



# UTAH STATE FAIR COMMERCIAL VENDOR HANDBOOK



# 2025

Utah State Fairpark & Event Center  
Administration Office  
Phone: 801.538.8400  
[www.utahstatefair.com](http://www.utahstatefair.com)

## Welcome to the Utah State Fair!

This Handbook has been prepared as both a guide for you to plan for a successful operation during the Utah State Fair and as a substantive rider to your Space Lease Agreement. This Handbook becomes a part of your Space Lease Agreement.

The State Fair Park Authority Executive Director or one of his designees Hereinafter referred to as SFPA reserves the right to interpret these rules and regulations and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to the State Fair Park Authority. It further reserves the right to determine unforeseen matters not covered by these rules.

Violation of any of the terms and conditions of the Space Lease Agreement, published Rules and Regulations, or policies of the State Fair Park Authority, forfeits all monies, rights, and privileges.

It is each vendor's responsibility to know the Rules and Regulations, and space lease standards which are a part of your Space Lease Agreement.

If you have any questions, please contact:

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### Disclaimer

Every effort has been made to ensure the accuracy of the information in this handbook and on the Utah State Fair website. Current rules and regulations of the State Fair Park Authority, hereinafter referred to as (SFPA), as interpreted by State Fair Park Authority Management hereinafter referred to as (Management) and Board of Directors, hereinafter referred to as (Board), will take precedence over these listings due to the possibility of typographical errors or inadvertent omission.

The Board reserves the final and absolute right to interpret these rules and regulations and settle and determine all matters, questions, and differences in regard thereto, or otherwise arising out of, connected with or incident to the Fair.

The Board reserves the right to amend or add to these rules, as it, in its judgment, may deem necessary. SFPA has the right to add regulations or guidelines to meet the current times.

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## Important Deadlines

DATE	ACTION	TIME
February 3 <sup>rd</sup>	Applications Open!	10 AM
March 3 <sup>rd</sup>	RENEWAL VENDORS: Previous year vendors who are offered space renewals must email their intent to return to Commercial Vendor Management by this date. Vendors who do not submit intent to renew will forfeit spaces.	4 PM
March 4 <sup>th</sup>	Open spaces will begin to be proposed to new applications	10 AM
March 24 <sup>th</sup>	First Non-Refundable deposit due for all accepted spaces. <i>Missed payments subject to fines or forfeit of space.</i>	4 PM
March 25 <sup>th</sup>	After this date, all First Non-Refundable deposits will be due at time of acceptance of space by Vendor.	4 PM
April 28 <sup>th</sup>	2 <sup>nd</sup> Space Payment due for accepted spaces. <i>Missed payments subject to fines or forfeit of space.</i>	4 PM
June 1 <sup>st</sup>	Final Space Payment due for accepted spaces <i>Missed payments subject to fines or forfeit of space.</i>	4 PM
June 2 <sup>nd</sup>	<i>After this date, all spaces must be paid in full upon acceptance by the Vendor. Please note that all payments are non-refundable.</i>	8 AM
July 21 <sup>st</sup>	Any changes to products & or services must be submitted for approval by this date.	4 PM
August 19 <sup>th</sup>	Vendor copy of Certificate of Insurance (COI) submitted to Management. <i>* If not received, SFGPA will secure Event Insurance on behalf of the Vendor and issue an invoice for the cost, including a \$30 fine</i>	4 PM
August 18 <sup>th</sup>	Last day to purchase additional items in the Vendor Portal. <i>* After this, purchases must be made on-site at the Administration Building</i>	4 PM
August 18 <sup>th</sup>	Last day to confirm electrical needs. <i>*Any changes requested after the deadline will incur an additional fee, which will be applied in addition to the initial cost.</i>	4 PM
September 1 <sup>st</sup> – 2 <sup>nd</sup>	Vendor Packet Pick-Up & Space Set Up	9 AM – 5 PM
September 3 <sup>rd</sup>	Vendor Packet Pick-Up & Space Set Up	8:30 AM – 10 PM
September 4 <sup>th</sup> – 14 <sup>th</sup>	Vendor <u>Vehicle Load In Time</u> <i>*After 9:00 AM, all vehicles must vacate grounds to designated parking areas.</i>	<b>DAILY</b> 7 AM – 9 AM
September 4 <sup>th</sup> – 14 <sup>th</sup>	Grand Building & Deseret Building unlocked for Vendor Access	<b>DAILY</b> 9 AM
September 4 <sup>th</sup>	Opening Day Leased Space Inspection by SFGPA Management	11:30 AM
September 4 <sup>th</sup>	The 2025 Utah State Fair opens to the public	
September 4 <sup>th</sup> – 14 <sup>th</sup>	Vendor <u>Vehicle Load Out Time</u> <i>*Vehicles will not be permitted access to grounds until Management gives the-all clear for attendee safety.</i>	<b>DAILY</b> 10 PM – 11 PM
September 14 <sup>th</sup>	Final Day of Fair	
September 14 <sup>th</sup>	Utah State Tax Commission Special Event Unit Office Open	9 PM
September 14 <sup>th</sup>	End of FAIR Load Out Begins <i>*Vehicles will not be permitted access to grounds until Management gives the-all clear for attendee safety.</i>	10 PM
September 14 <sup>th</sup>	End of FAIR Load Out End of Night <i>*Grounds will close &amp; Vendor must return the following day to finish load out.</i>	12 AM
September 15 <sup>th</sup>	Vendor Load Out Completion	7 AM – 1 PM
September 15 <sup>th</sup>	Tents Removal Begins	1 PM

	<i>*Vendor items must be removed by this time, or they will be left out in the open.</i>	
September 15 <sup>th</sup>	Electrical Panels and Outlets turned off	12 PM
September 16 <sup>th</sup> –19 <sup>th</sup>	End of FAIR Inspection of All Leased Space.	N/A

## 1) Vendor Application Requirements

- a) **Vendor Portal Registration** – Create a Vendor Portal account.
- b) **Application Submission** – Complete the Utah State Fair Vendor Application truthfully. Incomplete or vague responses may result in denial.
- c) **Product & Service List** – Submit a detailed list of all products and/or services to be sold.
  - i) General descriptions such as "novelties," "toys," or "cookware" are not acceptable. If needed, attach a picture of your wares.
  - ii) Any items not listed or approved will not be allowed in the vendor's leased space.
- d) **Booth Contents** – All items within a commercial vendor space must be related. For example, a single booth cannot sell both sunglasses and funeral plans.
- e) **Marketing Materials** – Submit samples of any brochures or literature you plan to distribute to attendees.
- f) **Promotions & Contests** – Indicate if you will be holding any drawings or contests.
- g) **Audio Usage** – State whether you will be using a microphone or speaker for any reason.
- h) This information will help SFPA determine whether to approve or deny your vendor application.
- i) SFA Management will make every effort to accommodate requested space locations for approved vendors. However, final space assignments will be determined based on the following considerations:
  - i) Optimal use of available space
  - ii) Visual appeal of booth space
  - iii) Avoiding product oversaturation
  - iv) Referrals and recommendations by other Fairs or events

## 2) Product & Services Change Policy

- a) Vendors are not allowed to change the contents of their leased space or services offered without written permission from the SFPA Management once the Space Lease Agreement Contract has been signed.
- b) If a Vendor is found to have changed space contents or services as indicated without written approval from management, the original intent of the booth must be restored, and the Vendor will be fined.
- c) If Vendor refuses to comply, they will be removed from the SFPA grounds.

## 3) Right of Renewal

- a) Invitations to renew for the upcoming Utah State Fair may be sent to those vendors who:
  - i) Participated in the previous year's Fair
  - ii) Are in good standing with the SFPA Management.
- b) The Space Lease Agreement between the SFPA and vendors is for one Fair only.
- c) Renewal for each year's annual Fair is by invitation only.
- d) Renewal is conditional upon:
  - i) The vendors fulfillment of the previous year's Space Lease Agreement
  - ii) Adherence to the rules and regulations as outlined in the Handbook
    - (1) Regardless of the number of years a vendor may have participated in prior Fair's, all vendors are subject to scrutiny.
  - iii) Vendor evaluations as outlined in the handbook.

- e) Space may be awarded or declined based on a need for variety and best-use determined by the SFFPA Management, the Executive Director, and/or State Fair Park Authority Board of Directors.
- f) Vendors may be offered the same space they occupied the previous year if the Fair layout stays the same.
  - i) SFFPA Management reserves the right to change the layout of the commercial buildings, outdoor exhibits, and vendors.
  - ii) In the event the leased space is changed, eliminated, condemned, or rearranged after a Lease Agreement has been signed, the SFFPA Management may reassign another space to the vendor.
- g) The renewal period will begin at a date determined when approved returning vendors are contacted about renewal for the Utah State Fair.
- h) Vendors who do not disclose intent to return to Commercial Vendor Management by the due date (see “Important Deadlines”) may forfeit their space from last year but are welcome to re-apply for available spaces.
- i) Spaces are offered on a first-come, first served basis based on products or services and at prevailing prices.

#### 4) Vendor Booth/Space Pricing

- a) Pricing is based on 10’x10’ increments of space, with additional costs for corner spaces.
  - i) In-line spaces must remain in 10’x10’ increments unless otherwise approved by Management (e.g., 10’x10’, 10’x20’, 10’x30’).
  - ii) Booth spaces must be paid in accordance with the dates and times listed in this document (see Important Dates).
  - iii) No discounts are available for non-profits or government agencies.
- b) **Indoor Booths – Grand Building & Discovery Building**
  - i) 10x10 space - \$1,250
  - ii) Corner Space – add \$150.00
    - (1) *\*Indoor space actual size varies and may be larger or smaller than 10’X’10. Lease space rules and regulations will still apply.*
  - iii) Included with each indoor rental:
    - (1) Pipe and Drape: 8’ Backdrop; 3’ Siding
    - (2) One 5-amp electrical outlet (*enough for a cell phone, laptop, etc*).
    - (a) Power Limit: Indoor spaces are restricted to a maximum of 20 amps of electrical usage.
- c) **Outdoor Booth Spaces** (See Sections Map)
  - i) Section L, M, N - \$975
  - ii) Section I, A, D, Y - \$1,050
  - iii) Section F - \$1,150
  - iv) Corner Space – add \$150
  - v) Included with each outdoor rental:
    - (1) Tent with four sidewalls to fully enclose your space. The walls can be securely closed using Velcro.
    - (2) Access to one electrical outlet on a shared 20amp power box
- d) **PODs**
  - i) POD locations are **standalone outdoor spaces** that are larger than standard booth spaces.
  - ii) SFFPA Management assigns and arranges POD locations at their discretion.
  - iii) **POD Pricing & Calculation:**
    - (1) Frontage Space (*Per 10’X10’*) \$1050
    - (2) Additional Depth (per 100 sq. ft.) \$50
    - (3) The total cost is determined by the frontage width (in 10’ increments) plus \$50 for every additional 100 sq. ft. of depth beyond the first 10 feet.

(4) Example Calculation (for a 70' wide x 40' deep POD location):

(5) Frontage Cost: \$7,350 (70' ÷ 10' = 7 increments x \$1,050)

(6) Depth Cost: \$1,050 (40' depth – first 10' included = 30' ÷ 10' = 3 increments x \$50)

(7) Total Price: \$8,400

iv) **Tent Requirements & Rental:**

(1) Some POD locations may require a tent, depending on the display type.

(2) Tents are available for rent for an additional cost

(3) Vendors providing their own tents must follow the regulations outlined in this handbook (See *Fire Regulations, Tents, and Staking*).

(4) No discount is given on space rental if a vendor supplies their own tent.

(5) All tents must be approved by SFPA Management.

v) If a vendor will **not** need a tent for their leased space (bringing their own tent, trailer, etc.), it **must be indicated on the Vendor Lease Application**.

(1) **Late Tent Rental Fee:** \$300 (three hundred dollars) if a vendor requests a tent after August (tent setup will be scheduled at the Fair's earliest convenience). Tents are not available for rent after the last week of August.

(2) **Tent Removal Fee:** \$200 (two hundred dollars) if a vendor **cancels their tent rental after September 2nd** (tent removal will be scheduled at the Fair's earliest convenience).

(3) **Additional power** is available for purchase (see [Utilities](#))

e) **SFPA does not provide the following:**

i) Tent lighting. *\*It will get dark, make sure to plan for your own lighting.*

ii) Extension Cords

iii) Surge Protectors

iv) WIFI or Hotspots

v) Flooring for outdoor locations. In the event of inclement weather, it is recommended to have floors built in outdoor locations whether on asphalt or grass to raise items off the ground.

vi) Vendors are fully responsible for their own items and any damage that may occur from weather.

## 5) Space Rental Payments

a) All spaces must be paid for by the [deadlines](#).

i) Failure to pay by the specified deadlines may result in **fees and/or loss of space with no refund**.

b) Once the Lease Agreement is signed and submitted online, an invoice will be generated to collect payment.

i) A Lease Agreement is not officially accepted until the deposit payment has been made.

(1) **Credit card payments:** Must be submitted via the **Online Vendor Portal** located on the Utah State Fair website. Credit card payments will not be accepted over the phone.

(2) **Cash, Check, or Cashier's Check Payments:** Can be mailed on or made **in person** at the Fairpark Administration Office.

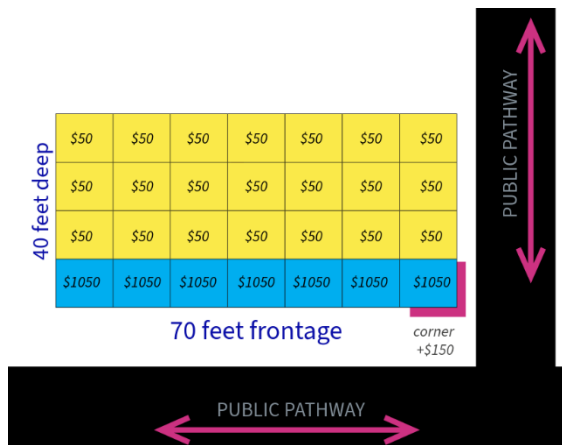
(a) Please include the company name, contact person information and booth location/number.

## 6) Insurance Requirements

a) **Liability Insurance**

i) Insurance is required for all commercial vendors to cover any loss. SFPA is not responsible.

ii) Commercial Vendors are required to provide the SFPA with a **liability insurance certificate that includes:**





- (1) Personal injury and property
- (2) Naming the State Fair Park Authority as an "additional insured"
- (3) The amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate.
- (4) The same company name listed on the vendor lease agreement must be clearly stated on the certificate.
- iii) Copies of your homeowner's policy or business insurance are not acceptable documents.
- iv) A copy of the insurance certificate must be on file in our office by the [Deadlines](#).
  - (1) The insurance certificate copy must be uploaded in the vendor portal online through the Fair website or emailed to [kelli@utahstatefair.com](mailto:kelli@utahstatefair.com)
  - (2) Confirmation will follow as proof that SFPA has received it, please save it for your records.
- v) If you do not currently carry this level of insurance, it can be purchased through the SFPA Haas & Wilkerson Insurance policy. \$115 for the first space location and \$80 for each additional space location.
- vi) Vendors are encouraged not to leave valuable merchandise in their leased space overnight (especially outside locations).

## 7) Sales Tax

- a) The following information applies to all temporary events in which food and/or merchandise will be sold.
  - i) All Vendor must obtain a Temporary Sales Tax License and Special Return Form; this includes businesses that already have a Utah State Sales Tax License.
  - ii) This license is independent of any other license and is issued at the beginning of the Utah State Fair by a representative of the Utah State Tax Commission Special Event Unit.
  - iii) If you have any questions please call:
    - Utah State Tax Commission, Special Event Unit
    - 801.297.6303. or 800.662.4335 ext. 6303

## 8) Entrance and Parking Passes

### a) **Entrance Passes (Admission Tickets)**

- i) An entrance pass/admission ticket is required for all Vendors and their booth attendants (whether employees, volunteers, etc.) for daily entry into the Fair.
- ii) Any Vendor without an entrance pass/ admission ticket will not be permitted to enter the grounds.
- iii) Each admission ticket can only be scanned once each day. If the Vendor needs to leave after their ticket is scanned, they must get a hand stamp to re-enter the grounds or provide another pass.
- iv) Each Vendor Lease Agreement will receive the following amount of daily admission tickets/entrance passes:
  - (1) 10'X 10' vendor booth/space = 33
  - (2) 10'X 20' vendor booth/space = 44
  - (3) 10'X 30' vendor booth/space = 55
  - (4) 20' X 20' or larger vendor booth/spaces = 66
- v) Additional daily admission tickets and season passes are available for purchase.
  - (1) Daily admission ticket - \$9 each
  - (2) Season Pass Ticket - \$60 EA

### b) **Parking Passes (Hang Tags)**

- i) Each Vendor Lease Agreement will receive parking pass to Lot B (located on North Temple).
  - (1) Hang tags must remain in the vendor vehicle and be visible at all times.
  - (2) Vendor vehicles will not be allowed onto the grounds without their hang tag.
  - (3) Vehicles found without the proper hang tag will be towed at the expense of the Vendor.
  - (4) Vendor vehicles without the proper hang tag will not be able to park in their designated parking lot and will pay the parking fee to enter. No refunds will be given.

- ii) Additional season parking pass hang tags for Lot B are available for purchase for \$60 each. Season parking passes are not available for purchase in other parking lots, vendors and employees may pay the daily rate.
- iii) For specific ADA parking requests please contact the Commercial Vendor Manager.

**c) Rules and Expectations of Entrance & Parking Passes**

- i) Vendors must acknowledge the following restrictions regarding the use and distribution of entrance and parking passes:
  - (1) Vendors are solely responsible for the custody, control, and care of any passes provided by the SFPA.
  - (2) It is the responsibility of the Vendors to deliver admission tickets and parking pass/hang tags to their staff.
  - (3) Vendors are not permitted to leave passes at Will Call, Entrance Gates, Parking Booths, or the Administration Office for employees/ or volunteers to pick up when they report to work.
- ii) Vendors will not be refunded for any lost or misplaced entrance or parking pass.
- iii) Entrance passes or parking passes shall not be altered, duplicated, or reproduced by any Vendors or their Affiliates.
- iv) If an altered, duplicated, or reproduced pass is used or attempted to be used by anyone to gain entrance to the Fair:
  - (1) Vendor agrees to cooperate in any administrative, civil, or criminal investigation resulting from such misuse.
  - (2) Vendor agrees to be legally and financially responsible for such misuse, even if such misuse was the result of an employee or volunteer’s illegal conduct.
  - (3) SFPA may, in its sole discretion, close Vendor for the remainder of the Fair and escort Vendor from grounds.
  - (4) Vendors will not be entitled to any refund for any amounts paid or owing to the SFPA.
  - (5) SFPA, in its sole discretion, may impose a penalty for each altered, duplicated, or reproduced pass. See “FINES”

**d) Stock Trucks**

- i) SFPA can provide limited back stock truck parking areas on the SFPA grounds. Use of this lot will be approved by SFPA management and will cost an additional \$200 (two hundred dollars).
  - (1) Electricity may be provided for trucks and trailers for an additional fee (based on availability).
  - (2) Vendors seeking approval for a Back Stock Truck location must provide:
    - (a) Electrical needs (if needed)
    - (b) A graph or map showing the footprint needed (including dimensions, stairs, hitch, and loading/unloading clearance).

**9) Cancellation of Contract & Refunds**

- a) Vendor must provide written notice of cancellation of any lease space agreements.
- b) Leased Space Agreement payments are non-refundable.
- c) SFPA Management is not responsible for loss of sales for any reason including but not limited to:
  - i) inclement weather
  - ii) excessive noise including noise from the carnival or other attractions/exhibits on Fairpark grounds.

**10) Lodging**

- a) The Utah State Fair does not have an onsite camping/RV park.
- b) A listing of our partner hotels and lodging partners is available on our website [Utahstatefair.com/lodging](http://Utahstatefair.com/lodging)

**11) Check-In & Setup**

**a) Check-In Procedures**

- i) **Check-In Packets will not be released, and vendors will not be allowed to set up, until agreement is signed, paid in full, insurance is on file, and all other required tasks are completed.**
- ii) Upon arrival, vendors must check-in with Vendor Management at the Wasatch Building to receive check-in packets.

- iii) Check-In Packets include a Vendor Number Card (required to be posted for electrical and fire inspections), Admission Tickets & Parking Permits (if ordered in advance), in addition to proper placement instructions and other pertinent information.
- iv) Please do not place any stand or trailer without checking in or without prior approval.
- v) A Mandatory Vendor Meeting in the Wasatch Building will be held the Wednesday before the opening day of Fair.

## 12) Operating Hours

- a) 2025 Vendors must have leased spaces staffed and open to the public the times listed.
- b) Vendors not open to the public and ready to serve during these times will be subject to a \$100 (one hundred dollar) fine per location, per incident.
- c) Note: The Fairpark will be open before and after Vendor operating hours to Fair participants including school groups, livestock exhibitors, & the general public.

FAIR HOURS	
Thursday September 4 <sup>th</sup>	12:00 PM – 10:00 PM
Friday September 5 <sup>th</sup>	10:00 AM – 11:00 PM
Saturday September 6 <sup>th</sup>	10:00 AM – 11:00 PM
Sunday September 7 <sup>th</sup>	10:00 AM – 10:00 PM
Monday September 8 <sup>th</sup>	12:00 PM – 10:00 PM
Tuesday September 9 <sup>th</sup>	12:00 PM – 10:00 PM
Wednesday September 10 <sup>th</sup>	12:00 PM – 10:00 PM
Thursday September 11 <sup>th</sup>	12:00 PM – 10:00 PM
Friday September 12 <sup>th</sup>	10:00 AM – 11:00 PM
Saturday September 13 <sup>th</sup>	10:00 AM – 11:00 PM
Sunday September 14 <sup>th</sup>	10:00 AM – 10:00 PM

## 13) Advertising, Signage, & Promotions

### a) **Discount Promo Days**

- i) The Utah State Fair will offer promotional events and days that vendors may choose to participate in to receive focused marketing coverage and drive traffic to your stand. This is not an all-inclusive list, names and concepts may change.
  - (1) **TWO-for-TUESDAY** (Tuesday of the Fair only) i.e. a **two**-for-one special, buy **two** get one free, etc.
  - (2) **THRIFTY THURSDAY** (2<sup>nd</sup> Thursday of the Fair only) – one-day discounts on specific products

### b) **Signage Rules**

- i) Signage is an important part of how you display your business and products to the Fairgoer. Vendors should ensure all signage is professionally generated and made of high quality, commercial grade materials or at minimum printed, laminated, and branded for appearance.
- ii) Signage and must not impede or be a safety hazard for pedestrian traffic
- iii) **No A-frame or sandwich boards** may be used by commercial vendors.
- iv) **No handwritten signs allowed** with the exception of attractively produced chalk signs.
  - (1) Attractively produced chalk signs may be accepted but must be pre-approved by Fair Management.
  - (2) If the vendor needs signs reprinted and laminated, SFPA Administrative Office can print them for a \$50 (fifty dollar) fee. Some limitations apply.
- v) **Graphics, signage, flags, lights, scrim, etc.** must all be fixed, clean, and nicely branded and approved by Fair Management.
- vi) If a vendor is in violation of signage rules, they will be asked to remedy the situation or the sign will be removed by Fair Management for the duration of the Fair.
- c) **Advertising or solicitation outside your designated space is forbidden** in any area of the Fairpark grounds, including parking lots owned and/or operated by the SFPA.
  - i) Solicitation includes passing out advertising material, samples, conducting surveys, or conducting business of any kind.
- d) **SFPA owned branding** including but not limited to Utah State Fair logo and/or name, Utah State Fairpark & Event Center logo and/or name, Utah State Fair Park Authority logo and/or name, Day of Wreck’oning Demolition Derby name and/or logo, Monsters Are Real Monster Trucks name and/or logo may only be used with written permission from the Utah State Fair Marketing Department.
  - i) If use is granted, SFPA will provide you with the current logo, which may not be distorted, or modified in any way, and must include the full logo text. Any items printed with unauthorized or incorrect logos will be asked to be taken down or destroyed.

**e) Third-Party Signage**

- i) Signage should not be used to promote third-party entities such as outside events, businesses, sponsors, donors, suppliers, or service providers unless previously approved by the SFPA Management.
- ii) Vendors may display signage courtesy of an exclusive or approved SFPA supplier or distributor, with signage limited to the interior of a stand or building.
- iii) Supplier or distributor signage is prohibited on the outside of a vendor or building.

**f) Sampling**

- i) Sampling must be pre-approved by the SFPA
- ii) Samples not exceeding two (2) ounces in quantity or 2"x2x2" size may be distributed.
- iii) Samples may only be given within your leased space.
- iv) Sampling Sponsorships are available for the Fair which allows sampling at the entrance/exit gates or other specific locations throughout the Fair during specific hours. For this fee, sponsors receive a benefit package. Any interested company or group may contact the Utah State Fair Marketing Department at 801-538-8400.

**g) Drawings and Prizes**

- i) Plans for free prizes or drawings must be furnished in writing with the application and must be preapproved by the SFPA Management. No Space Lease Agreement will be issued until plans for any free prizes and drawings have been reviewed and approved.
- ii) Vendors are prohibited from conducting shows, drawings, or games without prior written approval from SFPA Management.
- iii) Vendors found offering free prizes or conducting drawings without the required approval will be assessed a [fine](#) and may be removed from the Fairpark.
- iv) Due to SFPA sponsorship agreements, Vendors cannot offer free vacations, discounts, or drawings for vacations without written approval from SFPA Management.
- v) Raffles, as defined by Utah State Law, are unlawful.
- vi) When offering free prizes or drawings, vendors must provide full disclosure, ensuring that all offers labeled as "Free" have no hidden costs or deposits. If full disclosure is not maintained, as determined by SFPA Management), the vendors booth will be closed until appropriate action can be taken.
- vii) Announcements regarding prizes and the details of the drawing must be clearly posted during attendee registration.
- viii) The drawing must be conducted publicly at the Fairpark and completed by the Fair's closing time.
- ix) Each drawing ticket must include the name of the company, a description of the prize(s), and their respective values.
- x) Eligibility for participation in the drawing extends to all patrons, except where age restrictions apply, which must be clearly indicated on visible signage.
- xi) A sample drawing ticket and a list of prizes must be submitted to SFPA Management for approval at least fourteen (14) days before the Fair opens.
- xii) Written notice containing a description of the prizes and the names, addresses, and telephone numbers of the winners must be submitted to SFPA Management no later than October 1st of the contracted year.
- xiii) The Utah State Fair, SFPA, Board, Management, employees, or patrons are not permitted to be mentioned in supporting or conducting the drawing in any manner.

## **14) Evaluations and Expectations**

- a) Vendors are encouraged to set up their leased space in an appealing, professional manner and shall abide by all SFPA Fair guidelines.
- b) Ensuring the quality of the Fair experience for the Fairgoer, each vendor will be evaluated during the Fair.
  - i) Evaluations help determine whether the vendor will be invited back the following year.
  - ii) Vendor will be notified in writing of any issues. Warnings based on performance and evaluation will be given out.
    - (1) Vendors may be allotted a timeframe of 1 to 24 hours to address and resolve the identified issues.

- (2) If items are not addressed or fixed, the vendor will not be invited back.
- c) Evaluations will include:
  - i) Performance
  - ii) Payment of fees
  - iii) Compliance with the rules in this Handbook
  - iv) Compliance with the laws of the City, County, and State of Utah, including:
    - (1) Licensing and permitting
    - (2) State Fire Code.
  - v) Booth opening and closing times each day
  - vi) Proper staffing of booth
  - vii) Staff professionalism
  - viii) Appearance of booth
  - ix) Complaints received from the public relating to goods and/or services provided during the Fair.
- d) Vendors will be provided with the ability to evaluate SFPA Management. An evaluation will be provided upon final payment at the end of the Fair.
  - i) Complaints, requests, or concerns can be addressed with Fairpark management by requesting a meeting via email, phone or in person. Meetings will be held privately at the Administration Office.

## 15) Vendor Code of Conduct

- a) All vendors will be responsible for the conduct and personal appearance of all personnel in their employ. Vendors are expected to act in a polite and courteous way to all guests, SFPA Staff, Fair Management, Board of Directors, Attendees, and other Vendors. The SFPA will not tolerate:
  - i) Discourteous, obscene speech, or obscene conduct toward, in hearing or in view of the general public by the vendor/operator or its employees or agents.
  - ii) **Intoxication** or the illegal use or sale of controlled substances.
  - iii) Sexual harassment or discrimination in any form. Incidents involving harassment or discrimination should be reported to Fair Management immediately.
  - iv) Vendors engaging in the dissemination of unprofessional or disparaging remarks about other vendors, concessionaires, or other Fair partners. If a vendor has an issue regarding another vendor, they are to report that concern directly to SFPA Management.
  - v) **Vandalization** of SFPA property or the property of other vendors, concessionaires, or attractions. The vendor will be removed from grounds without refund of any monies paid and may be subject to criminal prosecution.
  - vi) SFPA Management will not get involved in any price setting/fixing between competing vendors or get involved in any exclusive agreements a vendor may have with a supplier.

## 16) Vendor Rules

- a) No matter the location, vendors are responsible for securing carpets and taping electrical cords down to prevent tripping hazards.
- b) **Indoor Displays**
  - i) Displays must not block neighboring exhibits.
    - (1) The **front six feet** of the booth must not exceed three **feet in height**.
    - (2) The **back four feet** may be up to **eight feet high**.
  - ii) Displays may not extend beyond the front of the booth.
  - iii) Carpet edges and electrical cords should be secured to the floor with tape to a prevent tripping hazard.
- c) **Outdoor Displays**
  - i) **Space Allotment**



- (1) Displays must not extend **more than 1 foot** outside the allotted space or **more than 3 feet above** the assigned tent or structure.
- (2) Vendors shall never alter foliage or trees without the consent of the SFPA.
- ii) **Awnings**
  - (1) Awnings must ensure public safety and not extend into common walkways. If an awning protrudes into an aisleway, vendors may be required to:
    - (a) Secure the area or install signage.
    - (b) Purchase additional space to accommodate the awning.
    - (c) Be prepared to remove the awning..
  - (2) No merchandise may be hung or displayed from an awning or its supports.
- iii) **Flooring**
  - (1) In the event of inclement weather, it is highly recommended floors be built in any outdoor location (whether on asphalt or grass) to raise items off the ground.
    - (a) We suggest a floor made with pallets or other wood materials.
    - (b) Vendors are fully responsible for their own items and any damage that may occur from the weather.
- iv) **Lighting**
  - (1) SFPA Tents are not equipped with lights; vendors must provide their own lights and power cords. Please see the [Utility](#) section of this Handbook.
- v) **Tent Weights & Staking**
  - (1) All tents must be staked and/or weighted down with a minimum of 40 lbs. per leg.
  - (2) Any vendor planning to drive any type of stake or fastener into the ground must receive written approval from SFPA Management.
  - (3) If the stake or fastener is intended to go 6" or more into the ground Vendor is required to contact Blue Stakes (1.800.662.4111) and receive clearance from utilities.
- d) **Walkways & Aisles**
  - i) By order of the Utah State Fire Marshall, no person, equipment, boxes, vendor booth contents, etc., may block walkways, aisles, or corridors.
- e) **Noise**
  - i) No loudspeaker, amplifier, or sound device shall be used in the Vendor space without prior written approval of SFPA Management.
  - ii) Health Department guidelines for acceptable noise levels will be enforced.
  - iii) Excessive noise from any source, including but not limited to: televisions, stereos, speakers, organs, saws, microphones, motors, etc. Will not be allowed.
  - iv) No live music is permitted in any Vendor space without written approval of UFSC Management.
  - v) Microphone brand and bandwidth must be reported to SFPA Management and must comply with the following specifications to avoid interference with SFPA paging system:
    - vi) VHF Bandwidth only (No UHF bandwidth, or lower than VHF bandwidth)
    - vii) Must be of professional grade.
    - viii) In proper working condition (No protruding wires or consistent crackling noise)
    - ix) No Comtek Brand devices allowed.
    - x) Bullhorns are not permitted.
- f) **Americans with Disabilities Act**
  - i) In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services should call 801.538.8400 three (3) days prior to arrival.
  - ii) Vendors agree to comply with the requirements of the Americans with Disabilities act (ADA) 42 U.S.C Section 12101 et se. and applicable regulations in performing under a Vendor Lease Agreement.

- iii) Vendors also agree to indemnify and hold harmless the SFPA from any and all actions which may arise from Vendor failure to comply with ADA in performing under this lease agreement.

**g) Animals**

- i) No Animals (except Service Animals as defined by the Americans with Disabilities Act\*, competitive entries, those for sale by approved vendors and contracted animals scheduled for performance) are permitted in vendor's booths or on the Fairpark grounds at any time.
- ii) *Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's*

**h) Benches and Seating**

- i) Benches, chairs, picnic tables, etc. are placed throughout the Fairpark as comfort areas or for entertainment viewing for attendees.
- ii) Comfort and entertainment viewing seats placed by Fair Management **are not allowed to be moved** by anyone without approval from SFPA Management.
- iii) Any vendor choosing to set up a comfort area (benches, picnic tables, chairs, etc.) must receive written approval from SFPA Management.
- iv) Any comfort area must be available to all attendees and not limited to only those purchasing items from that vendor.

**i) Balloons**

- i) SFPA reserves the exclusive right to sell balloons. Vendors are not allowed to sell or give away balloons.
- ii) Helium Balloons are strictly forbidden on Fairpark grounds.

**j) Construction and Improvements**

- i) The construction of any permanent structure, booth, enclosure and or/ alterations of any structure, booth, or enclosure owned or rented by the SFPA must be approved in advance, in writing, by SFPA Management. Any Vendor intending to construct and/ or alter such a facility must submit a formal, written request along with plans and specifications to SFPA Management illustrating the proposed construction or alteration will be in compliance with applicable codes and regulations as outlined by the State of Utah's Division of Facilities and Construction Management (DFCM)
- ii) Construction and Improvements are at the expense of the Vendor.
- iii) In the event a lease agreement is not renewed or is terminated for any reason, any structures, booths, and enclosures and/or other improvements shall become the property of the SFPA and the State of Utah, unless agreed upon prior to the construction and/or improvement.
- iv) Any Vendor who performs any type of construction or alteration to any structure, booth, or enclosure owned or rented by the SFPA without first obtaining written approval from SFPA Management will be assessed a \$1,000.00 fine and be required to pay the cost associated with returning the said structure, booth or enclosure back to its original status by a contractor that is approved by USF Management
- v) Any vendor wishing to paint anything owned or operated by the SFPA must receive prior written approval from SFPA Management prior to painting such surfaces. Vendors receiving approval are responsible for all costs associated with painting including paint touch-ups as needed as well as returning the surface back to its original color if their lease agreement is not renewed or is terminated for any reason.
- vi) Any vendor who performs any type of painting to anything owned or operated by SFPA without first receiving written approval from SFPA Management will be assessed a \$1,000 fine and be responsible for any cost associated with returning the painted surface(s) back to their original color.
- vii) Holes in asphalt or grass are not permitted without written approval from SFPA Management. Any damage resulting from violation will result in Vendor paying for cost of repair plus additional fines.

**k) Subletting Space**

- i) Vendor is not allowed to share or sublet space to another Vendor
- ii) Vendors are not permitted to change locations without prior written approval from SFPA Management.
- iii) Vendor will receive a fine of \$500 for any change of location or sublet of space without prior written approval from SFPA Management

**l) Three Day Cancellation of Sales – Utah Law**

- i) All commercial vendors must be in compliance with Utah Code Section 13-11-4(2)(m) which states:
- ii) Vendors must furnish a notice of the purchaser’s right to cancel a direct solicitation sale within three business days of the time of purchase if the sale is made other than at the supplier’s established place of business to the supplier’ pursuant the suppliers mail, telephone, or personal contact and if the sale price exceeds \$25.00, unless the supplier’s cancellation policy is communicated to the buyer and the policy offers greater rights to the buyer then Subsection (2)(m), which notice shall be a conspicuous statement written in dark bold at least 12 point type on the first page of the purchase documentation, and shall read as follows: “YOU, THE BUYER, MAY CANCEL THIS CONTRACT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY (or time period reflecting the supplier’s cancellation policy but not less than three business days) AFTER THE DATE OF THE TRANSACTION OR RECEIPT OF THE PRODUCT, WHICHEVER IS LATER.”

**m) Use of Non - Motorized & Motorized Vehicles**

- i) No small, motorized vehicles such as golf carts, Segway’s, motorized skateboards, scooters, etc. will be allowed inside the Fair without prior written permission and use permit from the SFPA Management.
- ii) Exceptions for any motorized vehicle required for ADA purposes.
- iii) In addition, roller blades, roller skates, skateboards, scooters and other like mannered items are also prohibited on the Fairpark grounds.
- iv) Any vendor selling these items must inform their customers that they are not allowed to be used while on the Fairpark grounds.

**17) Cleanliness and Safety**

**a) Glass**

- i) Glass bottles, jars, or products within glass are not permitted within the public’s reach. Glass bottles and containers are to be placed behind the counter, out of reach.
- ii) Glass pickles jars or glass hot sauce bottles are not allowed.

**b) Cleanliness**

- i) All Vendors are responsible for keeping their leased space neat and orderly and must clean their leased space throughout the day and at the end of each day.
- ii) **Trash**
  - (1) Vendors are responsible for disposing of their own trash.
  - (2) Fair staff will clean all walkways, aisles, and streets throughout the day and after the Fair closes.
  - (3) Once cleaning is complete, no additional trash should be placed outside.
  - (4) All trash must be placed in the appropriate receptacles located on Fairpark grounds.
- iii) Improper disposal of waste will result in a [fine](#). This includes the improper disposal of general trash, food and beverages, food and beverage products, and food by-products).
- iv) SFPA Management will not provide:
  - (1) Trash receptacles for use in vendor’s leased space.
  - (2) Receptacle liners.
- v) At the end of the Fair, the leased space must be vacated, cleaned, and left free of debris.
- vi) **Recycling:** The SFPA has a recycling program and expects all vendors to participate.
  - (1) **Cardboard & Plastic**
    - (a) The Fairpark has designated locations for proper cardboard disposal.
    - (b) All boxes must be broken down and placed only in these areas.
    - (c) Refer to the map provided in the Vendor Packet for details.
    - (d) Clean plastic and paper items can be placed in the blue recycling containers located on the grounds.

**18) Restricted Products and Services**

**a) Prohibited Products**

- i) Laser pointers/pens
- ii) Potato guns
- iii) Blow guns.
- iv) Realistic toy guns/weapons \*This will be up to the interpretation of SFFPA Management.
- v) Piercing
- vi) Permanent Tattoos
- vii) Sale of Firearms
- viii) Fortune Telling/Psychic reading services (exception: astrological forecasting by computer).

**b) Controlled Substances & Drug Paraphernalia**

- i) In the interest of promoting the health, safety, and welfare of persons on or about the premises of the SFFPA, the following will not be allowed to be produced, manufactured, dispensed, advertised, or possessed on said premises:
- ii) Controlled substances as defined in the Utah Controlled Substances Act, Title 58, Chapter 37a
- iii) Drug Paraphernalia as defined in the Utah Drug Paraphernalia Act, Title 58, Chapter 37a,
- iv) Imitations scintillate as defined in the Imitation Controlled Substances Act, Title 58, Chapter 37b, Utah Code Annotated, 1953, as amended.
- v) Any items prohibited by State and Federal Laws.

**c) Airborne Particles, Incense Smoke, & Smells**

- i) The release of dust, smoke, or strong scents from candles, wax melts, incense, or product demonstrations is strictly prohibited.
- ii) Vendors must actively contain and monitor any airborne dust or particles generated within their space.
- iii) If SFA Management determines that a vendor is not effectively managing airborne particles, the vendor may be required to close their space until a proper solution is implemented.
- iv) Live flame candles are not allowed.

**d) Knives & Weapons**

- i) All knives or edged weapons sold must be boxed and sealed.
- ii) Any Attendee or Vendor found outside of approved booth space with an unsealed knife or edged weapon will have the weapon confiscated and turned in local law enforcement and potentially be removed from Fairpark Facilities and grounds regardless if purchased from Vendor.
- iii) The sale of firearms is prohibited
- iv) Any other weapons of any kind are not permitted to be sold on the SFFPA grounds without prior written approval from Management.

**e) Offensive or Unsafe Items**

- i) Items determined to be offensive, inappropriate, or unsafe by the Fair Management, in its sole and absolute discretion, whether pre-approved or not, will be ordered removed.

**f) Stickers & Adhesive Products**

- i) Any adhesive-backed plastic or vinyl decals, stickers, or bumper stickers of any kind are not permitted to be sold or given away on the SFFPA grounds without prior written approval from Management.

**g) Non - Motorized & Motorized Vehicles**

- i) No small, motorized vehicles such as golf carts, Segway's, motorized skateboards, scooters, etc. will be allowed inside the Fair without prior written permission and use permit from the SFFPA Management.
- ii) Permits for motorized vehicles (i.e., golf carts) are available on a first-come first-serve basis at a cost.
- iii) *Exceptions for any motorized vehicle required for ADA purposes.*
- iv) In addition, roller blades, roller skates, skateboards, scooters and other like mannered items are also prohibited on the Fairpark grounds.

- v) Any vendor selling these items must inform their customers that they are not allowed to be used while on the Fairpark grounds.
- h) SFPA Management reserves the right to remove from the grounds any product, exhibit, sign or advertising matter which is not in harmony with the overall goals and objectives of the Fair.

## 19) Fire & Safety Regulations

- a) This section is intended to highlight certain Fire and Safety regulations. By no means are these the only Fire and Safety regulations Vendors must follow. It is the responsibility of the Vendor to know what regulations apply to their operations.
  - i) The State of Utah Fire Marshal Office will have jurisdiction over the Utah State Fairpark.
- b) **Electrical Safety**
  - i) Every Display or exhibit must be installed and operated so as to provide access and visibility of any fire panel, pull station, visual audio device, and/ or exit signs. Full access must be made available to firefighting equipment.
  - ii) All electrical wiring will meet the latest edition of the National Electrical Code. Temporary wiring, as specified by this code, will be used for non-fixed wiring purposes.
    - (1) Ordinary two-wire extension cords are expressly forbidden. Only Heavy-duty, three-prong, rubber or neoprene extension cords are permitted.
    - (2) Power Strips are allowable, but at no time can they be “daisy chained” (plugging one power strip into another) together.
- c) **Open Flame, Fire Extinguishers, and Flame Retardant Material**
  - i) Smoking, open flames, and propane are prohibited in any and all buildings on the grounds.
    - (1) There are designated outdoor smoking areas available.
  - ii) Any drapes, curtains, hangings, or other decorative material must be made from noncombustible material or be treated and maintained by means of a flame-retardant process approved by the State Fire Marshal’s Office.
  - iii) Any outdoor open flame must be preapproved by the State Fire Marshall and SFPA Management.
    - (1) Failure to get prior approval will result in automatic removal from the grounds.
- d) **Fire Extinguishers**
  - i) In every location using an open flame or electric heat device must supply and have readily accessible at least one fully charged and operational UL-rated type 2A 10-BC dry chemical fire extinguisher of at least 2 lbs. net capacity.
  - ii) Any Vendors that is using cooking equipment that involves solid fuels, vegetable or animal oils, and fats must have a Class K rated portable extinguisher with current certification. The minimum requirement is one 2.5-gallon (9L) Class K wet chemical extinguisher.
  - iii) Any Vendors that is deep fat frying with up to four fryers having a medium capacity of 80 pounds each must also have one additional Class K extinguisher of a minimum of 1.5 gallons (6L)
  - iv) It is not required that Vendors portable fire extinguishers be certified in Utah, but they must have been inspected and certified to meet all NFPA regulations.
  - v) All extinguishers must be inspected by the Campus Fire Marshal and must be fully charged and in compliance.
  - vi) All non-refillable, single use extinguishers must not be older than 2 years.
- e) **Explosive gases**
  - i) Explosive gases or flammable liquids will not be used in connection with any display unless by written approval of the Utah State Fire Marshal and SFPA Management.
  - ii) All LP-gas containers having a water capacity greater than 2.5 pounds must be stored in an upright position with the valve end up. All LP-gas containers must be secured by rope or chain to stay upright and cannot be knocked over.
  - iii) Any combination of stored LP-containers exceeding a water capacity of 720 pounds must be stored a minimum of ten feet from any combustible material or structure.
  - iv) SFPA Management reserves the right to update any of the Fire & Safety regulations at any time without notice to meet or exceed current Fire and Life Safety Standards.



## 20) Rule Violations

- a) It is the responsibility of the Vendor to read and understand the rules and regulations stated in the Space Lease Agreement Contract and in the Vendor Handbook. If Vendor needs clarification, it is their responsibility to ask for clarification in writing to SFPA Management.
- b) Whenever a violation of any SFPA rule and/or regulation is noted by SFPA Management, an infraction ticket will be written, and a copy will be left with the Vendor or within their space if the Vendor is not present. Copies of each recorded violation will be reviewed and placed in the Vendor’s file. Any violations are cause for:
  - i) A Fine
  - ii) Not inviting the Vendor to return the following year.
  - iii) Immediate closure and expulsion of the Vendor from FAIR
- c) Any Vendor may have their exhibit closed until the perceived infraction is corrected.
- d) Any Vendor removed from the FAIR will forfeit all monies paid to the SFPA.
- e) If SFPA Management intends to impose the penalties listed here, or exercise rights conferred therein, vendors agree that SFPA Management may provide written notice of said violation to Vendor’s principal place of business, booth attendant, or booth space if no attendant is present, or all of the above.

## 21) Potential Fines and Associated Fees

- a) This is not an inclusive list of fines and fees.
- b) Any vendor found in violation of SFPA Rules and Regulations will potentially receive a minimum of a \$300 fine plus potential expulsion from the Fair without option for renewal.
- c) Warnings may be given in place of fines with the expectation that the next warning will be a fine

<b>INFRACTION</b> <i>*Each fee is per infraction unless otherwise stated.</i>	<b>FINE OR FEE</b>
<ul style="list-style-type: none"> <li>• Not opening booth space on Time.</li> <li>• Not being staffed during public hours of FAIR.</li> <li>• Closing booth space early.</li> </ul>	\$100 per location
Any construction not approved in writing by SFPA.	\$1,000 + costs to return structure to original status.
Improper disposal of trash and cardboard.	\$300
Improper dumping of sewer, gray water and/ or grease	\$500 + city-imposed fines and cost of cleanup
<ul style="list-style-type: none"> <li>• Unapproved products &amp; services</li> <li>• Unapproved drawings and free prizes</li> </ul>	\$300
Altered, duplicated, or reproduced entry and parking passes. <ul style="list-style-type: none"> <li>• Including anyone found abusing parking passes i.e., handing them to another person same day after parking vehicle in designated parking areas</li> </ul>	Up to \$150 for each pass
Certificates of Insurance (COI) not submitted by due date	\$30 + cost of SFPA Insurance purchased on behalf of Vendor
Vendor set up violations not corrected within the timeframe given	\$100
Space Lease Agreement not paid in full by dates indicated	\$200
Change of electrical needs after due date	Up to \$250 + Electricians Time + cost of electricity fee and any material required

Unauthorized use of electrical; water, sewer	\$300
Vendor change of space or sublet of space without prior written approval from SFPA Staff	\$500
Vendor egregious violation of Code of Conduct <i>i.e. fighting; vulgar actions; improper conduct towards staff, other vendors; and or conduct; inebriation; or others.</i>	\$500 + possibility of expulsion from event
Emergency use of Forklift	\$100 Per Occurrence
Returned Checks	\$25 per occurrence

## 22) Food Related Permits

- a) The following information is provided to vendors as a service and SFPA Management does not assume any liability for its accuracy.
- b) All vendors serving food must obtain a Temporary Event Permit from the Salt Lake County Health Department.
- c) Each Vendor is responsible for obtaining their own permit.
- d) Of the three types of permits offered by the Health Department, an extended permit is required for the Fair.
- e) This permit is good up to 14 days of temporary food service per calendar year. Cost for the permit is \$310 – \$410 depending on the level of risk and may change without notice.
- f) Permits are issued in-person by the Salt Lake County Health Department from 9 AM to 4 PM

Bureau of Food Protection  
788 E. Woodoak Lane (5380 South)  
Murray, Utah 84107-6379  
(385) 468-3845

[www.slvhealth.org](http://www.slvhealth.org)

- g) The person in charge must demonstrate adequate knowledge of food safety and sanitation practices to receive a Temporary Permit.
- h) A permit may be revoked if an operator does not comply with health regulations.
- i) Permits are not transferable.
- j) Multiple vending booths or locations operated by the same owner will each need a separate valid permit.
- k) Permit holders must demonstrate the ability to adequately supervise separate locations.
- l) Before applying for a permit, please decide on the following:
  - (1) All food items to be sold.
  - (2) The booth structure (whether provided by the event sponsor or the vendor).
  - (3) The equipment that will be required, including a hand washing station.
  - (4) Methods to maintain hot and cold product temperatures.
  - (5) How all foods will be transported and stored.
  - (6) Where and how clean-up of equipment will be done.
  - (7) Who will be in charge of the booth (must have a Food Handler Permit).
  - (8) No food for the public may be prepared or stored in a private residence.
  - (9) Temporary Event Food Booths are inspected by the Health Department.
  - (10) All violations must be corrected.
  - (11) Unpermitted or unsafe food practices will result in food removal or booth closure.
- m) SFPA Management and the Salt Lake County Department must be notified of:
  - i) Significant changes in food offerings
  - ii) Change of operating facilities

- iii) Change of business name
- iv) Any conditions that may affect the quality of food service.
- n) SFPA Management reserves the rights to shut down vendors that present any food safety concerns. Operators must vend from a site that meets the following minimum structural requirements:
  - i) A roof, awning, or other top covering, impermeable to weather, over the entire food preparation, service, clean-up and storage area.
  - ii) Two side walls (not screening), which will reduce the entry of dust and dirt, and exclude unauthorized personnel.
  - iii) The front service wall will be a counter, half-wall or table draped to the floor. The back wall may be open for employee access, or solid as desired.
  - iv) The floor must be a surface of plywood, concrete, asphalt, or other acceptable cleanable material. Flooring must be supplied if the vending site is on dirt, gravel, grass, or poorly drained surfaces.
  - v) All trailers stands or structures, whether portable or fixed, must be professional looking, in good repair, structurally sound, neat in appearance and meet current Utah Fire Codes, State building, electrical, safety and sanitation codes.
  - vi) Disability access must also be considered. Vendors not complying with these policies may be asked to dismantle and/or remove their exhibits or stands from the grounds.
  - vii) All /vendors are required to have all food and equipment storage areas screened from the public's view. SFPA Management prefers all screens to be of the vinyl or canvas type and should not be see through.
- o) Inspections**
  - i) SFPA Management will conduct inspections of all leased spaces before the opening of the Fair.
  - ii) Vendors must contact SFPA Management to complete proper documentation before occupying any space.
  - iii) Every booth must be set up, ready, and open for inspection by the SFPA Management by 9:30 AM on opening day. (Vendors are not required to be present for inspection).
    - (1) If booths are not set up by 9:30 AM on opening day, SFPA Management reserves the right to:
      - (a) Assign the booth to another vendor and reassign the vendor in violation another location of equal or lesser value
      - (b) Impose a fine.
  - iv) Vendors will be notified in writing of any issues discovered during this inspection.

## 23) Deliveries & Freight

- a) All deliveries will need to be correctly labeled to ensure that delivery is properly made. SFPA Management cannot be held accountable for deliveries that are received and are improperly labeled. All packages should be labeled as follows:
  - Your Business Name
  - C/O Utah State Fair
  - Your Assigned Building or Section Your Space Number
  - 155 North 1000 West
  - Salt Lake City, UT 84116
- b) Once a shipment is received, it will be delivered to the vendor at the rate listed below unless the vendor otherwise notifies the receiving clerk before accepting the shipment.
  - i) Packages (any size) - Free
  - ii) Pallets - \$100 (one hundred dollar) for forklift/operator (depending on availability\*) ·
  - iii) Any shipment on a pallet that must be unloaded from the delivery truck with a forklift will be assessed a \$100 (one hundred dollar) charge.
    - (1) No "waiting" time for forklift is allowed.
    - (2) *\*Forklift availability is NOT guaranteed; shipping trucks are advised to use their own gate-lift and pallet jacket for larger deliveries.*
  - iv) Additional charges may apply for odd-sized or special deliveries.

- c) Packages can also be picked up by Vendors from Shipping and Receiving located in the Operations Building on the Northwest end of the Fairpark (behind the Arena)
- d) Only authorized personnel may sign for packages
- e) Vendors are responsible for their own unloading and loading of displays.
- f) Package deliveries are made on availability basis.
- g) Receiving and delivery charges are payable at the time of delivery to the vendor.
- h) Vendors are responsible for storage of their own inventory, packaging, equipment, etc. No merchandise, display materials, boxes, crates, equipment, etc., will be allowed to be stored on Fairpark property other than inside the vendors leased space or personal vehicle(s).
- i) Any items left in unauthorized areas of the Fairpark for any extended period will be discarded.

## 24) Utilities

### a) **Electricity**

- i) The SFFPA does not assume responsibility or liability for electrical failures of any kind Force Majeure, for damage to equipment/property caused by drops or increases in power supply, low voltage, or power surges and shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, or for any special, indirect, or any damages due to interruption or fluctuation in service on the grounds.
- ii) Correspondingly, all Vendors expressly agree to indemnify and hold harmless the State Fair Park Authority, its members, employees, and contractors from such claims. In no case will the State Fair Park Authority be held responsible for loss of profits, revenues, or loss of equipment.
- iii) Each 10' X 10' booth location receives one (1) outlet producing 10 amps of 110-volt electrical power included in the price of the booth.
- iv) Any additional electrical power requirements must be requested on the Commercial Vendor Lease Agreement and paid for with the final booth payment.
- v) If not indicated on the Lease Agreement, any requests for special power must be made in writing by the deadline.
- vi) Any request after the deadline will be subject to additional charges and will need to be paid by the vendor directly to the Administration Office before additional service will be provided.
  - (1) Vendors will be charged:
    - (a) Up to \$250
    - (b) \$20/quarter hour minimum for electrician services
    - (c) The cost of any material required
- vii) The additional power as listed below for service not requested by the deadline (see Important Deadlines).
- viii) Vendors are advised that once the Fair opens, it will be extremely difficult to get additional power.
- ix) Please be aware that lighting is not provided with any vendor space. SFFPA encourages the use of LED or energy efficient lighting.
- x) All Vendor must provide proper sized and approved cable-wire size (up to approximately 100') to connect an existing service outlet. Extension cords must be for heavy duty use and appropriate for wet/damp locations. All Vendors must use GFCI-protected cords. The SFFPA reserves the right to refuse to connect any electrical service to equipment that is not considered safe.
- xi) SFFPA Electricians have been instructed not to provide service to any appliance, trailer or panel that is not properly grounded. SFFPA Electricians will not provide service to non-UL approved equipment or faulty or hazardous equipment.
- xii) No Wiring will be done in individual stands or trailers by SFFPA Electricians.

<b>POWER FEES</b>	
<b>AMPS (110v Service)</b>	<b>FEE</b>
20 amps	\$55
30 amps	\$75
<b>AMPS (220V Service)</b>	
30 amps	\$150
50 amps	\$250
100+ amps: *Contact Food & Beverage Manager for cost and availability	

- xiii) SFPA Management will inspect all leased spaces during the Fair to ensure no one is using more electricity than they have been authorized to use. In the event it is found a vendor is knowingly using more power than they have been authorized and paid for, the Vendor may be fined up to \$300 and/ or the space closed and Vendor escorted from premises.
- xiv) Any Vendor found entering electrical panels and/or tampering with electrical lines or outlets in any way will be assessed a fine up to \$300.00 and/or the space closed, and Vendor escorted from premises.
- xv) All electrical panels and outlets will be turned off no later than 12 PM Monday after the end of FAIR.

**b) Gas Service**

- i) Gas Service is only available to Vendor located in the North Food Court.
- ii) Vendors are responsible for the maintenance of the gas line(s) from the point where they hook into the SFPA connection.
- iii) If the Vendor does not state their need for Gas Services in their application or in writing to SFPA Management in an appropriate time frame for SFPA Management to place Vendor in a space that has Gas service, the Vendor will be responsible to pay for any cost associated with the relocation to a space with Gas Services.
- iv) SFPA does not assume responsibility or liability for Gas Disruptions of any kind, for damage to equipment/property caused by disruptions and shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, or for any special, indirect, or any damages due to disruptions in service on the grounds.

**c) Water**

- i) Vendors needing water for operations must bring sufficient and compliant water hose(s) to connect to the nearest water source. Most water sources are within 100' feet of most locations. However, it is ultimately the Vendor responsibility to have the required length of hose.
- ii) Water and sewer hook-up cost is \$100.
- iii) If a Vendor/ installs a water hose over a walkway, street, or through another Vendors space, it must be approved by SFPA Management.
- iv) Vendors are responsible to cover and secure any hose crossing a potential foot traffic area.
- v) Any Vendor that connects to an outside water source must provide a hose bib vacuum breaker.

**d) Sewer**

- i) By Law, all gray water must be dumped or pumped into a sanitary sewer drain (NOT a storm drain.) If a Vendor is not aware of the location of a sanitary sewer drain or is unsure of the type of drain, they are planning to use, it is the Vendor responsibility to seek SFPA Management for clarification.
- ii) If sanitary sewer is not available near the Vendor space, it is the responsibility of the Vendor to obtain and service the necessary holding tank.
- iii) Any Vendor found dumping into/onto anything other than an authorized sanitary sewer drain will be assessed a minimum of \$500 and required to pay all costs associated with damages including but not limited to labor and other materials.
- iv) SFPA Management does not assume responsibility or liability for water or sewer disruptions of any kind, for damage to equipment/property caused by disruptions and shall not be liable for loss of profits or revenue, loss of use of equipment, cost or capital, cost of temporary equipment, or for any special, indirect, or any damages due to disruptions in service on the grounds.
- v) Once a utility is installed, it becomes the property of the SFPA and will remain under the control of SFPA. The Vendor will continue to be responsible for the maintenance of the service from the point where they are hooked into the SFPA service connection for as long as the Vendor uses the service.
- vi) SFPA reserves the right to shut off or disconnect the utility when it is determined by SFPA Management that the service does not meet the SFPA standards or if it is being used without SFPA Management authorization.

## 25) Teardown/Load Out



- a) No exhibit or portion thereof may be torn down or removed before 10:00 PM on the closing night of the Fair without prior written consent of SFPA Management.
- b) Vendors may begin space load out 10 PM closing day
- c) *Vehicles will not be permitted access on grounds until Management gives the all-clear for attendee safety.*
- d) Do not leave valuable articles in booths on the last night of the Fair.
- e) Commercial exhibit buildings will be open for load out the following hours:
  - i) Approximately two hours following the close of the Fair on Sunday.
  - ii) The Monday after Fair closes until 1:00 PM
- f) **Outdoor Exhibits can be broken down:**
  - i) After the close of Fair on Sunday night, the grounds will be open most of the night for their load out.
  - ii) the following day between 7 AM and 9 PM
- g) **Wristbands**
  - i) For security, wristbands will be given out in Vendor Packets and should be worn by anyone on your team needing access to the Fairpark and your booth space Monday morning.
  - ii) If you need additional wristbands, they must be picked up in the Administration Building.
- h) **Release Forms**
  - i) A written and signed release must be obtained from the supervisor of your area when removing articles and exhibits from the grounds.
  - ii) The purpose of the written and signed release form is to:
    - (1) List the goods that are being removed from a vendor's space.
    - (2) Prevent theft.
  - iii) **Signed release forms must be presented to security upon leaving the Fairpark. Without this form, vendors will not be allowed to proceed off Fairpark property.**
  - iv) Release forms are to be also available in the Administration Building on the Monday following the Fair from 8:00 AM to 1:00 PM
  - v) Vendors will obtain a release form at the time of final settlement once full balance owed to UFA from food & beverage sales is fully paid.
  - vi) Vendors without a release form will not be allowed to exit SFPA or remove any equipment, stand displays, trailers, tents, or products.
- i) Tents used during the Fair are taken down on Monday at 1:00 PM, the day after the Fair closes.
- j) Any display or structure left on the SFPA after the second day will be charged a \$100.00 per day storage fee or may be considered abandoned by SFPA Management.
- k) Vendor leased spaces not returned to SFPA as they were received (i.e., clean and clear of debris, signage, structures, etc.) may not be considered for renewal the following year.