

# GREATER GULF STATE FAIR

## VENDOR INFORMATION

OCTOBER 25 - NOVEMBER 3



[WWW.GREATERGULFSTATEFAIR.COM](http://WWW.GREATERGULFSTATEFAIR.COM)

# GREATER GULF STATE FAIR STAFF

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# 2024 GGSF GENERAL INFORMATION

Vendor Information			
Date	Open	Marketplace Closes	Midway Closes
Friday, October 25	4:00 PM	11:00 PM	12:00 AM
Saturday, October 26	11:00 AM	11:00 PM	12:00 AM
Sunday, October 27	12:00 PM	9:00 PM	10:00 PM
Monday, October 28	4:00 PM	9:00 PM	10:00 PM
Tuesday, October 29	4:00 PM	9:00 PM	10:00 PM
Wednesday, October 30	4:00 PM	9:00 PM	10:00 PM
Thursday, October 31	4:00 PM	9:00 PM	10:00 PM
Friday, November 1	4:00 PM	11:00 PM	12:00 AM
Saturday, November 2	11:00 AM	11:00 PM	12:00 AM
Sunday, November 3	12:00 PM	8:00 PM	Until

GGSF 2024 Events			
Date	Event	Event	Event
Friday, October 25	\$5 admission   4:00- 7:00 PM	Funnel Cake Eating Contest   6 PM	TBD
Saturday, October 26	TBD	TBD	TBD
Sunday, October 27	Operation 2000   12 PM	TBD	TBD
Monday, October 28	TBD	TBD	TBD
Tuesday, October 29	Kid's Night	Hog Show   4 PM	TBD
Wednesday, October 30	4-H Night	Hog Show   4 PM	Hog Sale   6 PM
Thursday, October 31	Student Night	TBD	TBD
Friday, November 1	\$5 admission   4:00- 7:00 PM	Corndog Eating Contest   6 PM	TBD
Saturday, November 2	Poultry Show   12 PM	TBD	TBD
Sunday, November 3	TBD	TBD	TBD

**More events are being added daily!**

# PREFAIR INFORMATION

## CHECK IN & SET UP

**Appointments must be made for check-in. You will not be authorized to set up and credentials/parking pass will not be issued unless all requirements, including insurance, payment, and a signed lease agreement, have been received.**

**Food Concessionaires:** May begin checking in and moving in on Monday, October 21. Check-in will be from 9:00 am – 5:00 pm on Monday, October 21, and Tuesday, October 22. All vendors must check in with the Fair Admin Office when arriving at The Grounds. Vendors will be shown their assigned spot(s) at check-in. Vendors will not be allowed to drop their equipment and leave. Equipment placement must be approved. Only contracts paid IN FULL may begin set-up. All outside vendors must be set up by Thursday, October 24. All vendors must be ready to serve the public by 2:00 pm on opening day. Health inspections are held on Thursday and Friday. Please see the food concessionaire information below for specific instructions.

**Outdoor Commercial Vendors:** May begin checking in and moving in on Tuesday, October 22. Vendors must check in at the Fair Admin Office to receive credentials and space number(s).

Outdoor Commercial Vendor Move-In Times:

- Tuesday, October 22
  - 9:00 am– 5:00 pm
- Wednesday, October 23
  - 9:00 am– 5:00 pm

All vendors must be ready to open by 2:00 pm on Friday, October 25.

**Indoor Commercial Vendors:** May begin checking in and moving in on Wednesday, October 23. Vendors must check in at the Fair Admin Office to receive credentials and space number(s).

Indoor Vendor Move-In Times:

- Wednesday, October 23
  - 9:00 am– 5:00 pm
- Thursday, October 24
  - 9:00 am – 5:00 pm

Move-In will be available on Friday, October 25, but no vehicles will be allowed inside of the building. Vendors must be ready to open by 2:00 pm on Friday, October 25.

**Indoor Operating Hours:** Personnel staffing the booth can enter the Marketplace (1) one hour before public opening by showing their vendor badge. No entry will be made without a vendor badge.

**Operating Hours During Inclement Weather:** In the event of inclement weather, all booths must remain open, until a decision is made by the Executive Director, to close early.



# PREFAIR INFORMATION

## PAYMENTS

Payments are due in full by September 27, 2024. Any payments made after September 27, 2024, must be made with cash, money order, certified check, or by credit card. **A 3% non-cash adjustment applies to all credit card transactions.** No personal or business checks will be accepted from September 28, 2024, through the duration of the Fair.

**Deposits:** All contracts issued in **March–August 2024** must be returned within **28 days** from the date issued or other date noted in the contract. Contracts issued in **September 2024** must be returned within **14 days** from the date issued. Contracts issued in **October 2024** must be returned within **48 hours** from the date issued. A deposit of half the total balance is due with a signed contract.  
**Check made payable to Greater Gulf State Fair, Inc.**

All space agreements must be paid in full before any vendor will be permitted to move into their booth on designated set-up days. If the vendor is not paid in full and opens for business, the Fair has the right to close the booth until full payment is made or cancel the space without further notice and have the vendor immediately remove merchandise/equipment from the fairgrounds.

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.

Any checks returned by the bank, upon the first presentation, for lack of sufficient funds or a closed account will constitute a violation of the space agreement. After the Fair has received one insufficient fund or closed account notice, any and full future payments must be made in cash, money order, or certified check. Failure to make good on a bad payment upon demand will result in immediate cancellation of the space agreement and closure of your location without refund or recourse. A bad check charge of \$50.00 will apply to any returned check. This fee must also be paid upon demand.

## PETS

Only qualified service animals and approved livestock or show animals are permitted in exhibit areas of the Fairs.

# GENERAL VENDOR POLICIES

## SPACE AGREEMENT

Every concession of commercial exhibitor participating in the Greater Gulf State Fair (GGSF) must have a signed space agreement. The space agreement is the only document that guarantees a space on the fairgrounds. The space agreement must be signed by the participant and by an authorized representative of Fair Management before participation.

Upon execution of the space agreement, **it is the responsibility of each individual or business to abide by all the terms and conditions of the space agreement and this manual.** Failure to comply may constitute grounds for termination of the space agreement and may result in forfeiture of all payments, rights, and privileges of the individual or business.

**Vendors will not be permitted to switch locations once they are assigned. Space agreements are for the current Fair and do not carry over from year to year.**

Only products or services listed on the space agreement may be promoted, sold, or displayed. If a request to sell or promote certain items on the application is not reflected on the space agreement, those items or activities were not approved.

Any changes in the availability of items for sale, the purpose or activity, or a change in the amount of space must receive approval from the Fair before the change can be written amendment to the space agreement.

Should participants fail to submit the required documents and fees, as stated in the space agreement or this manual the Fair reserves the right to cancel the space agreement.

**All space assignments are contingent. Fair reserves the right to change space assignments as necessary in its sole discretion.**

## TEAR DOWN

Tear Down for **Food Concessionaires and Outdoor Commercial Vendors** may NOT begin until the "All Clear" from Greater Gulf State Fair Staff after the Midway closes.

Tear Down for **Indoor Commercial Vendors** may begin at 8:30 pm after the Marketplace closes and/or Greater Gulf State Fair gives the "All Clear".

Any exhibitors/commercial vendors/food concessionaires leaving before the allotted time are subject to a loss of exhibit space for the next year and will be subject to a \$100 fee.

All vendors off-site on Monday, November 4 at 4:00 pm.

# GENERAL VENDOR POLICIES

## SUBLEASING

Vendors are not permitted to sublease any portion of the services to be performed under the space agreement.

Subleasing consists of:

- Allowing another person or company to display or sell from the assigned space.
- Exhibiting, selling, or distributing literature or product of any other entity other than the assigned vendor.

## INSURANCE

Vendors shall furnish proof of general liability insurance with at least a one-million-dollar limit upon submission of this contract. **This policy must name the "Greater Gulf State Fair, Inc" and "Mobile Jaycees, Inc" as additional insured.** Insurance coverage is to begin at the time the exhibitor arrives on the fairgrounds and continues until the exhibitor leaves the grounds after the fair (October 21- November 4, 2024). The Certificate of Insurance must list the dates of the fair as well as vendor set-up and breakdown days. An example COI can be found on our website:

Additionally, it is suggested that vendors obtain temporary insurance policies to cover their displays for the Fair period, as an added protection against possible losses. The Fair will not be held responsible for lost, damaged, or stolen merchandise or equipment.

## INSPECTIONS & PERMIT

All inspectors, law enforcement officials, Fair management, and Concession and Exhibit Department employees have the right to enter a concession or exhibit booth in the discharge of their duties to make any investigation or inspection.

Any inspector may cause immediate discontinuance of service to any installation, device, appliance, or equipment found to be dangerous to life or property because it is defective, faulty in design, installation does not meet the code, or has been incorrectly installed.

Any booth, operation, or business that fails to comply with any environmental, construction industry, safety, or fire code requirements will be subject to immediate closure until compliance is made.

Fair reserves the right to audit the sales of any concession at any time.

## ACCOMODATIONS

A limited number of RV parking spaces are available on the fairgrounds during the Fair. These locations will be sold and distributed on a first come first serve basis at the rate of \$45 per camper per night. RV spaces will be assigned at check-in. All vehicles parked in RV camping spaces must have permits clearly displayed or be subject to tow or fines at the owner's expense.

# GENERAL VENDOR POLICIES

## VEHICLE PARKING

Parking permits are required for all food concessionaires wishing to park in the food vendor parking areas along Carnival Road. Vendors are provided two parking passes. A tag number must be provided for each vehicle. One additional Parking Pass may be purchased for \$25. A parking permit does not guarantee or reserve a parking space. Vendors wanting to park a Stock Truck on the grounds must have a stock truck permit displayed in clear view on the windshield. Stock Truck permits may be purchased for \$100 per vehicle. **Any vehicle parked in the vendor parking area or the stock truck parking spaces without a parking permit and registered tag number will be towed at the owner's expense.** It is recommended any workers without parking permits arrive early and park in the Commercial Vendor Parking Area.

**Commercial vendor parking** is located in the grass lot next to the Rodeo Arena and the Vendor Gate on the East side (nearest to Cody Road). This lot does not require a permit. A map is provided in the Vendor Guide.

Vehicles are parked at the owner's risk. The Greater Gulf State Fair assumes no responsibility for loss due to fire, theft, collision, force majeure, or otherwise, to vehicles or their contents.

During the week before the opening day of the Fair, all vehicles wishing to be let onto the grounds must have a Grounds Permit displayed on their front windshield. This permit is free of charge and only a limited number will be given to each exhibitor and concessionaire. This permit is not valid once the Fair opens on October 25. Exhibitors and Concessionaires can request this permit in advance or at the time of check-in. Any vehicle lacking this permit will be denied access to the grounds.

## GOLF CARTS/ UTILITY VEHICLES

The Fair does not lease golf carts or utility vehicles. Golf cart and utility vehicle usage is a privilege granted by the Fair and carries tremendous responsibility. If the rules are not followed, the golf cart or utility vehicle will be booted or towed at the owner's expense without warning.

Any motorized vehicle operated on the fairgrounds must have liability insurance. Golf carts and utility vehicles will be allowed to travel on the Midway until one hour before the Fair opens for business each day and can resume when the nightly "all clear" is given by GGSF staff.

Drivers of golf carts or utility vehicles must observe the following:

- Drivers must be at least 16 years of age and hold a current driver's license.
- Must drive safely and responsibly at all times
- Speed is not to exceed 5 mph.
- Right-way traffic given to pedestrian traffic



# GENERAL VENDOR POLICIES

## PERSONNEL REQUIREMENTS

Concessionaires and exhibitors assume full responsibility for the character, acts, and conduct of all persons under its employ and direction. Fair reserves the right to remove any person deemed by the Fair to be detrimental to the Fair or the operations of its business.

Intoxication, use of, or possession of any controlled substance, or impolite, discourteous, or obscene speech, or conduct toward, or in the hearing range of the public will be tolerated and is grounds for termination of the Space Agreement at the sole discretion of the Fair.

## GRAPHIC USE

Use of the name Greater Gulf State Fair, Mobile Fair, the Fair's theme, logo, color scheme, or any other aspect of the Fair's graphic program is forbidden without the written consent of the Fair. The name and logo of the Greater Gulf State Fair are federally registered and protected trademarks.

## PROHIBITED MERCHANDISE

The Fair reserves the right to prohibit the sale and display of any product the Fair deems objectionable. It will be the sole decision of the Fair to determine whether an item is offensive or in poor taste. The display, sale, or distribution of weapons (firearms, knives, martial arts items, chains, etc.), toy weapons, fireworks, drug-related merchandise or paraphernalia, pornographic materials, offensive wording or graphics of any type is prohibited.

## PRIZE DRAWINGS

The following rules apply to all drawings held at the Fair:

- Participant who decides to hold a prize drawing must list on the space agreement full details of the drawing
- Drawings must be limited to the period of the Fair unless approved by Fair Management.

At the booth where the drawings are entered, a clear visible sign must be posted to include the following information: 1) Date of drawing, 2) Need to be present to win, 3) No Purchase Necessary, 4) If entrants are subject to sales appointments, calls, and/or contacts.

- The prize must be free with no additional payment of money or other consideration required by the winner.

# GENERAL VENDOR POLICIES

## NONCOMPLIANCE

If the concessions and exhibits department determines an infraction of the Fair policies outlined in the space agreement has occurred, penalties will be assigned according to the following schedule:

- First violation: Written warning or citation.
- Second violation: \$100.00 fine
- Third violation: Agreement termination and eviction, and/or future participation privileges revoked.

## MAIL

Mail may be picked up at the Main Office Reception Area. Photo ID required. Any mail not picked up by the end of the week following the end of the Fair is subject to disposal.

Mail should be addressed to:

Exhibitors' Name

Firm Name, Location

C/O Greater Gulf State Fair

1035 Cody Road North

Mobile, AL 36608

# BOOTH STANDARDS

## GENERAL STANDARDS

Concessionaires and exhibitors must provide all materials, decorations, lighting, and equipment necessary for operation. Concessionaires and exhibitors may not affix signs, decorations, or display material to any permanent walls or the ceiling in any building unless approved in writing by the Fair.

All exhibits are expected to accommodate all products and materials related to the operation of the exhibit within their booth size limits. All persons must work from within the confines of their booth. Exhibitors are not permitted to expand their space without permission from GGSF Management. Demonstration areas must be organized within the leased space to not interfere with any aisle traffic. Sampling and/or demonstration tables must be placed a minimum of 2 feet back from the aisle line and must be ensured that the crowd does not block aisles, disturb other businesses, and prevent the normal flow of foot traffic.

All exhibits are expected to contain attractive displays and must meet Fair standards. Space must be clean and put in an attractive order one hour before the Fair opens each day. All storage supplies, boxes, and cases, must be kept from public view. Fair reserves the right to determine the appropriateness of an exhibit.

## SIGNAGE

Only professionally painted signs are allowed. Signs must be professional in appearance, be proportional to the booth size, and be located within the confines of the contracted space. The Greater Gulf State Fair reserves the right to determine the appropriateness of all signage appearance and size.

## SOUND

Sound systems (loud speakers, amplifiers, radios, broadcasting devices, music systems, or instruments) are a privilege regulated by the Fair.

## INDOOR BOOTH STANDARDS

When accepting booths, Greater Gulf State Fair will take into account the overall booth appearance based on the theme, display, design, and lighting. Traditional pipe and drape will be provided at an additional cost (\$75 per 10' x 10' space). Booths must be professional and attractive in appearance. Booths must display professional signage **(no handwritten signs will be permitted.)**

GGSF will provide an 8 ft table and two chairs. Wifi and power will be available at an additional cost.

- Wifi: \$20
- 110v Power: \$50

Please bring your own tablecloth, extension cords, and any other necessary items for your booth.

# BOOTH STANDARDS

## OUTDOOR BOOTH STANDARDS

Only professional tents will be allowed. No pop-up tents will be allowed tents must be of sturdy construction to withstand the elements. Flea market set-up (pipe and tarp) will not be allowed. All booth set-ups will be required to conform to Fair standards. Fair Management reserves the right to determine the appropriateness of a concession display or exhibit. Awnings, overhangs, and any other appurtenances shall be at least eight feet above any public walkway or sidewalk. Compliance with the Fire Code is the exhibitor's responsibility. All space agreements must be paid in full before an exhibitor or concessionaire will be permitted to move into their booth on set-up days. If the concessionaire or exhibitor has not paid in full and opens for business, the Fair has the right to close the booth until full payment is made or cancel the space agreement without further notice and have the concessionaire or exhibitor immediately remove merchandise/equipment from the fairgrounds.

## FOOD CONCESSIONAIRES

No food establishment may open for business until it has passed a health and safety inspection. All vendors and employees must possess a Food Handler's Card by passing a mandatory food safety class through the Mobile County Health Department which can be obtained onsite or online. Class information:

- MCHD will hold classes at the fairgrounds on Thursday, Oct 24 at 9 am and 11 am
- Online at:  
<https://mchd.statefoodsafety.com/?food-handler%2Fmobile-county-al>

All food items to be sold must be approved in advance, and the concession must have a GGSF Food License Permit conspicuously posted.

Food concessionaires must submit for review and approval, a menu and price list before a space agreement can be issued. The Fair reserves the right to have items removed from the menu if an item is found to be priced unreasonably or fails to maintain an appropriate product mix. Any menu or price change must be submitted to GGSF in writing and approved before a change can be instituted. A menu board with the pricing of all items for sale must be posted at each food concession location. No hand written signs.

# BOOTH STANDARDS

## ELECTRICAL SERVICE

For outside exhibitors and concessionaires, electrical service is available at the following rates:

- 30 amps: \$175.00
- 50 amps: \$225.00
- 80 amps: \$275.00
- 100 amps: \$325.00

Exhibitors and concessionaires are responsible for supplying adequate cords and are responsible for and will be held liable for overload, misuse, or damage which results from inadequate power supply and/or cords. The Fair assumes no responsibility or liability for any failure of electrical service of any kind, nor damage to equipment or property caused by drops or increases in power supply, low voltage, power surges, or improperly wired equipment.

## ICE EXCLUSIVITY

Any ice purchased to be sold, served, or used on-premise must be purchased from GGSF or its designated vendor. GGSF will provide contact information for to concessionaire by October 1, 2024. If Lessee sells, serves or uses any ice other than the designated vendor, this could result in a penalty fee and the concessionaire will not be welcomed back to future GGSF. Ice exclusivity is waived if a vendor has an ice machine and produces its own ice.

## COCA-COLA EXCLUSIVITY

The 2024 Greater Gulf State Fair is proudly sponsored by Coca-Cola. A Coke distributor will be available on the grounds to sell products to all concessionaires before and during the Fair. Only products purchased from the Coke distributor may be sold on-site to customers. A report of sales will be provided to GGSF office staff daily. If Lessee sells, serves, or uses any products besides Coca-Cola, this could result in a penalty fee and the concessionaire will not be welcomed back to future GGSF.

## GARBAGE AND WASTE

The Fair cleanup crews are not permitted to enter or clean inside any booth. This is the responsibility of the vendor. Vendors shall furnish their garbage bags and containers. All refuse shall be placed in plastic bags, tied securely, and disposed of in such a manner as to prevent an environmental hazard and nuisance. Leak-proof bags or containers are to be used to dispose of food or liquid waste. All waste, trash, and garbage may be placed in designated areas, containers, or dumpsters. Waste materials shall not be placed where they block exits and passageways or in GGSF Midway garbage cans. All vendors are expected to dispose of trash and water each night before leaving the leased area. Anyone in violation of this will be charged \$100 per occurrence.



# BOOTH STANDARDS

## WATER CONNECTIONS

Water faucets are available on the fairgrounds on a limited basis and in some cases, several concessions must share faucets equally.

All hoses in use shall be no less than 3/4 inches. Hoses shall be run in a way to avoid crossing pedestrian walkways.

All water lines and waste water lines should be inspected daily for leaks and repaired as needed. Potable water or wastewater is not permitted to run onto the ground. The Fair reserves the right to disconnect defective or damaged hoses.

## GREASE DEPOSITORIES

Grease shall be disposed of in grease depositories only. Grease depositories will be placed at designated areas on the fairgrounds. Food and liquid waste or garbage are not to be disposed of in grease depositories. This rule is strictly enforced. Failure to properly dispose of grease may result in an additional charge.

## SEWER/ WASTEWATER DISPOSAL

Wastewater is defined as any run-off from dishwashing, soda, beer, ice melt, and any other source of wastewater generated by the food concessionaire's operation.

All wastewater shall be disposed of properly. Do not dump wastewater in asphalt, streets, grass areas, flowerbeds, or storm drains.

Drain lines shall not discharge or allow the discharge of any wastewater on the ground, around, or under buildings. Clean up of any accumulation of wastewater shall be the concessionaire's responsibility.

Failure to properly retain food waste that clogs drain lines may result in an assessment of drain line cleaning fees. It is recommended that 16-mesh screening be used over drains to trap food waste, which could cause or contribute to clogging of lines in drain outlets or boxes. Any screening provided over drain locations shall not be punctured or removed.

# ACKNOWLEDGEMENT

I have read entirely and understand the attached handbook and will comply with all terms and conditions within. I will make the handbook available to all persons operating concession(s)/booth(s) and ensure their compliance as well.

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**Company/ Organization**

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**Name (Please Print)**

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**Signature**

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**Date**



**\*\* PLEASE TEAR OUT THIS PAGE AND RETURN IT SIGNED WITH YOUR CONTRACT \*\***