTER’S MARKETPLACE BUILDING HAVE BEEN CHANGED.

HOURS OF OPERATION: Entrance gates open at 9 a.m. on Fridays, Saturdays, Sundays and President’s Day (last Monday) of the Fair. The Special Events building hours of operation are:

Thursday (opening day) 2/8	10 a.m. – 9 p.m.
Friday 2/9	9 a.m. – 9 p.m.
Saturday 2/10	9 a.m. – 9 p.m.
Sunday 2/11	9 a.m. – 9 p.m.
Monday-Thursday 2/12 – 2/15	10 a.m. – 9 p.m.
Friday 2/16	9 a.m. – 9 p.m.
Saturday 2/17	9 a.m. – 9 p.m.
Sunday 2/18	9 a.m. – 9 p.m.
Monday 2/19	9 a.m. – 9 p.m.

SOLICITATION AND ADVERTISING: Exhibitors shall exhibit, sell, or give away, only such items as are listed on the Arts & Crafts Exhibits Contract. Exhibitors are to operate only within the confines of the assigned area authorized by their Concession/Exhibition Agreement. Commercialized banners, handmade or sale/discount signs are prohibited. Signs or advertising material of any kind that is deemed objectionable by the Fair will be removed without liability to the Fair. Exhibitors will not provide derogatory information regarding another Exhibitor or product that is being displayed or sold at the Fair.

INSTALLATION OF EXHIBITS: Installation of exhibits may begin on the **Monday, February 5TH before the Fair, and continue through Wednesday, February 7TH, 8 a.m. to 6 p.m. each day.** General building and Fire Watch security will be on 24-hour duty starting two days before the Fair. All exhibits must be complete and in place no later than 6 p.m. on the Wednesday before the opening of the Fair.

Before designing your exhibit, please note the following rules and regulations:

- a) All booths must be professionally displayed, neat in appearance, no boxes or stock containers left uncovered.
- b) Special Events booths will be provided with the following: 8’ Backdrop, 3’ side drapes on each side, a booth number/name sign and one 20 amp electrical outlet, per 10 x 10.
- c) Free standing displays, signage or lighting within the interior of the space, no matter the location, can be no higher than 8 ft. high. Advance written approval from the Fair Authority must be obtained for any variance to these restrictions.
- d) No commercialized banners, or sale/discount signs are to be hung or displayed.
- e) Call Brad Chapman at (304) 541-8479 if you have questions about design before you start construction on an exhibit that may not comply with the rules.

*In order to ensure safety of all guests and easy flow of traffic in the exhibit hall aisles, please make sure your patrons do not block the aisle as you promote or demonstrate your products. If your demonstration causes a crowd to gather in the aisle, please encourage your patrons to gather within your contracted exhibit space or change the method of your demonstration in order to keep the aisle open and safe for Fair guests.

SOUND SYSTEMS: Only those Exhibitors selling their instruments, are allowed to demonstrate and/or play their music, within their assigned space as to not interfere with their fellow exhibitors. Other Sound systems (loudspeakers, amplifiers, radios, broadcasting devices, music systems) may not be used in the Arts & Craft area, unless approved by management.

SECURITY: It is to the benefit of the exhibitor to have their booths properly manned. Security in the booths is the responsibility of the exhibitor. The Fair Authority will in no way be responsible for the property of the exhibitor or concessionaire. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Exhibitor.

CONDUCT OF EXHIBITORS: Each Exhibitor is expected to deal honestly and fairly with the public and any attempted fraud, deception or misrepresentation will be considered sufficient cause for revoking the Exhibitor's contract. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated. Your booth should be properly manned at all times during exhibit hours. An unoccupied booth has very little value to you or to our patrons and pilferage may occur when booths are not manned. All Exhibitors must confine activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles. Violations may result in immediate termination of contract.

Misrepresentation of any type, including, but not limited to, attraction, exhibit or concession ownership, products and/or services offered, operation, mechanical condition or appearance in the registration process or photographs provided therewith, shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the State Fairgrounds; in which case the affected licensee shall waive all claims for damages against the State Fair, its officers, agents and employees.

Smoking is strictly prohibited in all public buildings on the Fairgrounds. Drinking alcoholic beverages in booths is not permitted. **No Smoking, No Drinking Alcoholic Beverage in booths.**

REMOVAL OF EXHIBITS: Unless otherwise authorized by the Fair Authority due to weather, etc., all exhibits must remain in operation closing night until the following listed times: Special Events Center (Arts & Crafts) building shall remain open until 9 p.m. on the last day of the Fair.

No official release is required. If you have fulfilled the terms of your contract you may dismantle your exhibit (at the above stated time) and remove it from the grounds whenever traffic is safe and manageable. However, no vehicles will be permitted in public pedestrian areas of the Fairgrounds until after 12:00 midnight unless specifically authorized by the Fair Authority. **If an Exhibitor does not maintain their display until 9 p.m. on February 19, 2018 they will be charged a \$200 Early Move Out penalty fee.**

***Please Note: All exhibits inside the Special Events Center must be removed by 6:00 p.m. on the Tuesday following the close of the Fair. Materials left after this time will be disposed of.**

On closing night, the buildings will remain open until 1 a.m. for removal of exhibits; hours on Tuesday are from 8 a.m. – 6 p.m. We provide security and attempt to guard against theft, but you can greatly reduce the risk with a little prudent planning. If possible, have a second party stand by in your exhibit until all items are removed

Florida State Fair Authority Contact: Please contact Anita & Brad Chapman with any concerns. If the assistance of the Fair Authority is needed, contact Randall Foster at (813) 740-4420 or via email at Randall.Foster@FloridaStateFair.com