



2018 Greater Gulf State Fair

Vendor Guidelines

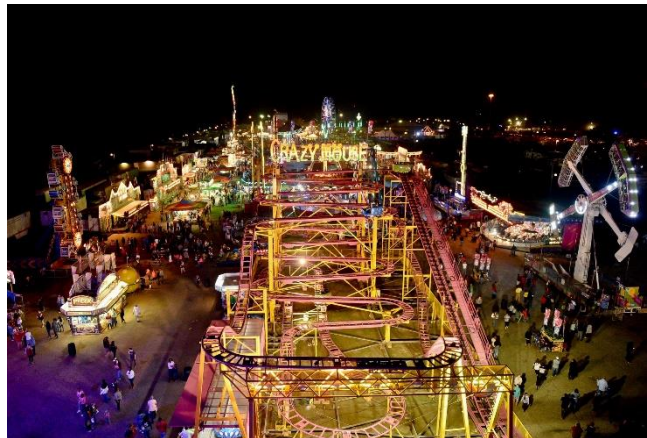
Thank you for applying to be a concessionaire or vendor at the 2018 Greater Gulf State Fair. We have accepted your application and would like to invite you to join us. We look forward to working with you. This package includes an overview of the guidelines based on common questions. The contract is listed as “Event Policies” on the link you were sent and can be approved digitally.

We are looking forward to a great fair and are excited you have shown interest in joining us. Our board and staff are continuing to work very hard on this fair. We are seeing lots of community engagement already and we are still months away from #GGSF2018!

Please review the attached guidelines as well as the contract. Please let us know if you have any questions. As you have seen from our application and website, we are changing things a bit so it is important to read the guidelines and contracts thoroughly. For concessionaires, we are limiting the number of spaces to 25 as well as guaranteeing corners. We have corner spaces still available. For vendors, we are striving to provide the patron more of a shopping experience this year compared to a showcase expo in prior years. We are encouraging all vendors to build a “10 day store” in their space instead of a display case.

As I mentioned, please feel free to reach out to us with any questions. We are extremely excited about the 2018 edition of the Greater Gulf State Fair! We will be sending a complete vendor package out by August 1st.

I look forward to working with you and cannot wait to open the doors on October 26th to the greatest fair we have ever had!



Safe travels and see you soon,

A handwritten signature in blue ink, appearing to read "T. Joshua Woods". The signature is fluid and cursive, written over a white background.

T. Joshua Woods
Executive Director
The Grounds / Greater Gulf State Fair

Indoor/Outdoor Vendor Guidelines

The Event Policies outlines the space to be leased as well as the terms of the lease. The Guidelines are listed below in a more concise manner:

1. Deposit and Date of Final Payment: A deposit of half of the total amount due is required at time of the execution of the Contract. All vendors must be paid in full by September 14, 2018. If full payment is not received, GGSF reserves the right to cancel the contract and vendor forfeits any money paid to date.
2. Insurance: Vendors shall provide proof of liability insurance with at least a one million (\$1,000,000) limit upon submission of contract. The policy must name Greater Gulf State Fair Inc and Mobile Jaycees Inc. Insurance can be purchased through GGSF by contacting fair office.
3. Licenses/Permits: It is the responsibility of the vendor to obtain any required licenses and permits to operate at GGSF. If a vendor is unable to open at 4:00pm on opening day due not obtaining the correct license or permit, a fee of \$50 per hour not operating may be assessed by GGSF.
4. Set Up: Vendor shall be allowed to set up its assigned space no sooner than 10:00 am on Monday (October 22, 2018) prior to the opening day of the fair. ALL vendors MUST sign up for a check in time. A signup sheet will be sent to vendors by October 1, 2018. Vendors will not be allowed to set up or check in prior to their reserved check in time.
5. Move Out: Indoor vendors may not tear down or remove any portion of the leased area before 7:00PM on the last Sunday (November 4, 2018) of the fair. Outdoor vendors may not tear down or remove any portion of the leased area before 9:00PM on the last Sunday (November 4, 2018) of the fair. Vehicles are not allowed on the midway until the "all-clear" is declared by the GGSF Executive Director. If any vendor operates a vehicle on the midway prior to the "all-clear" being declared, the vendor WILL NOT BE INVITED TO ANY FUTURE GGSF.
6. Vehicles and Deliveries: Only properly permitted vehicles will be allowed inside GGSF perimeter, including delivery vehicles. No vehicle will be allowed onto the midway area later than one hour prior to opening on any operational day of the fair. In addition, all vehicles must be removed to parking areas at least one hour prior to opening. Any violation of this provision will be towed away and stored at expense of the vendor. No vehicle will be allowed back onto midway until one hour after closing. VIOLATION OF THE VEHICLE POLICY WILL RESULT IN IMMEDIATE DISMISSAL FROM GGSF 2018 AND VENDOR WILL NOT BE INVITED TO ANY FUTURE GGSF.
7. Vendor Parking and Credentials: Each vendor will receive one (1) parking pass at time of check in. An additional vendor parking permit can be purchased for \$25.00. Each vendor is limited to a maximum of two (2) parking permits. All vendors will be given three (3) vendor lanyards. You may purchase more vendors lanyards for \$75 per lanyard. GGSF is not responsible for lost or stolen lanyards.
8. Corner Spaces/Assigned Placement: Corner spaces are available for purchase. Pricing can be found at www.mobilefair.com. Vendor placement is at the sole discretion of the Executive Director.
9. Vendor Confidentiality: Vendors are prohibited from discussing their rental fees and agreements with other vendors. All vendor fees, rentals, and agreements are to be kept confidential. Violation of this will result in immediate dismissal from the fair.
10. Vendor Questions or Concerns: All questions and concerns prior to, during, and after GGSF should be directed to the vendor director, vendor liaison, or the Executive Director. The Executive Director is the final decision maker for all vendor matters.