



# NORTHWEST FLORIDA FAIRGROUNDS

1958 Lewis Turner Blvd., Fort Walton Beach, FL 32547

## FOOD CONCESSION VENDOR POLICIES AND PROCEDURES

1. The days of operation are: Tuesday October 25 thru Sunday October 30, 2011. The hours of operation are: Tuesday through Friday 5 P.M.-10 P.M., Saturday 3 PM-10 P.M., Sunday 1 P.M. to 6 P.M. Vendors are required to remain open during these hours, manning their booths for the entire time. Packing up early before the evening ends, **does not** promote a FOOD friendly atmosphere.

Set-up will be allowed prior to the fair. Staff will be onsite at 9am-4pm Saturday, October 22 and Sunday October 23 as well as Monday October 24 from 8 to 4pm, to allow for early set-up. We ask that all vendors have their booths and products set up and ready to go by 12:00am October 25, any space not occupied or decorated by this time will be resold with no obligation to refund any money paid to the Northwest Florida Fair for rental space.

2. Vendor space is limited. In order to guarantee participation, it is recommended that the signed application and booth fee is submitted as early as possible. Booth assignments are made on a first come, first served basis. Your booth fees will be returned to you, if we cannot accommodate your request for participation. You do not have a booth until you have been accepted, paid your booth fees and signed a contract. Checks will be accepted until October 3 and then payment must be made by cash, money order or cashier check. **YOU WILL BE CHARGED \$25.00 FOR A RETURNED CHECK.** Any cancellation made within 30 days of the event will result in a \$50 cancellation fee. Checks should be made payable to the Northwest Florida Fair Association.
3. Food Concession vendors accepted by the Fairgrounds must be approved by the management and comply with state health regulations. **Proof of compliance or license must be attached to application.** We reserve the right to restrict and limit the number of food vendors. Acceptance will be based on quality, preparation and presentation. All **items you intend to sell must be listed on your application** for approval. You **will not be allowed to sell items not listed.** You will **NOT** be allowed to sell alcohol or beverages in glass containers. You must have a class K Fire Extinguisher & it will be inspected.
4. Booths must be kept neat and clean, and shall not obstruct aisles, doors or walkways. It is important that customers are able to walk safely through the aisles. All trash must be collected and deposited into containers provided. **Food vendors may not dispose of any used cooking oil in trash containers or on the property.** All waste water must be contained. Any property left after the fair closes may be picked up no later than Monday, November 1, 2011. All property not retrieved will become property of Northwest Florida Fairgrounds.
5. Prohibited Items. This event is geared toward a family-friendly atmosphere. The following items are unacceptable: potentially dangerous or hazardous materials or fluids or offensive items. These include, but are not limited to: alcohol, drugs, pornography, knives (except for cutlery) or guns. The Northwest Florida Fairgrounds reserves the right to prohibit any items brought to the fairgrounds, in whole or part of which is in their opinion not suitable. Any prohibited item(s) brought to the fairgrounds will result in removal of the same from the vending/midway area.
6. Sales tax due to the city, county and or state is the sole responsibility of the participating vendor. It is the vendor's responsibility to determine the need for the appropriate license to comply with all city, county and state regulations.
7. NO pets, firearms, alcoholic beverages, hawking of wares, no sound amplification devices.

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## Food Vendor Contract/Agreement

I (we) understand the Northwest Florida Fairgrounds assumes no liability for vendors and/or their property to include expenses related to their operations. I understand that I am responsible for providing my own liability insurance and hold harmless the Northwest Florida Fairgrounds, its director and employees, from any act of God, accident, or mishap during my venue on their property. I have received, read and understand the Policies and Procedures as set forth by the Northwest Florida Fairgrounds and agree to adhere to and uphold these rules as they are stated.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_