

**2018 Florida State Fair**  
**Manual of Rules for Expo Hall**

This manual is designed to inform you of the Florida State Fair policies, rules and procedures. The information contained in this Manual for Exhibits is made a part of your License Agreement. These policies and procedures are meant to foster better Fair operations. It is each licensee's responsibility to be familiar with these policies and procedures.

**MOVE-IN DAYS:**

Monday, Feb. 5                      8 a.m. – 5 p.m.  
Tuesday, Feb. 6                     8 a.m. – 5 p.m.  
Wednesday, Feb. 7                8 a.m. – 8 p.m.  
Hand trucks or carts are not available.

**EXPO HALL HOURS OF OPERATION**

Thursday Feb. 8 (Opening Day)	10 a.m. – 9 p.m.
Friday, Feb. 9	9 a.m. – 10 p.m.
Saturday, Feb. 10	9 a.m. – 10 p.m.
Sunday, Feb. 11	9 a.m. – 9 p.m.
Monday, Feb. 12 – Thursday Feb. 15	10 a.m. – 9 p.m.
Friday, Feb. 16	9 a.m. – 10 p.m.
Saturday, Feb. 17	9 a.m. – 10 p.m.
Sunday, Feb. 18	9 a.m. – 9 p.m.
Monday, Feb. 19	9 a.m. – 9 p.m.

**MOVE-OUT DAYS:**

Monday, Feb. 19                    9 p.m. – 12 a.m.  
Tuesday, Feb. 20                 8 a.m. – 5 p.m.

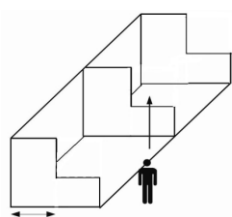
All exhibits inside the Expo Hall must be removed by 5:00 p.m. on Tuesday, February 20, 2018. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.

If an Exhibitor does not maintain their display with product on the table and the ability to sell until 9 p.m. on February 19, 2018, they will be charged a \$250 Early Move-Out penalty fee.

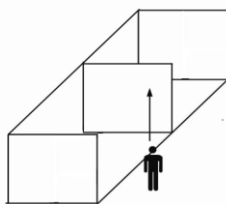
## “EXHIBIT D” Manual of Rules for Exhibits

Before designing your exhibit, please note the following rules and regulations. Advance written approval from the Fair Authority must be obtained for any variance to these restrictions.

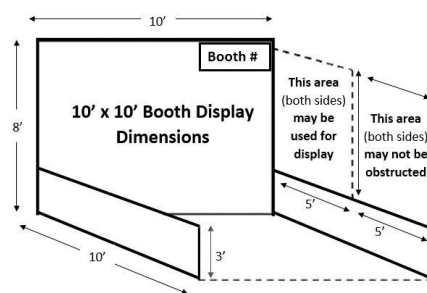
- Expo Hall booths will be provided with the following: 8’ backdrop, 3’ side drapes on each side, a booth number sign and one 20 amp electrical outlet. The Booth number sign must be displayed prominently on the top right corner of the backdrop at all times.
- Nothing in the front portion of your booth (or within 5 feet of the front) may exceed the 5’ height restriction. Your booth should be set up in accordance with the diagrams below. It is not permissible to block the view of your neighbors’ booth.
- Free standing displays, signage or lighting within the interior of the space, no matter the location, must be no higher than 8’.
- Booths must look aesthetically pleasing and in good structural condition. All tables must be covered and skirted with any stock or equipment stored out of public view.
- Activities are limited to the Licensed Space of the Exhibitor. Sales people and demonstrators are prohibited from operating in the aisles. Violations may result in immediate termination of contract.



ACCEPTED



PROHIBITED



**SET-UP:** Installation of exhibits may begin on Monday, Feb. 5 and Tuesday, Feb. 6 from 8 a.m. to 5 p.m. and continue through Wednesday, Feb. 7, 8 a.m. to 8 p.m. All exhibits must be completed and in place no later than 8 p.m. on the Wednesday prior to the start of the Fair. Advance written approval from the Fair Authority must be obtained for any variance to these restrictions.

**CHECK-IN:** Enter through the Orient Road Gate, 5111 Orient Rd., Tampa, FL 33610, and proceed to the Credentials Office. Once you have obtained your photo I.D. badge, check-in with the Show Office located in the southwest corner of Expo Hall, 100 aisle. You will not be authorized to set-up and parking passes will not issued if all requirements such as insurance, payments and your signed contract have not been received.

**TEAR DOWN:** Unless otherwise authorized by the Fair Authority due to weather, etc., all exhibits must remain in operation until closing at 9 p.m. February 19, 2018. No official release is required. You may dismantle your booth at 9 p.m. and remove it from the grounds. No handcarts are available. Please bring your own. No vehicles will be permitted in public pedestrian areas of the Fairgrounds until specifically authorized by the Fair Authority.

**If an Exhibitor does not maintain their display with product on the table and the ability to sell until 9 p.m. on February 19, 2018, they will be charged a \$250 Early Move-Out penalty fee. This rule is strictly enforced.**

**All exhibits inside the Expo Hall must be removed by 5:00 p.m. on Tuesday, February 20, 2018. Any items remaining after this time will be considered abandoned and will become the property of the Florida State Fair Authority.**

**ALCOHOL:** At no time is alcohol to be consumed or kept within your contracted space.

**BANNERS AND SIGNAGE:** All banners, posters, A-Frames, free-standing signs, lawn signs and/or other types of signage are strictly prohibited outside of your booth. Handmade, handwritten or other unprofessional looking/appearing signs are prohibited. Signs or advertising material of any kind that is deemed objectionable by the Fair, in its sole discretion will be removed without liability to the Fair.

## “EXHIBIT D” Manual of Rules for Exhibits

**BOOTHS:** Must be staffed at all times during the Hours of Operation/Official Fair Hours by providing an adequate number of personnel. 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 in the exhibit hall aisles, make sure that your patrons do not block aisles. Booths will be photographed during the 2018 Florida State Fair.

**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 will be retained by the Fair.

**CONDUCT OF EXHIBITORS:** Each Exhibitor is expected to deal honestly and fairly with the public. Exhibitors will not provide derogatory information regarding another Exhibitor or product that is being displayed or sold at the Fair. Any attempted fraud, deception or misrepresentation will be considered sufficient cause for termination the Exhibitor's license agreement. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated. Your booth must be properly manned at all times during all hours of operation. An unoccupied booth has very little value to you or to our patrons and theft may occur when booths are not manned.

**CREDENTIALS OFFICE:** Located near the Orient Road Gate. All exhibitors will be required to wear the Florida State Fair photo I.D. badge while on the Florida State Fairgrounds property. Two badges are issued at no charge per each 10x10 space. Additional I.D. badges are \$30 each, regardless if it is purchased for one day or the entirety of the Fair **Note: Credentials may be picked up one month prior to the Fair. To ensure your photo I.D. is ready for pick-up, you must provide your Credential paperwork by January 8, 2018.**

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

**DECORATING COMPANY:** The Fair Authority has contracted with Suncoast Convention Services to provide decorator and exhibitor services for the Fair. Suncoast Convention Services will be available to take orders for the rental of tables, carpeting, chairs, drapes, stanchions, storage, etc. Their service desk is located in the southwest corner of the Expo Hall. ALL shipments must be coordinated through Suncoast Convention Services as the Fair Authority will not accept any freight or advance deliveries. Please contact Suncoast Convention Services with any questions, [info@suncoastcs.com](mailto:info@suncoastcs.com) or call 813-628-8301.

**DELIVERIES BEFORE THE FAIR:** The Florida State Fair will not accept any deliveries before February 8<sup>th</sup>, opening day. 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. If items are delivered to the Fairgrounds prior to opening day and you do not have a representative to accept your freight, it will be received by Suncoast Convention Services and a handling fee will be assessed for the service.

**DRAWINGS FOR GIFTS OR PREMIUMS:** All drawings, give away offers, free registrations or similar inducements must be approved by the Fair Authority, in writing, prior to the opening day of the Fair. Exhibitor 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 exhibitor use the name of or implicate the Florida State Fair in a promotion of this type. All drawings must be made prior to 7PM closing night. An official of the Fair must be present when the drawing is held. It is the Exhibitor'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 absolutely free with no additional payment of money or other consideration required by the winner(s). Fair employees, exhibitors, their employees or immediate family members are not eligible to participate.

**ENDCAPS:** 10x20 endcaps with two corners are no longer available. Only 20x20 endcaps will be sold. This policy will be enforced for ALL new and returning Exhibitors.

## “EXHIBIT D” Manual of Rules for Exhibits

**FOOD SERVICE PERMITS:** Any Exhibitor 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.

**FORKLIFT:** Forklift service is available through Suncoast Convention Services, 813-628-8301 or [info@suncoastcs.com](mailto:info@suncoastcs.com). The Florida State Fair Authority does NOT provide forklift equipment or services.

**HOTELS:** The Florida State Fair partners with local hotels to provide you the best available rate. Please consider staying in one of our preferred hotels. For additional information and most up to date list visit: <http://www.floridastatefair.com/p/other/preferred-hotels>.

**INSURANCE:** Insurance may be purchased through the Florida State Fair. This is General Liability only. Please request an application or visit [www.floridastatefair.com](http://www.floridastatefair.com).

**INTERNET:** Wireless internet is available in Expo Hall. For detailed instructions, visit the Show Office in the southwest corner of the building.

**MAIL AND PACKAGE DELIVERY:** There is no post office on the Fairgrounds. Incoming mail must be addressed to you, your booth number, in care of the Florida State Fair, 4800 US Highway 301 N, Tampa FL, 33610, and is to be picked up at the delivery station located at the Orient Road Entrance.

**MANUAL:** By this reference, the Manual is incorporated into 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 Exhibitor and all employees, volunteers, booth workers and staff.

**MICROPHONES:** Sound transmissions such as radios, television, speakers, voice amplification systems, piano/organ demonstrations or any machinery or equipment emitting sound, must be controlled and not interfere with other exhibitors. This is a privilege and may be revoked at any time if sound rules are not followed.

**PARKING:** A limited amount of parking is available in the Expo Hall Exhibitor Lot during the Fair. All exhibitor vehicles and stock trucks/trailers parking in the Exhibitor Lot must have a permit or they will be towed at the owner's expense. One Parking pass is provided per contracted space. Parking during the Florida State Fair is free and exhibitors are encouraged to park in patron parking. Exhibitors with a parking pass should enter through the Orient Road or 301 entrance and Exhibitors without a parking pass must enter through the Highway 301 entrance.

**PETS:** Pets are not permitted within the Fairgrounds with the exception of service, guide or signal dogs/animals and they must be clearly identifiable. Animals are not permitted on the grounds unless they are part of an authorized event, (pet shows, adoptions, etc.) Animals must be penned, crated or on leashes at all times.

**PRODUCT LIMITATIONS:** The Florida State Fair Authority reserves the right to limit products produced within the building. We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility.

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

## “EXHIBIT D” Manual of Rules for Exhibits

**REFUND POLICY:** In the interest of good customer relations, the management of the Expo Hall reserves the right to, at its discretion, require any exhibitor/vendor to refund the full amount of any customer’s purchase. Exhibitors **MUST** clearly post their refund policy.

**RE-STOCKING:** Exhibitors may re-stock their booths ONE hour prior to the building opening or up to ONE hour after the building closes. All Exhibitors must enter through the Exhibitor Entrance door in the Northeast corner of Expo Hall. Only those Exhibitors with 2018 Florida State Fair ID Badges/Credentials will be allowed in the building. This is strictly enforced. In the case of emergency restocking, all items must be hand carried through the show.

**RV ONSITE CAMPING:** Fees include electricity, water and sewer or dump station. For additional information, please contact [Sharon.Hanna@floridastatefair.com](mailto:Sharon.Hanna@floridastatefair.com).

**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 in Hillsborough County is 7%. Representative(s) of the Florida Department of Revenue will **NOT** be present on the Fairgrounds during the Florida State Fair, but will provide additional information and forms prior to the Fair.

**SECURITY:** It is to the benefit of the Exhibitor to have their booths properly manned as security is the responsibility of the Exhibitor. The Fair Authority will not be responsible for the property of the exhibitor. Valuable merchandise should be secured at night or removed to a safe location by the Exhibitor. We will begin 24 hour security on Monday, February 5, 2018.

**SMOKING:** Smoking is strictly prohibited in all public buildings on the Fairgrounds.

**SOLICITATION AND ADVERTISING:** The sale, posting or distribution of any merchandise, products, promotional items, printed or written material, except as authorized by Contract or Agreement with the Florida State Fair Authority, shall be prohibited.

**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 Exhibitor’s license agreement.

**UTILITY SERVICE / ELECTRICAL:** General illumination and one 20 amp electrical hook-up, per contract, will be provided by the Fair for the exhibit buildings. For additional electrical hook-ups, **applications must be made using the Florida State Fair Electrical Service Form**. Please contact [Kimberley.Moritz@floridastatefair.com](mailto:Kimberley.Moritz@floridastatefair.com) with any questions. Electrical and safety standards must comply with state and local codes.

**VIOLATION NOTICES:** This Manual is part of your Contract/Agreement. If you violate any part of this Manual, a notice of violation will be issued. You will receive a verbal warning and a reasonable amount of time to correct the violation. If the violation is not corrected, the verbal warning will be followed by a written notice of violation. The original copy will be given to you and a duplicate will be placed in your file along with a notation of the prior verbal warning. If the matter is not resolved, further action will be taken, as deemed appropriate by State Fair management. Further action shall include, but is not limited to:

- A written notice of violation and a \$100.00 fine to be paid immediately upon presentation of the written violation notice, with copies placed in your file.
- A prohibition from participating in future Fairs.
- An order to cease operation immediately and vacate the premises.



**“EXHIBIT D”**  
**Manual of Rules for Exhibits**  
**Florida State Fair February 9 – 20, 2018**



**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the 2018 Florida State Fair Manual of Rules for Expo Hall. I understand that it is my responsibility to review this manual prior to execution of the License Agreement. I agree, and anyone working the booth agrees, to abide by the policies and procedures contained in this manual. I understand that the information contained in this Manual for Exhibits is made a part of the License Agreement and these policies and procedures are meant to foster better Fair operations.

Name (print): \_\_\_\_\_

Business Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Space Number: \_\_\_\_\_

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

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

**Please return this Acknowledgment with your 2018 Indoor Retail Space Application.**