

## 2024 Greater Jacksonville Agricultural Fair

### OUTSIDE VENDOR Rules & Regulations

The following information is intended to give you an overview of our practices and policies.

**FAIR DATES: Thursday, November 7<sup>th</sup> to Sunday, November 17<sup>th</sup>, 2024**

#### **Location:**

The Greater Jacksonville Agricultural Fair has a limited number of spaces on the independent side for commercial vendors who mainly derive their income from participation in fairs and festivals. These spaces are not for local or nationally recognized commercial companies. Those companies will be referred to our Marketing Department for sponsorship opportunities. The Fair Association shall make the final determination between a vendor and a sponsor. Management will determine location in order to keep a good product balance on the Fairgrounds.

#### **Application:**

Applications are online at <https://www.jacksonvillefair.com/p/the-fair/outside-vendors>

If you submit an application on our website, it does not guarantee your acceptance. If you are accepted, you will be notified via email and invoiced on the following:

**Proof of Performance Deposit is \$150** and rental space assessed at **\$85 a front foot**. If you also serve from the side, you will be charged \$42.50 for each foot depth.

#### **Payments:**

Payment or a portion thereof, including the deposit, are due upon invoice. Payments for the deposit and rental space can be made online at [www.jacksonvillefair.com/vendorpayments](http://www.jacksonvillefair.com/vendorpayments) or over the phone with a credit card (a 3% processing fee will be added to all online and/or phone credit card payments).

Cash and Checks are also accepted

(Mail checks to: c/o Christine Mahr 510 Fairgrounds Place, Jacksonville, FL 32220)

If 50% of the rent is not paid with the deposit at the time of invoice, it is due by **July 15th**. The balance is **DUE IN FULL by October 1st**. Space purchased after October 1st must be paid with certified funds. Request for cancellation must be in writing 60 days prior to the Opening Day of the fair.

The \$150 Proof of Performance Deposit will be returned (**if you follow the rules**) about three weeks after the fair. As a participating vendor, you are agreeing to be in attendance during **all** operational hours of the fair and abide by the Rules and Regulation of the Greater Jacksonville Agricultural Fair Association and your contract.

Vendors are strictly prohibited from strolling the grounds, sharing, subleasing, assigning or apportioning in whole or any part of their assigned space to any business or individual without the expressed approval of management.

**General Liability Insurance:**

Certificate of Liability Insurance is required with not less than \$1,000,000 for each occurrence and \$1,000,000 for personal injury. An original COI, which names the **Duval County Fair Association** as additionally insured, must be on file in our office prior to set-up. If you do not have insurance, you can purchase some through the fairgrounds. It will be \$100 for complete coverage during the Jacksonville Fair.

**Water Supply:**

Vendors must have a “clean hose” that does not leak and is capable of extending 100 ft. from the assigned site to a designated water supply. If a hose is found to leak, it will be disconnected until such time as the leak is corrected. Safety mats must be sufficient in length and weight to cover all exposed hoses.

Grey Water Tanks are required by the Health Department (which does not allow Blue Boys). Concessionaires are responsible for having their own Grey Water Tank (a personal tank costs \$420), or sharing a tank with their neighbor (a shared tank will cost \$210). Select your option on the application and this fee will be added to your invoice. Tanks will be pumped in the early morning hours **DAILY** throughout the 11-day fair.

**Electrical Charges:**

<b>20 amps or less</b>	<b>\$55</b>
<b>30 amps</b>	<b>\$110</b>
<b>40-60 amps</b>	<b>\$165</b>
<b>70-100 amps</b>	<b>\$275</b>

You will be charged for electricity on your invoice. Anyone needing more than the standard 110v will have to make arrangements with the Fair Electrician and are required to have at their site electric cables sufficient in length to reach the Fair’s power source (a minimum of 200 ft.) from the vendor’s site and Underwriter approved for rough surface usage. The cables should withstand constant foot traffic and exposure to the elements. Vendor’s power panel must be Underwriter approved and electric cables with a capacity rating to meet the vendor’s power needs. The cables must be connected into the vendor’s power panel, fused with proper overload protection of the cables, and overload protection for the branch circuits needed by the vendor. For Phase 1 (120/240 volts) the cable shall be a 4-conductor cable and for Phase 3 a 5-conductor cable. Both shall have a green ground conductor and be capable of being hard-wired by the Fair Electrician into the correct power source. **Vendors may not connect or disconnect themselves.**

**Fire Suppression System:**

The Jacksonville Fire Marshall requires a fire suppression system in trailers or closed environments where cooking equipment produces grease-laden vapors. LP Tanks must be secured at all times. (Code NFP-96/904-630-0445)

### **Vendors Must Furnish:**

You must provide your own secure tent or trailer, signs, tables, table coverings, flooring, chairs, extension cords, hoses, etc. The fairground's area will be lighted, but vendors may wish to arrange for security and lighting for their own specific needs. Vendor signage must be of a professional nature; homemade signs are not allowed. Signs should include the company name as it appears on the application and the menu items that you submitted with your application. Changes to menu items must be approved by the Vendor Coordinator. Prices should be posted with the policy for refunds or exchanges.

### **Product Sales & Restrictions:**

Only those products listed on your application may be sold or displayed. The following items are unacceptable: any type of gun or toy having the appearance of a real gun, switch-blades, brass-knuckles, products from endangered animals, costume masks, drug-related merchandise, or other inappropriate items. The GJAF reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale or display of such. Also, the fair must approve any raffles, drawings, or give-a-ways.

### **Pepsi**

Only Pepsi products can be served here at The Jacksonville Fairgrounds. Pepsi will be here to take your orders and drop off deliveries (drop off schedule will be provided prior to the start of the fair)

### **RV Spaces:**

RV and Motor Home Sites are **not** available on the Jacksonville Fairgrounds.

Here are a few options:

**Hanna Park Campgrounds** (7 miles E.) (904) 249-4700

<https://www.coj.net/departments/parks-and-recreation/recreation-and-community-programming/kathryn-abbey-hanna-park/camping-at-hanna-park.aspx>

**Flamingo Lakes Resort** (7 miles N.) (904) 766-0672

[www.sunrvresorts.com/resorts/south/florida/flamingo-lake-rv-resort](http://www.sunrvresorts.com/resorts/south/florida/flamingo-lake-rv-resort)

**Fleetwood RV Park** (7 miles S.) (904) 737-4733 [www.fleetwoodrvpark.com](http://www.fleetwoodrvpark.com)

**Sunny Oaks RV Park** (8 miles NW) (904) 619-6118 [www.sunnyoakscommunityrv.com](http://www.sunnyoakscommunityrv.com)

## **SET UP DATES**

Monday      November 4<sup>th</sup>      9:00 a.m. to 5:00 p.m.

Tuesday November 5<sup>th</sup> 9:00 a.m. to 5:30 p.m.  
 Wednesday November 6<sup>th</sup> 9:00 a.m. to 5:30 p.m.

**2024 HOURS OF OPERATION**  
 (May be subject to change.)

Day of Week	Date	Open Hours
Thursday	November 7 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Friday	November 8 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Saturday	November 9 <sup>th</sup>	Noon – 11:00 p.m.
Sunday	November 10 <sup>th</sup>	Noon – 10:00 p.m.
Monday	November 11 <sup>th</sup> Veterans' Day Holiday	Noon – 11:00 p.m.
Tuesday	November 12 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Wednesday	November 13 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Thursday	November 14 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Friday	November 15 <sup>th</sup>	5:00 p.m. – 11:00 p.m.
Saturday	November 11 <sup>th</sup>	Noon – 11:00 p.m.
Sunday	November 12 <sup>th</sup>	Noon – 10:00 p.m.

**Credentials:**

Upon arrival, exhibitors should proceed to the Administration Office for last minute instructions and credentials. The principal exhibitor(s) will receive one (1) parking pass and an I.D. badge. One day entry tickets or an ID will be given to others working with the concessionaire. Please indicate additional workers on your application. Additional parking on the fairgrounds is not available. There is additional parking available in surrounding areas. Fees vary (from \$5 and up) and are paid to the city.