



1402 14th. AVENUE WEST  
PALMETTO, FLORIDA 34221  
(941) 722-1639 (941) 722-5054 Fax  
[www.manateecountyfair.com](http://www.manateecountyfair.com)

July 15, 2019

Veterans' Hall Exhibitors

The 2020 Manatee County Fair is right around the corner, January 16<sup>th</sup> through the 26<sup>th</sup>. I am sure most of you are aware that since December, Veterans' Hall has undergone some wonderful changes like the addition of Air Conditioning and very soon the Men's and Women's restrooms and Family Room will be complete.

With the completion of the restrooms, we wanted to let you know that the overall layout and orientation of the booth spaces may be different than in previous years. However, the booth spaces will remain as 10ft. x 10ft. with a table and two chairs per booth. If you have any questions, please do not hesitate to contact the fair office. Thanks!

Sincerely,

A handwritten signature in blue ink that reads "Daniel West". The signature is fluid and cursive.

Daniel West  
General Manager  
Manatee County Fair

# MANATEE RIVER FAIR ASSOCIATION

1402- 14<sup>TH</sup> AVE WEST

PALMETTO, FLORIDA 34221

941-722-1639 FAX 941-722-5054

WWW.MANATEECOUNTYFAIR.COM

E - MAIL: DWEST@MANATEECOUNTYFAIR.COM OR  
CPATTERSON@MANATEECOUNTYFAIR.COM

TO: All Inside Exhibitors

DATE: 7/15/19

FROM: Daniel West  
Fair Manager

Brian Williams  
Chairman-Concessionaires/Exhibits

## FAIR OPENING AND DATES

- Thursday, January 16– Sunday, January 26, 2020 11 DAYS

Hours:

Date	Open	Buildings Close	Gates Close
Jan. 16	5:00 p.m.	10:00 p.m.	10:00 p.m.
Jan. 17	5:00 p.m.	10:00 p.m.	10:00 p.m.
Jan. 18	12:00 Noon	10:00 p.m.	10:00 p.m.
Jan. 19	12:00 Noon	10:00 p.m.	10:00 p.m.
Jan. 20	12:00 Noon	10:00 p.m.	10:00 p.m.
Jan. 21	5:00 p.m.	10:00 p.m.	10:00 p.m.
Jan. 22	12:00 Noon	10:00 p.m.	10:00 p.m.
Jan. 23	5:00 p.m.	10:00 p.m.	10:00 p.m.
Jan. 24	5:00 p.m.	10:00 p.m.	10:00 p.m.
Jan. 25	12:00 Noon	10:00 p.m.	10:00 p.m.
Jan. 26	12:00 Noon	7:00 p.m.	7:00 p.m.

- Theme 2020: "The Place To See and Be Seen"

## TICKETS & PARKING

Security Entrance Passes are available at a cost of \$30.00 each. Your business may purchase up to 4 of these passes, you may purchase advance tickets at \$8.00 each or purchase tickets at the gate at full price. If you choose to purchase the SEP or advance tickets, you must do so between Jan. 2<sup>nd</sup> and 15<sup>th</sup>, during office hours 8a.m.-5p.m.

- Reserved parking spaces are available off 14<sup>th</sup> Avenue West, in our paid lot, for \$40 for the 11-days – for small trucks and cars, NOT for stock trucks. Please return your request for reserved parking with your contract.

## CONTRACT INFORMATION

- Contracts are to be signed and returned by our deadline of September 16, 2019. All returned contracts should include 50% of contract price plus \$100 performance deposit. If you left your deposit last year to be carried over, then return your contract with the 50% of contract price (half of the balance due, shown at the bottom of your contract). If

you are not planning to be with us for the 2020 fair, please write CANCEL across your contract and return by the September 16, 2019 deadline.

- **A certificate of insurance with liability coverage of a minimum of \$1,000,000 bodily injury and property damage per occurrence and showing the Manatee River Fair Association and Manatee County as additional insured must accompany contracts.**
- Please be sure that you read the Rules and Regulations supplied with your contract. Items to be noted in the Rules and Regulations are highlighted in Bold Italic.

#### **BOOTH SETUP/TEARDOWN**

- Work may begin on your booth Jan. 11 and must be completed by Noon on Jan. 16. Hours to work on booth are: Jan. 11 and 12 from 9:00 a.m. until 4:00 p.m., and Jan. 13, 14 and 15 from 8:00 a.m. until 5:00 p.m. and Jan. 16 from 8:00 a.m. until Noon.
- **Your booth must remain operable through the close of buildings at 7 p.m. on January 26, 2020.** Early breakdown will result in the loss of your security deposit. After the building is emptied and secured you may remain in your booth to breakdown.
- The south exit of the building will be re-opened at 7:30 p.m. and available for you to walk out your supplies or equipment. The building will close at 9:00 p.m. for the night. No vehicles will be allowed on the grounds. We request that you park temporarily for loading on 13<sup>th</sup> Ave. W. and use Gate 5. After Sunday night there will not be security on the grounds.
- Harlee Building – you may exit through Gate 2
- **Absolutely no hauling of supplies through or across the central fair midway between buildings.**
- Monday, January 27 – the building will be open from 8 a.m. until 3:00 p.m. All items must be removed by 3:00 p.m. All items left in your booth after 3:00 p.m. on the 27<sup>th</sup> will be disposed of by the Fair staff.

#### **PERFORMANCE DEPOSIT**

- Will be held through the Fair and returned upon your request. Requests must be made by 5:00 p.m. on January 25, 2020. Your booth must remain functional until after close of buildings on Sunday, January 26 at 7:00 p.m. or your deposit will not be returned.
- **WRITTEN REQUESTS FOR DEPOSITS** will be accepted through February 1, 2020. Deposits not claimed after this date will automatically be assigned as Fair deposit for your booth in 2021 or returned to you.

*If you have a web site or e-mail – let us know.*

**MANATEE COUNTY FAIR**  
*Palmetto, Florida*

**FAIR RULES AND REGULATIONS 2020**  
**(For both Inside and Outside Vendors and Concessionaires)**

Failure to abide by the following rules and regulations may result in removal of any exhibit, show or concession from the Fairgrounds.

1. Licensees shall comply with all laws and pertinent rules of the State of Florida, all pertinent ordinances of the County of Manatee and the City of Palmetto, as well as the Rules and Regulations governing the Manatee County Fair.
2. Licensor reserves the right to remove from Fairgrounds any exhibit, show or concession, or any part thereof which licensor deems objectionable and no refund of money paid for space will be made, it being agreed if such action is taken, Licensee waives all claims of whatsoever nature against the Licensor, its officers, employees or agents.
3. Deposit shall not be returned if Licensee cancels within THIRTY (30) days prior to fair opening.
4. Any representative of Licensor shall have access to said licensed premises at all times.
5. No dogs are permitted on the Fairgrounds on leash or otherwise. The only exception being police dogs on duty, seeing-eye lead dogs and dogs in scheduled acts, shows or contests. Dogs in scheduled acts, shows or contests must be removed from the grounds immediately following their performance.
6. No alcoholic beverages are permitted on the Fairgrounds.
7. No tent camping will be allowed on the Fairgrounds.
8. Food licensees are required to have workable fire extinguishing systems/fire extinguishers as required by the Fire Marshal at their booths.
9. All decorations are subject to approval by the North River Fire Marshall. *See attached FL Statutes and NFPA Life Safety Code*
10. Food Concessionaires with cooking facilities are required to deposit grease in marked containers placed on the grounds for that purpose. Any concessionaire found putting grease in the drains will be subject to dismissal from the Fairgrounds.
11. Licensor reserves the right to establish prices for sale of all food and drink.
12. Exhibits must remain open every day during regular hours established by Licensor and all exhibits must remain in place until 7:00 p.m. closing night of the Fair.
13. No solicitors or sales personnel will be allowed to work in the aisles or roadways. Licensee may advertise and display from within Licensee's licensed space only. Licensee may not engage in any activities or demonstrations outside his contracted space.
14. Handing out of any type literature is only permitted inside your booth.
15. No drawing or giveaway may be conducted by Licensee unless permission has been given at the Fair Office. A list of names and addresses of all winners must be turned into the Fair Office at the time of the drawing or giveaway.
16. NO VOICE OR SOUND AMPLIFICATION SHALL BE USED BY LICENSEE. No amateur or professional entertainment shall be used without the consent of Licensor. Such permission, if granted, may be rescinded at any time by the Licensor.
17. Deliveries to Licensee must be made prior to opening of Fair each day, except as allowed for outside vendors as provided herein.
18. Signs used by Licensee must relate to Licensee's name, products or services normally offered by Licensee. Licensee shall not employ or display any signs advertising or promoting vendors or suppliers unless authorized by Licensor. Licensor reserves the right to require removal of unauthorized signs.
19. EXHIBITORS MUST BE IN PLACE AND READY FOR FAIR OPENING NO LATER THAN 4:00 P.M. on THE FIRST DAY OF THE FAIR. Space not ready by that time reverts to Licensor, together with all monies paid by Licensee.
20. **The Licensor requires Licensee to furnish LIABILITY AND PRODUCT INSURANCE coverage by a company or companies in an amount satisfactory to the Licensor. The certificate must provide a minimum limit of liability of \$1,000,000 bodily injury and property damage per occurrence and name The Manatee River Fair Association and Manatee County as Additional Insured for a time from set up until you vacate the Fairgrounds. FOOD CONCESSIONAIRE AGREES TO PROVIDE THE ASSOCIATION A COPY OF PRODUCT INSURANCE.**

**OUTSIDE VENDORS AND CONCESSIONAIRES  
ADDITIONAL RULES & REGULATIONS 2020**

Concession Superintendents: Daniel West and Brian Williams  
Assistant Superintendents: Rick Thomas, Travis Longpre and Kris Rickly

Failure to abide by the following additional rules and regulations for outside vendors may result in removal of any exhibits, show or concession from the Fairgrounds.

**Concessionaires/Vendors:** Concessionaires/vendors must supply maximum length/width, complete with any attachments, of unit along with photo of unit. Failure to disclose true measurements will result in space refusal. Only in cases of extreme hardship will units be allowed to move to another space, providing we have adequate electric and water. Concessionaires are required to list all menu items, per unit, with contract (see Outside Vendor Information Sheet). No substitutions or additions once you arrive on site. Fair Board, after reviewing menus, may ask that you not serve one or more items due to duplication. Concessionaires are required to have trailers washed, waxed or freshly painted with awnings safely secured and/or tents washed with no tears. Concession trailers should have removable or guarded tongues.

**TENTS:** No driving of stakes allowed on grounds. Tent lines must be secured with concrete buckets or water barrels.

**ELECTRICITY - Provisions:** Each rental site includes one electrical hook-up, as needed. You must tell the Fair Office your amp requirements, any additional electrical requirements you need that are not listed on the contract will be your sole responsibility. **Requirements:** All cords must be 12-gauge minimum, grounded and approved for use in a wet location and direct contact with the ground. The cord must be the correct size for the proper load. Vendors are responsible for any necessary ground faults. Each vendor should have at least 150' of cord available for hook-up. All installations must conform to the current National Electrical Code. *Sensitive Electronic Equipment:* Although the Fair attempts to maintain 115/208 volts throughout the Fairgrounds, we are subject to unexpected vendor loads and utility fluctuations. The Manatee County Fair is not responsible for failure of any electronic equipment, i.e. computers, due to voltage fluctuations or power failures. **Obtaining Electrical Service:** Upon arrival at the site, you will need to check-in with the Concession Superintendent at the Front Office. An electrician will inspect your rental location to verify proper usage. Priority will be given to food vendors requiring refrigeration. **No power will be supplied prior to 9 a.m. on Saturday, January 11, 2020.**

**CREDENTIALS - Photo ID's are required of all concessionaires and must be worn at all times while serving the public. Concessionaires must provide these ID's for their employees.**

**VEHICLES -** No vehicle will be allowed to enter the Fairgrounds after 9:30 a.m. on January 16-26, 2020. Any supplies brought in after these hours must be carried onto the grounds. Vehicle stickers allow your stock truck on site and must be securely attached to the left-hand corner of the windshield of the vehicle. Each person in the vehicle must have a ticket or buy one at the gate. Concessionaires should make sure they have their tickets and stickers **BEFORE THE OFFICE CLOSSES AT 5 p.m. ON WEDNESDAY, JANUARY 15, 2020.**

**COMMERCIAL DELIVERIES -** Deliveries to your concession locations will be permitted during the Fair, January 16-26, 2020, between 6am and 9:30am. All delivery vehicles must enter the Fairgrounds during these hours through Gate #5 (13<sup>th</sup> Ave.). All delivery vehicles must be off the grounds by 9:30am.

**STOCK TRUCK PARKING -** Stock Truck Parking on site is very limited and is available on a first-come-first-served basis. The cost of a space is \$100 for the 11-day fair or \$35/day if it is a live-in stock truck. For your convenience an application has been included with your contract. Arrangements may be made for these spaces with the contract deposit or as available after that date. **No concessionaires or their employees shall park their personal vehicles in the stock area.** No live-in vehicles will be allowed at concession sites.

**INSURANCE -** Premises and products liability is not included in the rental fee. You are responsible to provide evidence of insurance. A Certificate of Insurance must be submitted with your signed contract and deposit or with the balance of your contract fee by January 2, 2020. The certificate must provide a minimum limit of liability of \$1,000,000 bodily injury and property damage per occurrence and name the **Manatee River Fair Association and Manatee County as "Additional Insured"** for a time from set up until you vacate the Fairgrounds.

# **PARKING RESERVATION**

**Manatee County Fair**

**January 16-26, 2020**

Reserved parking spots are available off 14<sup>th</sup> Ave. W., in our paid lot, for \$40.00 each for the 11 days of the fair. These are for small trucks and cars, NOT for stock trucks.

Security Passes are required for you and your workers. They are \$30.00 each and are good for the 11 days of the Fair.

Your contract reflects the number of parking and security passes you ordered for last year  
- Please return this form for 2020, along with your payment for parking and passes with your contract, which is due September 16, 2019.

**BUSINESS NAME:** \_\_\_\_\_

**NUMBER OF RESERVED PARKING SPOTS:** \_\_\_\_\_

**NUMBER OF SECURITY PASSES:** \_\_\_\_\_

**IMPORTANT:** Cell Phone for Text Message Alerts: \_\_\_\_\_