



VENUE GUIDELINES

National Peanut Festival Fairgrounds

FESTIVAL OFFICE: 334-793-4323

The purpose of this information is to provide guidance on the rules and regulations of hosting an event at the National Peanut Festival Fairgrounds. This information is intended for event organizers and is subject to change. If you have additional questions, please consult with the Executive Director or the Facility Manager. Also please note safety information is included in the Safety Guidelines.

National Peanut Festival

Thank you for choosing the National Peanut Festival Fairgrounds for your event. In this document, NPF may be used and is the abbreviation of the National Peanut Festival Association, Inc.

ADA

No qualified individuals with a disability will be excluded from participation in or be denied the benefits of services, programs, or activities at the National Peanut Festival Fairgrounds. The 2010 Americans with Disabilities Act Standards for Accessible Design is the standard for all venues throughout the National Peanut Festival Fairgrounds site, including any facility alterations and construction within all venues. These standards can be found at www.ada.gov.

The ADA defines a service animal as any guide dog or signal dog individually trained to provide assistance to an individual with a disability. If they meet this definition, the ADA considers these dogs service animals regardless of whether they have been licensed or certified by a state or local government. Service dogs perform some of the functions and tasks that an individual with a disability cannot perform for him or herself. The 2010 ADA standards have limited service animals to dogs and miniature horses, no other animals are covered.

It is the policy of the NPF that service animals assisting individuals with disabilities must remain on a leash and are permitted in all facilities on the fairgrounds. Service animals are animals trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, or an autism service animal. This policy also applies to individuals acting as service animal trainers, but only while they are actively engaged in the training process of the animal. Service animals must be properly identified at all times.

ADVERTISING

Show promoters shall not advertise any event unless a signed contract with all applicable deposits has been executed by the NPF. Events may only be advertised that the National Peanut Festival Fairgrounds is the location; advertising for events must not state or imply that the NPF sponsors or endorses the event, unless otherwise approved in writing by the NPF management.

All advertising for events with an admission price must state the total admission price, inclusive of facility fees, ticket service fees, and taxes.

Official NPF logos, images and likenesses must be used. Please do not utilize internet images. Your NPF representative will provide official logos, images, and likenesses to you at your request.

NPF office telephone and telephone numbers are reserved for NPF business purposes only. NPF phone numbers may not be published as an official event contact number. Temporary phone lines may be ordered and installed through your NPF representative for these and other purposes. The cost associated with temporary phone lines will be absorbed by the show promoter.

Show promoters shall use all relevant National Peanut Festival Fairgrounds building sponsorship logos and names in all promotional advertising.

AED

The NPF has emergency equipment on site. In case of emergency, dial 334-793-4323.

AGREEMENT EXECUTION

A user agreement outlining deposit, insurance and other pertinent requirements will be issued after receipt of confirmation that the show promoter is ready for the agreement. The agreement must be executed, deposit paid, and returned within a specific time to secure date(s) with the NPF.

ALCOHOL

Alcohol is prohibited from being brought into the National Peanut Festival Fairgrounds property unless it is approved in writing by the Executive Director of the National Peanut Festival. All events approved for alcohol will have to obtain appropriate licensing from the Alabama Beverage Control Board.

NPF is not responsible for the issuing of these licenses and does not assume any liability relating to the sale of or consumption of alcohol on the NPF Fairgrounds. NPF reserves the right to have an officer of Alabama Beverage Control or any other duly qualified law enforcement office of federal, state, and local government, at no cost, enter, inspect, and search buildings and grounds at the National Peanut Festival Fairgrounds without a warrant or other process to determine compliance with provisions of the Alabama Beverage Control laws and rules.

ANIMALS

Animals and pets are permitted on the Fairgrounds but must be leashed when walking inside or outside of the buildings. Entrance into rented facilities will be determined by the individual show promoters. Owners are responsible for pet's actions and cleanup/disposal of waste. Only service animals are permitted in the livestock areas. Service animals must be properly identified at all times. Service animals are permitted but must remain on a leash and/or within voice control command. For more information on service animals see the "ADA" section in this venue guidelines document.

ANNOUNCEMENTS

The NPF reserves the right to make emergency announcements at any event in the interest of public safety.

APPEARANCE (GUEST)

All persons entering the National Peanut Festival Fairgrounds must be dressed wearing shirt, pants, and shoes. Guests wearing obscene or indecent clothing may not be permitted to enter.

APPLICATION

The NPF has a facility application process for first-time events. Events dates may not be held until an event application is completed and approved. This process requires a potential Show promoter to complete the facility application form and return it to the Executive Director. The approval process involves, at a minimum, reference checks with prior venues and approval by the Executive Director. Approval time varies for each application.

APPROVED VENDORS

The NPF will provide you a list of Approved Vendors for a variety of categories including:

1. Audio Visual
2. Decorating
3. Event Security
4. Parking
5. First Aid/Medical
6. Hotel Accommodations
7. Staffing Services
8. Golf Cart providers
9. Tents
10. Catering and Concessions

Exclusive vendors provide the following services:

1. Housekeeping/Janitorial
2. Electrical, plumbing, and IT
3. Electronic ticketing
4. ATMs

Events may also contract with another vendor of your choice, but for that vendor to do business on the Fairgrounds they must complete the application process and be approved for the NPF Approved Vendor list.

All service providers must meet all insurance requirements and have a current service provider agreement on file in order to perform work on NPF property.

Application Process:

1. Complete the NPF Approved Vendor application.
2. Submit the following:
 - a. Copy of insurance certificate indemnifying the NPF, its board, officers, and staff.
 - b. Copy of appropriate business licenses.
 - c. List of bank and trade references
3. Visit the National Peanut Festival Fairgrounds to become familiar with the staff, equipment, and operational policies. The NPF will schedule this tour once bank and trade references have been approved.

Any Approved Vendor may be removed from the list at any given time for reasons including, but not limited to, failure to adhere to state and local laws, failure to provide professional service as determined by the NPF, and failure to meet contracted obligations with NPF and its clients.

BABY CHANGING STATIONS

Baby changing stations are located in both men's and women's restroom facilities in every public building on the Fairgrounds.

BANNERS AND FLAGS

The allowance of banners and posters inside a building is determined by individual show management. Banners or signs that obstruct the view of guests, obscure advertising, impede the operation of the facility, contain objectionable subject matter, or are commercial in nature are not permitted. NPF management reserves the right to remove any banner at any time.

No signs, banners or other promotional materials may be displayed on or at the perimeter fencing of the Fairgrounds, or on trees or light poles within the Fairgrounds. No gummed or adhesive-backed labels, stickers or signs of any kind are allowed on the Fairgrounds. Outside signs/banners hung on a building for an event will be done by NPF personnel only for a fee.

CAMERAS/RECORDING DEVICES

The permitted use of cameras and recording devices varies by event, with policy being determined by the show promoter. Sporting events generally permit still cameras but no recording devices. Concerts generally do not permit any professional cameras or recording devices. Under no circumstances may photography interfere with access ways, seat aisles, or other guests' enjoyment of the event. Inquiring

guests should be instructed to contact the NPF Management prior to bringing their camera or recording apparatus to an event.

CARRY IN ITEMS

Individual show promoters will make the final determination as to what items will be permitted to be carried into the events. The NPF staff will work with each of the events to determine what restrictions Event Staff.

Regardless of show requirements, the following are prohibited from being carried onto the Fairgrounds:

1. Weapons/Firearms, except when part of an appropriate/approved event
2. Alcoholic beverages, except when part of an approved event
3. Air horns/whistles or other noisemakers
4. Helium-filled Mylar balloons
5. Glass bottles
6. Fireworks
7. Illegal substances

COMPLIANCE WITH LAWS

The show promoter shall comply with all laws of the United States, the State of Alabama and ordinances of Houston County, Alabama, and the City of Dothan. In addition, the show promoter shall comply with all lawful orders of the police and fire department or other municipal authorities.

The show promoter will obtain and pay for all necessary permits and licenses and will not do, nor suffer to be done, anything on said premises during the term of the permit in violation of any such laws, ordinance, rules, or orders.

The show promoter shall not discriminate against any person because of sex, race, religion, ancestry, national origin, or disability. Show promoters shall not directly or indirectly display, circulate, publicize, or mail any advertisements, notices, or communications, which state or imply that any venue or service shall be refused or restricted due to discrimination.

CONCESSIONS

The NPF may have exclusive partnerships for soft drink sponsor to the National Peanut Festival Fairgrounds. Accordingly, only these products (including water, soda, and sports drinks) will be served at the National Peanut Festival Fairgrounds.

No show producers, exhibitor or event attendee is permitted to bring outside food or beverage into the buildings at the National Peanut Festival Fairgrounds for public or personal consumption unless specifically permitted in writing.

All service providers must meet all insurance requirements and have a current service provider agreement on file in order to perform work on NPF property.

CONTACT INFORMATION

Address: National Peanut Festival Association, Inc.
5622 U.S. Hwy 231 S
Dothan, AL 36301

www.nationalpeanutfestival.com

Main Phone: 334-793-4323

Cell Phone: 334-797-2061

CREDENTIALS

All media and NPF personnel must always have a current and approved event credential when passing through restricted areas. While in the facility if an individual does not have a credential, they must be in possession of a ticket.

CURFEW

All events held at the National Peanut Festival Fairgrounds must conclude by 12:00 midnight. Any requests to go past the curfew time must be pre-approved by NPF management.

DAMAGE TO PROPERTY

Damage to NPF property or equipment by show promoter, or its agents, staff, exhibitors or contractors shall be the responsibility of the show promoter.

DEADLY WEAPONS

Deadly weapons of any kind are prohibited on the Fairgrounds unless such weapon is tended for sale or trade at an event (Gun & Knife Show). Firearms must be secured in a locked compartment, not visible to passersby. This does not apply to federal, state, or local law enforcement officers or a person providing security services.

DELIVERIES

The NPF does not accept advance freight shipments for exhibitors or show producers unless authorized by exhibitors or show producers in writing. A one-hundred-dollar (\$100) fee will be charged to the exhibitor or show producer authorizing receiving of freight shipments by the NPF staff.

Mail received on-site should be addressed to the appropriate show or event. Mail will be held until the first day of the agreement period, at which time it will be delivered to show management.

DEPOSITS

Each agreement will have a deposit that is required upon execution of the agreement. The deposit set forth in the agreement is non-negotiable. Deposit must be in the form requested in the document. First time show promoters may be asked to pay 100% rent deposit. The amount of any required deposit is within the sole discretion of management.

DIGGING

See "Prohibited Items" section.

DIRECTIONS

The NPF will work with the show promoter to provide accurate and up-to-date maps and directions for the event.

DOORS OPEN

The NPF staff will work with show promoters to ensure the buildings and grounds are ready for the public. Show promoters and NPF staff will work together to call for open doors and will do so only when the building is ready.

EJECTIONS

Disruptive guests and/or guest-related problems should be reported to NPF staff and security immediately. Any guest who fails to adhere to NPF policies, or local, state, and federal laws is subject to be ejected from the facility. A ticket to an event is a revocable license. The ticket bearer must abide by building policy and governing regulations. A guest who is creating a nuisance for other guests will be warned to correct his/her behavior. Recurring disorderly conduct shall be cause for ejection or being trespassed from the facility.

NPF Security, Dothan Police or Houston County Sheriffs will be responsible for ejecting any guest, with consent of NPF management and show producer after completing all necessary incident related paperwork at the festival office/Command Center. They may not re-enter the buildings/grounds, even with a valid admission ticket. Subsequent entry shall subject the guest to possible arrest for trespass after warning. All ejected Guests must vacate the Fairgrounds including all parking areas.

ELECTRIC/PHONE/INTERNET/WI-FI

The NPF has an exclusive contract for all IT including Internet, Wi-Fi, phone, and electrical services with properly bonded, licensed, and insured contractors for all non-Fair events performed in venues. The contractor must be used for:

1. All IT-related needs
2. All internet needs, both hard-wired and wireless
3. All hard-wired phone service needs
4. All electrical needs for Show promoter, its agents, subcontractors, and exhibitors.

Please contact David Butterfield, Facility Manager, for the approved vendor information.

Any show promoter and its staff, agents, and subcontractors shall not install wireless or hard-wired Internet service or interfere with phone wiring on or about the National Peanut Festival Fairgrounds property. Also, all show promoters and their staff, agents, and subcontractors shall not install wiring or do any nature of electrical work on or about the National Peanut Festival property.

EMERGENCY PHONE NUMBER

Any and all emergencies during events should be reported to the Fairgrounds Office at 334-793-4323. Our trained staff will either dispatch an on-site EMT service or call 911. Since the Fairgrounds are so large, it is important for our Security team to speak with 911 so they can help them navigate the Fairgrounds and get the unit(s) to the appropriate building/site.

EQUIPMENT RATES

Contact the NPF office for current listing or rental equipment and rates.

EQUIPMENT WAIVERS

All events using Fairgrounds forklifts, scissor lifts, golf carts/ATV/side-by-side, and JLG lifts must sign a liability waiver before being permitted to use the equipment. When applicable, all necessary licenses and/or certifications must be presented before equipment can be used. Contact NPF office to obtain equipment waivers.

FIGHTS/DISTURBANCES

When you observe a guest or group of guests who are becoming loud or troublesome, notify Fairgrounds Security before a major disturbance develops. Should a fight break out, help keep the area clear of other guests and attempt to notify security. Make every effort to avoid any physical confrontation.

Security should restrain combative individuals by using reasonable force, but in no case should strike another individual. Striking anyone at the NPF is cause for immediate termination. Security will complete all necessary incident reports.

FIRST AID

Emergency Medical Services (EMS), consisting of a minimum of one ambulance and crew, will be on-site whenever public events warrant the need on the Fairgrounds. The EMS crew will not be dedicated to a single event but will cover all events occurring at the Fairgrounds.

Any event requiring a dedicated EMS crew, either at the show promoter's request or by NPF requirement, will be billed accordingly for this service.

Should a guest need medical assistance during an event, the following procedures are to be followed:

1. Do not move the person but stay with them.
2. Alert NPF Security at 334-93-4323, giving the exact location of the person needing assistance.
3. Until help arrives, do the following:
 - a. Stay with the injured person.
 - b. Keep space around the injured person.
4. NPF security/staff will complete an incident or accident/injury report.
 - a. If the injured person chooses not to be assisted by first aid, NPF Security/Staff will record all information pertaining to the incident.
5. Do not discuss the incident/accident or its causes with anyone but NPF management.

FOOD AND BEVERAGES

No show producers/promoters, exhibitors or event attendees are permitted to bring outside food or beverage into the buildings at the National Peanut Festival Fairgrounds for public or personal consumption unless specifically permitted in writing.

Vendors in shows may not do sampling of food and beverage, including alcoholic beverages, unless prior permission has been given in advance and in writing has been given in advance and in writing by NPF to show promoter. If NPF grants written permission in either instance, the show promoter shall be responsible for adherence to applicable State Health Department food handling and safety regulations and may be required to provide Host Liquor Liability Coverage or proof of other liquor liability coverage as required by the NPF.

GIVEAWAYS/PROMOTIONS/SAMPLING

NPF Management and facility show promoters collectively establish procedures for giveaways and should be approved by NPF Management. Event staff is prohibited from obtaining giveaway items unless they are attending the event as a ticketed guest. If the show promoter chooses to make giveaways items available to event staff, the Executive Director will be responsible for distributing these items.

Promotions and giveaways must be approved by the NPF Executive Director.

GOLF CARTS/ATVS/SIDE-BY-SIDES

Golf Carts/ATVS/Side-by-sides are permitted for use at the National Peanut Festival Fairgrounds, but only when permission is granted in writing. All drivers must have a valid Operator's Driver License. Gas powered vehicles of any sort are not allowed in buildings during show/event hours unless on display and part of an event. Only electric carts are allowed in buildings during show/event times.

GRATUITIES

NPF employees and contractors of NPF are prohibited from accepting gratuities or gifts offered by show promoters or suppliers. Employees may not accept a gift, favor, service, entertainment, food or drink which could influence the employee's action.

HOUSEKEEPING/JANITORIAL

All shows are required to use our exclusive housekeeping/janitorial company for any housekeeping needs, this includes maintaining restrooms, emptying trash, sweeping/mopping floors, cleaning windows and keeping all building entrances clean. In addition, they will clean up/restock restrooms after each event, as well as pull trash.

All events will have a cleaning fee of \$160 minimum for janitorial. This fee is not negotiable and could be higher based on the number of restrooms cleaned and the condition after the event. NPF has an exclusive contract for cleaning services and oversees final cleanup.

NPF staff will work with each show promoter prior to their event to schedule workers and ensure all your needs and requirements are met while being conscientious to your budget.

HVAC

Should show promoters need to make any adjustments to the temperature in venues, please contact NPF staff to make the changes.

IDENTIFICATION

All NPF staff, including Event Staff, are required to always wear an employee identification badge while working during an Event.

Show promoters are responsible for determining what, if any, identification is required to enter premises during the agreement period.

INCIDENT REPORTS

NPF Staff and Security must document any incident that involves an NPF staff, NPF Guest, or event staff on the appropriate incident-report form. The form is self-explanatory (who, what, where, when etc.) and accurate completion of this report is imperative. It is mandatory to notify NPF Staff and Security of any incident. Copies of reports may be made to NPF Executive Director.

INSPECTION

The show promoter knows and understand that an on-duty Fire Marshall, representative from the Alabama Safe State, Officer of Alabama Alcohol Beverage Control, Alabama Health Department or any other duly qualified law enforcement officer of federal, state, and local government may, at no cost, enter, inspect, and search the buildings and grounds at the National Peanut Festival Fairgrounds without a warrant or other process to determine compliance with the provisions of laws, ordinances and rules of the State of Alabama and City of Dothan.

INSURANCE

All service providers must meet all insurance requirements and have a current service provider agreement on file in order to perform work on NPF property.

The User shall secure and keep in force during the term of this Agreement, the following insurance coverages for any and all claims of any nature that may in any manner arise out of or result from this Agreement; all policies shall name the National Peanut Festival Association, Inc., its officers, board and staff as additional insured on a primary, non-contributory basis for all purposes, including the duty to defend, for any liability arising under the agreement.

User shall provide proof of such insurance coverage by tendering to the NPF a certificate of insurance prior to the commencement of this Agreement.

Failure to provide insurance as required in this Agreement will be deemed a material breach entitling the NPF to immediately terminate this Agreement.

Prior to commencing work at the National Peanut Festival Fairgrounds, a Show promoter shall furnish a Certificate of Insurance to NPF including a provision that coverage may not be canceled, reduced, or allowed to expire without thirty (30) days' prior written notice to NPF. If information concerning cancellation, reduction or expiration of coverage is not timely furnished by the insurer, a show promoter shall have the absolute responsibility to timely inform the NPF. Proof of renewal or change of carrier shall be furnished by the insurer and/or a Show promoter in a timely manner.

INTOXICATED GUESTS

Noticeably intoxicated individuals should not be allowed to enter the building/grounds for any event. If you receive a complaint from another guest, or if it appears obvious to you that a guest is intoxicated and/or disorderly, you should contact Fairgrounds Security immediately. Intoxicated guests are subject to ejection from the event and/or legal action.

LOST AND FOUND

NPF staff are not responsible for lost and/or stolen items. At the conclusion of the show/event, the show promoter should turn over all lost and found items to the NPF office. If the show promoter chooses to take lost items, then contact information should be provided.

LOST CHILDREN/PERSONS

In the event of a lost child or person, ISFC staff and/or event staff should contact Fairgrounds Security immediately.

MARKETING

The NPF has in-house marketing and media relations services that can assist show promoters in a comprehensive advertising campaign at competitive rates.

The NPF offers the following free services:

1. Listing on our web site: www.natioanlpeanutfestival.com.
2. Listing on our monthly schedule.
3. Social Media Marketing includes show information, updates, coverage and contesting options.
4. Rotation on National Peanut Festival homepage.

5. Assistance with media relations.
6. Media reports on coverage of the event.

Additional paid support is available as well:
Electronic reader board for the Fairgrounds for a weekly fee.

MEDIA RELATIONS

Media is coordinated individually by the show promoter. Please work with your NPF representative for special needs concerning parking, power access, etc. During an incident, only approved NPF staff are approved to make statements. If show related, NPF will coordinate with the show promoter.

MERCHANDISE SALES

Selling or dispensing merchandise during concert events such as printed materials, books, records, tapes, flowers, novelties, souvenirs, clothing, etc. by show promoter or its agents will be subject to a fee to be negotiated during the contracting phase. After the contract is issued, requests to sell or dispense merchandise must be submitted in writing to the National Peanut Festival Executive Director prior to the first contracted date. Should the show promoter fail to disclose that there will be sales of merchandise, the NPF reserves the right to close the sales area until all negotiation and fee payments have been resolved and paid.

NON-COMPETE CLAUSE

NPF attempts to not book competing events within 30 days, before and after, of each other. This clause shall be effective for all events with an executed agreement and/or annual returning events. Exceptions to this rule are subject to NPF management review.

OCCUPANCY

The show promoter shall assume responsibility for compliance with the occupancy rate for the premises as established by the State Fire Marshal's office and as posted in the premises. Occupancy is subject to change based on venue set-up.

OSHA

Compliance with the Occupational Safety Health Act is the responsibility of show promoter. Show promoter's service contractors must also be in compliance. See the "Inspection" section for more information.

OVERNIGHT STAYS

Overnight stays in buildings at the National Peanut Festival Fairgrounds must be reported to and approved in advance by NPF management. All guests staying overnight must sign a waiver. A nightly fee will apply to all individuals staying on the Fairgrounds.

The following information will be required of all overnight guests: Name, Address, Phone (number while on grounds), Building of Stay, and Dates of Stay, Emergency Contact. A separate agreement is required to utilize the campgrounds.

PACKAGE/BAG INSPECTION

For each event at the National Peanut Festival Fairgrounds, the inspection procedures are typically coordinated at the discretion of the show promoter. NPF reserves the right to mandate searches and metal detectors at the doors.

NPF Security may search suspicious packages. The inspection should consist of the guest opening the package for the staff to make a complete visual check of the package's contents. If the staff is unable to identify all the contents guests should be asked to move items to allow for a complete inspection. Guests not allowing inspection of their packages may be refused entrance into the facility.

PAGING

The paging of guests is not available during all NPF events. Paging during individual events is at the discretion of the show promoter.

PANHANDLING/SOLICITING

Panhandling is not allowed on NPF property. If you witness any type of panhandling, please notify NPF management at (334) 793-4323.

Any and all political advertising, campaigning, and solicitation is prohibited on all NPF grounds and affiliated events and activities of the National Peanut Festival Association, inc. Vendor/exhibitor space will not be leased to political candidates, campaigns, or parties.

PARKING

The NPF has several parking areas that offer more than 5,000 parking spaces, including parking for persons with disabilities (with a valid placard and/or license plate). Parking adjacent to venues is not guaranteed due to the multiple events typically occurring at the same time. Parking services will direct customers to available parking, not necessarily near their final destination.

NPF reserves the right to charge per vehicle for parking when public events are held. Notice of such would be in writing thirty (30) days prior to the event with notice be mailed/emailed to the event/show promoter.

NPF can also accommodate limousine, valet, and bus parking.

No solicitation activities are permitted in the parking lot including, but not limited to, sale of merchandise, tickets, and distribution of flyers.

Parking for people with disabilities is located near the Main Gate entrance as well as the South Gate entrance. Access to these areas is from Gate A and Gate C, respectively. Depending on the event additional handicap parking could be made available.

Media parking for station vehicles, identified by station logo on vehicle or placard on the dashboard, is determined by show request.

Please discuss Exhibitor/Vendor Hang tags with your NPF representative.

For information pertaining to truck and trailer parking, please see "Trucks and Trailers" section.

For information pertaining to towing, see "Towing" section.

PERMITS

Show promoters are responsible for obtaining all appropriate permits for the event. Your NPF representative can provide guidance on what permits will be needed and requires a copy of the permit is submitted to the NPF and on-file before the first contracted move-in date. If permits are not on file with NPF, Show promoter may be prohibited from entering space until permits are received. See Safety Guidelines for additional information.

As state in the Compliance with Laws section, the show promoter shall comply with all laws of the United States, the State of Alabama and the ordinances of Houston County, Alabama along with the City of Dothan. In addition, the Show promoter shall comply with all lawful orders of the police and fire department or other municipal authorities.

PORTERS

The NPF does not offer a Porter Program. If additional staff is needed by show producers and exhibitors for move-in and move-out, the show promoter must hire staff and ID them for these roles. These staff members must also have the proper show identification/credential displayed when performing work at the National Peanut Festival Fairgrounds.

NPF staff are prohibited from helping load-in/load-out of your event. Staff can only offer directions.

PRE-EVENT CONFERENCE

When appropriate, the NPF staff will schedule a pre-event meeting with the show promoter, facility manager and all contractors. This will be a time for introductions, overview of the event arrangements, review of event documents, and any last-minute changes in final preparation for the event.

PROHIBITED USE ITEMS

Any damage identified by the NPF in relation to the show promoter's event (show promoter, its agents, staff, exhibitors, and contractors) shall be the responsibility of the show promoter and any repair expenses incurred by the NPF will be billed back to the show promoter.

1. The following items are prohibited from being inserted or placed on any NPF venue ceiling, door, floor, post, tree, wall, or perimeter fencing. ISFC staff will remove these items and expenses for removal and venue repair will be charged back to the show promoter.
 - a. Tape
 - b. Stickers
 - c. Nails
 - d. Tacks
 - e. Staples
 - f. Hooks
 - g. Screws
 - h. Helium and Mylar balloons
 - i. Permanent markings such as paint and ink
 - j. Sale Bills/Flyers
 - k. Spray adhesive/Glue
 - l. noisemakers
 - m. other objects identified deemed unacceptable by NPF staff.

2. The following vehicle and equipment are prohibited:
 - a. Metal track-type or metal wheel equipment are not allowed inside NPF buildings.
 - b. Loading equipment (i.e., front-end loaders or backhoes) with teeth in loading buckets.
3. No alcoholic beverage may be brought onto NPF property, and all alcoholic events must have written permission from NPF management as well as proper permits/licenses.
4. Show promoters do not have access to the roof of the venues for any purpose, unless NPF Executive Director states an exception in writing. Show promoters shall take all steps necessary to ensure that its staff, agents, contractors, and event attendees do not go on the roof. A violation of this provision shall result in:
 - a. A charge of \$500.00.
 - b. May result in termination of the agreement.
5. Digging, trenching, and excavation or tenting must be approved in writing by NPF Executive Director under the direction of the Facilities Manager.

PROTESTING

Protesting is prohibited on the National Peanut Festival Fairgrounds or any part of the property.

PROJECTILES

The throwing of any items inside the buildings will not be tolerated. If you observe such actions, notify Fairgrounds management immediately. Offenders will be warned and are then subject to ejection. (An ejection report should be completed as it relates to the incident.)

RE-ENTRY/PASSOUTS

NPF has no re-entry policy. This means that guests who enter the Fairgrounds for an event will be required to pay for re-entry. Re-entry for individually ticketed events is determined by the show promoter for that event.

RIGGING

All rigging plots, indicating location, weight loads per point and the qualification of the riggers must be submitted to the NPF Facility Manager at least 21 days prior to the first show day for approval. To ensure all building and engineering requirements are being met, rigging plans submitted inside the 21-day cut off may be subject to additional fees.

See "Stagehands" section in this document for information on all phases of production "ins" and "outs", performances, the installation, operation, and dismantling of permanent or temporary sound, lighting, and audio/visual equipment (including the unloading and loading of all trucks that carry such equipment).

RIGHT OF REFUSAL

If a date that a prospective show promoter is seeking is already on hold, management will notify the first promoter of such challenge when sending their contract. During this process, the prospective show promoter will be considered a second hold. The first hold promoter will be given the opportunity to secure the date by contracting within 30 days of notification unless otherwise approved. If the first hold promoter does not choose to enter into a contract, the first hold will be cancelled.

SAFETY

Show promoter shall carry out its obligations under the user agreement related to safety procedures, guidelines, and legal code. The NPF has final and complete authority on any issues relating to safety, including but not limited to whether to cancel, delay, postpone, or modify the work for reasons of safety. Any cancellation, delay, modification, or postponement of the event by the NPF for reasons of safety shall not be a breach of the agreement by the NPF. The show promoter represents and warrants that it (and its employees, agents, subcontractors, officers, and directors) shall promptly and completely comply with all safety decisions made by the NPF while on the National Peanut Festival Fairgrounds

For more details, see Safety Guidelines.

SAMPLING

It is understood that vendors may not do sampling unless prior permission has been given in writing from the NPF. Certain authorizations may require a buyout. Under any circumstance, all food handling and safety regulations must adhere to Houston County Department of Health rules. Food sampling as part of an event or vendor exhibit can be no larger than a 3 oz portion.

SECURITY

The National Peanut Festival Fairgrounds does not maintain 24-hour security on the premises. The security office can be reached anytime at (334) 793-4323. The NPF may enter the Facility at all times and in the case of an emergency requiring prompt action by the NPF.

Any and all emergencies and/or safety and security issues must be reported to the NPF office immediately. We ask that you notify our office and let us call 9-1-1. This will allow us to better coordinate efforts with emergency responders coming onto the property. The Dothan Police Department has jurisdiction on Fairgrounds property and Houston County Sheriff's Office has jurisdiction south of AG road.

Individual shows may determine their security needs, but NPF reserves the right to require security minimums based on the nature of the event. ISFC has contracts with security providers and can assist with scheduling based on show needs. Costs for security will be included in your invoice. If a show promoter has its own security company, it must be approved by NPF management.

SETTLEMENT

At the conclusion of the event, an invoice will be prepared and mailed to the show promoter. All expenses from the event are required to be settled within 30 days. Any questions regarding an event invoice should be directed to your NPF representative.

SIGNS

No signs, banners or other promotional materials may be displayed on or at the perimeter fencing of the Fairgrounds, or on trees or light poles within the Fairgrounds without expressed written consent of the NPF management. No gummed or adhesive-backed labels, stickers or signs of any kind are allowed on the Fairgrounds. If any signage owned by the Fairgrounds is damaged or removed for any reason without prior written consent, the Show promoter will be charged. Permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building graphics.

SIGN INTERPRETERS

Securing and providing interpreters is the responsibility of the show promoter. Consult with your ISFC representative for local service providers.

SMOKING

Smoking is prohibited in all buildings as well as within eight (8) feet of all building entrances (per State Law). This rule also applies to the National Peanut Festival Amphitheater, Midway, Kiddie Land and Arena. Vapor cigarettes and pipes are also prohibited in all buildings and employees, contractors and attendees are asked to comply with the same rules as tobacco smokers.

Event staff wishing to smoke should never use the public smoking areas or other areas in View Of the public. NPF staff and Event staff may only smoke in designated smoking areas outside of public view, established by each department.

SOLICITATION

Any solicitation, distribution of literature, and sales of whatever nature must take place from within the confines of a rented booth and no distribution of literature, or any other commodity shall take place anywhere on the National Peanut Festival except from the confines of a limited booth space previously rented by the NPF or any of its authorized tenants, lessors or promoters of events contracted with the NPF.

Solicitation is defined as the act of soliciting, urging, enticing, or otherwise seeking to obtain through offers, suggestions or incentives support for products, services, items for purchase, or support for an ideology or political ideology being offered to the general public.

Solicitation for signatures on petitions is also prohibited.

SOUND/AV

Building PA is available complimentary upon request.

See "Stagehands" section for more on Sound.

SPONSORSHIPS

A show promoter shall use all relevant National Peanut Festival Fairgrounds building sponsorship logos and names in all promotional advertising. Such sponsorships include, but are not limited to, as applicable, Alfa Insurance, Alfa Farmers, BankPlus, First South Farm Credit, Alabama AG Credit, All Metal Roofing and Signs.

STAFFING

Your NPF representative can assist with your staffing needs and rates.

TAILGATING

Tailgating is not allowed on the Fairgrounds. This includes no grilling, personal alcohol, or taking up additional parking space or aisle for a gathering.

TAXES & LICENSES

Applicable Alabama state sales tax will be assessed at a rate of 9% for all merchandise sales. A tax-exempt certificate must be sent and on file with the NPF order to not pay sales tax. Show promoter is responsible for paying all merchandise sales tax. NPF does not collect sales tax for the promoter or event.

TENTS & CANOPIES

See Safety Guidelines

TICKET INFORMATION

The National Peanut Festival Fairgrounds operates a ticket office outside the main gate of the National Peanut. Ticket sales for individual events will be handled directly by the events and show promoters. If the show promoter cancels the event, all refunds shall be issued at the point of purchase.

Admission Tickets - Admission to events at the National Peanut Festival Fairgrounds may or may not require a ticket. For those events requiring a ticket for entry, the individual show will determine price structure, if any, as it relates to various age groups.

Duplicate Tickets - If a guest arrives at an event with the wrong tickets, they should be directed to the show office for further assistance. If the tickets have already been torn/scanned, they should bring their stubs to the show office so that duplicates may be issued.

Methods Of Payment - Will be determined by the individual show promoters.

Refunds And Exchanges - Will be determined by the individual show promoters.

Scalping - Reselling of any event admission tickets on the premises is strictly prohibited. If you witness the reselling of tickets on NPF premises, notify the nearest security person or police officer.

TOWING

Any vehicle that is improperly parked on the property is subject to being towed at the owner's expense. This includes, but is not limited to, vehicles parked in no parking zones, loading zones, marked ADA accessible spaces without the proper permits, on grass, along curbs or in roadways. The Fairgrounds parking staff will make every effort to notify the owner of the vehicle before it is towed. If the vehicle is not moved in a timely manner, it will be towed to a secure location on the property. To recover the vehicle, the owner must report to the security office in the Public Safety Center and pay a minimum \$35 impound fee. The impound fee for large trucks may be higher.

TRUCKS/TRAILERS

Enclosed box trucks and trailers of any kind are not permitted to be parked or dropped in parking lots adjacent to buildings on the property. Vehicles of this type will be permitted near buildings during loan-in and load-out periods only. At all other times, these vehicles must be parked in dedicated parking

areas. Availability of lots will be determined by the Executive Director or Facility Manager. Vehicles parked outside these designated areas are subject to being towed at the owner's expense.

No trucks with more than a 2.5 rating will be permitted inside the buildings at the National Peanut Festival Fairgrounds.

UTILITIES

All utilities services are metered for each event. Show promoters will be responsible for paying the fee of usage during contracted agreement dates and times.

WEATHER

If emergency notifications are necessary, Fairground Management will work with the Show promoter to notify events taking place on the Fairgrounds and provide instructions for actions that need to be taken.

WEBSITE

The NPF maintains a website at www.nationalpeanutfestival.com. Information is available on the website concerning event planning, event attendance, event exhibiting and event promotions.