

HISTORIC **FOURTH** AVENUE **STREET FAIR**

LOAD IN/OUT INSTRUCTIONS

&

IMPORTANT INFORMATION

The North Fourth Avenue Merchants Association, Inc.
Welcomes You to Tucson's Premier Community Event!

This information is provided to help you have a successful show!

The North Fourth Avenue Merchants Association, Inc. (FAMA) office is located at 434 East Ninth Street, on the southwest corner of 3rd Avenue and 9th Street.

CHECK IN & SETUP:

- 1) Check in is conducted at the FAMA office from 9:00 a.m. until 7:00 p.m. on Thursday, and from 7:00 a.m. until 9:00 a.m. on Friday. You must have a picture ID and be the person named on the application to check in.
- 2) Failure to check in during these hours will result in space re-assignment. Please register before you set up. If you arrive after 7:00 p.m. on Thursday night, you may set up, but please check in first thing Friday morning.
- 3) Your booth number will be listed on the FAMA website and will also be posted on your registration packet.
- 4) Booth setup is regulated by Tucson City Ordinance. Setup begins on Thursday at 10:00 a.m. until 10:00 p.m. and Friday from 6:30 a.m. until 9:00 a.m. You may stage your vehicle in your given booth space, if it is open, beginning at 8:00 a.m. Please respect these times, as this will give our merchants time to get any deliveries they may require.
- 5) Once you are in place, you **MUST** remove your vehicle from the street. There are a lot of people who will be trying to load-in, and we all need to do our part to relieve congestion in the area. We appreciate your willingness to help us with this.
- 6) Each block has a Supervisor who must be contacted prior to setup. They will provide direction when to proceed with setup. They will also be your resource/point-of-contact throughout the Fair for any questions or issues.

LOAD OUT:

- 1) Breakdown of your booth may begin at 6:00 p.m. on Sunday. Vehicles will be allowed into the event once pedestrian traffic has substantially cleared. Everyone wants to load out as soon as possible, us included, so please be patient and follow directions from Fair Staff.
- 2) Everything must be off the street by 9:00 p.m. There is a contracted street sweeper which begins cleaning the Avenue at 9:30 p.m. FAMA is not responsible for any damage or loss of items left on the streets once the street sweeper begins.

FOOD BOOTH RULES

Food Vendors must abide by all Pima County Health Department Regulations and secure all permits required to operate. Failure to obtain a Pima County Health Permit or follow their regulations will result in immediate expulsion from the show, without a refund of any fees or deposits.

All health permit requirements must be completed with the Pima County Health Department.

- [Application](#)
- [Temporary Event Guidelines](#)

A copy of your Pima County issued health permit for each Fair must be submitted thirty (30) days prior to the Fair.

The booth space MUST include the complete unit, overhangs, storage and hitches. Vendors may not store supplies or any other materials on sidewalk! Units needing additional space will be assessed \$100.00 per additional linear foot along the frontage only - no units can be deeper than 10'. All booths must comply with Tucson Fire Department rules & regulations, which are separate and apart from the requirements of the Pima County Health Department.

Please note: all overhead tents, canopies, umbrellas, etc. MUST be weighted down. No exceptions.

Booths must remain open throughout the fair hours, 10:00 a.m. until dusk.

All food must be prepared at the Fair or in an approved commercial kitchen. The booth must be screened, and the food properly covered and held at appropriate temperatures.

Food vendors are required to provide a fire extinguisher (6lb. 2-A: 10-B: C) if cooking on open flame. Special extinguishers are required for deep fryers. **No flames are allowed beneath canopies.**

WATER AND GREASE MUST NOT BE DUMPED ON THE STREET, INCLUDING STORM DRAINS OR ANY OTHER PUBLIC FACILITY. This includes load-out, as water rolls downhill and can cause damage to our artists' work. Please be mindful of those around you. Grey-water containers are provided at the end of each food court area.

Vendors must provide one 30-gallon trashcan with a lid for their own garbage, which must be emptied regularly. Vendors are responsible for emptying their trashcans into designated dumpsters. Vendors who are found dumping in non-approved containers will be asked to leave Fair without a refund of any fees.

Vendors are responsible for keeping their area clean and for disposing of charcoal and grease in designated barrels. **VENDORS FOUND DUMPING GREASE ON THE STREET OR DUMPING CHARCOAL IN NON-APPROVED TRASH CANS/DUMPSTERS WILL BE REMOVED FROM THE FAIR WITHOUT REFUND OF FEES.**

LEMONADE AND ICED TEA

THE SALE OF LEMONADE AND ICED TEA BY ANY FOOD VENDOR IS ABSOLUTELY PROHIBITED.

Our staff attempts to create a balanced food court, so every vendor has an opportunity to provide their products with minimal competition. We have lemonade and iced tea vendors whose sole income is based on the sale of these products. We are asking you to respect their business the same way they respect yours.

PACKAGED BEVERAGES

All packaged beverages which are sold or used at the Fair must be provided by the food vendor. FAMA does not determine what brand of soda or water you choose to sell.

Ice MUST be purchased through FAMA. Pre-orders can be made by calling the FAMA Office at (520) 624-5004.

Those Vendors, who pre-order ice prior to the fair will have priority for delivery. Vendors who do not pre-order will receive their ice once all pre-orders are filled. Please take advantage of the pre-order service.

NO GLASS IS ALLOWED ANYWHERE ON THE STREET.

STYROFOAM PRODUCTS ARE BANNED FROM THE FOURTH AVENUE STREET FAIR!

LICENSE REQUIREMENTS:

The Arizona Department of Revenue and the City of Tucson Revenue Division require contact information for everyone participating in the event, including artists, food vendors and sponsors. All participants are required to fulfill their legal, statutory obligations and will be contacted by the state and city for filing procedures and payment of all sales taxes and fees. Please be aware, there are different license requirements for the City of Tucson and State of Arizona.

- 1) Street Fair and Community Special Event License. This fee is included in the Booth Fee and is required for each event. The physical license is included in the registration packet at check-in and needs to be displayed in your booth.
- 2) City of Tucson Municipal Tax License. This is an annual fee of \$20 in addition to the "Street Fair and Community Special Event License" and is not included in the Booth Fee. It is good for one calendar year and cannot be prorated. It is good from January 1 to December 31 and beginning on January 1, 2017, is collected by the Arizona Department of Revenue (ADOR).
 - a. Participants new to Arizona need to apply to ADOR for an [Arizona Transaction Privilege Tax \(TPT\) License](#). The city code is "TU" for the City of Tucson.

- b. Participants who already have an Arizona TPT must add Tucson (TU) as a location in the City Column of the TPT return and pay the annual \$20 fee and any collected city taxes when submitting their return.
 - c. All state and city taxes are reported and paid using one of the state's TPT returns. Taxpayers can use the TPT-EZ if they have only one location, but must file the TPT-2 online at AZTaxes.gov/Home if they have multiple locations. [Tutorials are available here.](#)
- 3) Arizona Transaction Privilege Tax (TPT) License. If you already have an Arizona TPT license, you do not need to apply for another. The tax is collected by ADOR and is not included in the booth fee.

It is recommended participants register for their tax license prior to the event.

Please be aware, the final responsibility for the license and collecting/paying tax on your sales is on the participant. The State of Arizona Sales Tax is 6.1%. The City of Tucson Sales Tax is 2.6%.

PARKING:

FAMA provides parking for our guests at the [Plaza Centro Garage](#) (no shuttle) and the [Pennington Street Garage](#) which does have a free shuttle to and from the Fair.

PARKING METERS/NEIGHBORHOOD PARKING:

All the parking meters are "live" on Thursday and Friday. Hours of operations are 8:00 a.m. to 5:00 p.m.

You MUST pay for parking while you are parked at a meter on these days. The time limit will not be enforced, so you can park for longer than the 2 or 3 hours posted in the respective areas.

On Saturday and Sunday there is no charge for parking at any of the meters.

Restricted Neighborhood parking is available during all three days of the Fair, beginning on Friday morning at midnight.

FAIR HOURS:

The Fair runs from 10:00 a.m. until dusk on Friday, Saturday and Sunday.

HOTELS:

Hotel information for the area is available on the FAMA website. FAMA does not endorse, nor receive any compensation from the listed hotels. We recommend the wise traveler to do their due diligence prior to booking their reservation.

SECURITY:

FAMA provides overnight security personnel, but we are not responsible for loss or damage of any items. We highly suggest you remove all items which can be removed easily from your booth and secure them offsite. If additional security is required, provisions must be made prior to the Fair and at the artist's expense.

VENDOR SPACE:

Space assignments will be "held" until 9:00 am on Friday. After this time, FAMA reserves the right to reassign the space. No refund will be issued.

BEWARE ~ MODERN STREETCAR POWER LINES:

Fourth Avenue has high-energy, overhead power lines for the Modern Streetcar. Please use caution throughout your time at the Fair as these lines should always be considered “live” and will cause serious injury or death if contacted.

STRICT ENFORCEMENT:

FAMA will strictly enforce its policies. Anyone who does not comply with the rules/policies will be removed from the Fair with no refund.

EVENTS DIRECTOR AUTHORITY:

The FAMA Events Director and/or the Chief Operations Officer are the final arbiter of the Fair rules and all their rulings are final.