

HISTORIC **FOURTH** AVENUE STREET FAIR

LOAD IN 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.
- 2) Failure to check in during these hours could result in booth 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) Booth setup is regulated by Tucson City Ordinance. Setup begins on Thursday around 2:00 p.m., once all cars are out of the fire lanes, until 10:00 p.m. and Friday from 6:30 a.m. until 9:00 a.m.
 - i) Cars will be allowed to drive south on the west side of the street, and **MUST** park as close to the curb as possible. There will be absolutely **NO** vehicles on the east side of the street - this is a fire lane.
 - ii) Once your vehicle has been unloaded, you **MUST** remove your vehicle from the avenue. Doing so will help keep down the congestion, enabling everyone to have a smoother load-in.
- 4) Each block has a supervisor. The supervisor will provide direction when you may have access to the street to load-in and set-up. 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 cleared. Everyone wants to load out as soon as possible, us included, so please be patient and follow directions from Fair Staff.

1. No cars are allowed on the avenue until directed to do so by block captains. Cars will be allowed to drive south on the west side of the street, and **MUST** park as close to the curb as possible. Cars will be allowed to drive north on the east side of the street, and **MUST** park as close to the curb as possible.
 2. You may **NOT** bring your car over until you have packed down your items and you are ready to load them into your car. Doing so will help keep down the congestion, making it easier, and quicker, for everyone to get off the street.
- 2) All vendors 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.

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%.

Artists providing samples of food items are required to obtain all necessary permits from the [Pima County Health Department](#). Failure to obtain a permit will result in expulsion from the event without refund. Artists requiring a Pima County Health Permit must submit a copy to the Fair two (2) weeks prior to the first day of the Fair

FIRE REGULATIONS/PARKING DURING SETUP AND BREAKDOWN:

1) Loading and unloading:

- a. On 4th Ave., loading is only allowed on the west side of the street. The east side of 4th Ave. is a fire lane.
- b. On 7th St., loading is only allowed on the north side of the street.
- c. Fire breaks between artist booths are marked by RED numbers and/or markings on the street and must remain free and clear.
- d. Any vehicle stopping or parking in the fire lane is subject to being ticketed and towed at the owner's expense.
- e. Extensions off tents, such as signs and displays, may not extend into the airspace of the fire lanes and fire brakes. This includes the entire east side of 4th Ave. There are no exceptions.

2) Fire lanes are enforced 24 hours a day throughout the Fair. This includes the daily opening and closing, load-in and breakdown.

PARKING:

There is paid parking at [Plaza Centro Garage](#) (no shuttle) and the [Pennington Street Garage](#) which does have a free shuttle to and from the Fair from 9 am - 5:30 pm (Fri-Sun) running every 15 minutes.

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 outside of the fair boundaries.

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. It is important that someone is always in your booth during fair hours. We do provide booth sitters as needed.

HOTELS:

There are several hotels in the area. For a list, please contact Assistant@FourthAvenue.org. 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.

BOOTH SPACE:

- 1) Booth space assignments will be "held" until 9:00 am on Friday. After this time, FAMA reserves the right to reassign the booth space to artists on the wait list. No refund will be issued.
- 2) Booth space is defined as the 10' X 10' space you are assigned by FAMA (or 10' X 20' for a double booth).
- 3) A Corner Booth is defined as one having two (2) open and connected sides.
- 4) All merchandise must be stored in your booth or off site, such as in your vehicle. Inventory may not be placed on the sidewalk, easement or beyond the boundary of your assigned booth space. This includes the space in front of the booth, which must be kept unobstructed for the Street Fair attendees and all fire lanes/breaks.

BOOTH RULES:

To maintain the integrity of the Fair the following behaviors are not allowed and will result in expulsion from the Fair without a refund:

- 1) NO aggressive sales tactics are allowed.
- 2) NO hawking is allowed.
- 3) All artists and sponsors must stay inside their assigned booth space.
- 4) NO selling is allowed outside the assigned booth space.
- 5) NO amplified music and/or audio is allowed.
- 6) NO open flames and or heaters of any kind are allowed.
- 7) NO generators are allowed.

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 significant injury or death if contacted.

AUTHORITY:

FAMA's Chief Operating Officer and the Events Director are the final arbiters of the Fair rules and all their rulings are final.