

HISTORIC **FOURTH** AVENUE STREET FAIR

IMPORTANT INFORMATION (Food Vendor)

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!

CHECK IN & SETUP:

- 1) **Check in will be conducted at Haggerty Plaza, 316 N. 4th Avenue**, from 9:00a.m. until 7:00p.m. on Thursday, and from 7:00a.m. until 9:00a.m. on Friday. **You MUST check in at some point prior to the start of the Fair.**
- 2) Failure to check in during these hours will result in space re-assignment. Please register before you set up. If you arrive after 7:00p.m. on Thursday night, you may set up, but please check in first thing on Friday morning.
- 3) Your booth number will be listed on the FAMA website and will also be posted on your registration packet.
- 4) Booth setups are regulated by Tucson City Ordinance. Setup begins on Thursday at 8:00a.m. until 10:00p.m. and Friday from 6:30a.m. until 9:00a.m. You may not stage your vehicle in your given booth space until 8:00a.m. Please respect these times, as this will give our merchants time to get any deliveries they may require. You **MAY NOT** block other booth spaces or the street with your vehicle at any time.
- 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 directions when to proceed with setup. They will also be your resource/point-of-contact throughout the Fair for any questions or issues.
- 7) Street Fair Merchandise: Discounted Spring Street Fair T-Shirts and Posters will be available for purchase during registration. Cash is preferred for payment. Additional Fourth Avenue Merchandise will also be available at standard pricing.
 - (1) T-Shirt: \$20.00
 - (2) Poster: \$5.00

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LOAD OUT:

- 1) The breakdown of your booth may begin at 5:00p.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 9:00p.m. There is a contracted street sweeper which begins cleaning the Avenue at 9:30p.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, Resources and 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 the 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 weighed down. No exceptions.

Booths must remain open throughout the fair hours, from 10:00a.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 in each of the food court areas.

Vendors are responsible for their own trash and disposal in the designated dumpster closest to them. Vendors who are found dumping in non-approved containers will be asked to leave the Fair. Any Vendor who leaves trash behind will be subject to additional charges.

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.**

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 texting your order to (520) 591-5900. Be sure to include your name, business name, booth number, and quantity of bags needed. 40lb bags are \$15. If you attempt to bring in your own ice, please note that you will receive an invoice for the total owed for ice that was not paid for through FAMA. This is strictly against Fair rules.

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.

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- 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:

Please visit our website at fourthavenue.org for all Parking Information.

There is paid parking at [Plaza Centro Garage and Tyndall Garage](#) (no shuttle) and the [Pennington Street Garage](#) which does have a free shuttle to and from the Fair from 9:30a.m. to 5:30p.m. on Friday and Saturday and 9:30a.m. to 4:30p.m. on Sunday, running every 15 minutes.

PARKING METERS/NEIGHBORHOOD PARKING:

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

TRAILER PARKING:

If you purchased trailer parking, please work with your Street Captain to locate your designated spot. If you did not purchase trailer parking, please note that you **MUST** park outside of the Fair boundaries.

FAIR HOURS:

The Fair runs from 10:00a.m. until 6:00p.m. on Friday and Saturday, and 10:00a.m. until 5:00p.m. on Sunday.

HOTELS:

Hotel information for the area is available on the FAMA website, 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.

VENDOR SPACE:

Space assignments will be "held" until 9:00am 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.

Check In at Haggerty Plaza, 316 N. 4th Avenue



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