



UP State Fair Facility Usage Guidelines

Most UP State Fair facilities are available for use. Facilities will be scheduled on a first come, first-serve basis.

ROOM RATES AND FEES

Room rates and fees vary by building. Please refer to the Facility Usage Rates as a guideline. A \$100 deposit/cancellation fee is required. Outstanding balance must be paid before vendor occupancy. Any additional fees (utilities, cleanup, tables etc.) will be invoiced promptly after the event. The UP State Fair accepts checks, MasterCard, Visa, and Discover as forms of payment. Payment terms are net on receipt and should be sent to UP State Fair Authority, 230 Ludington Street, Escanaba, MI 49829.

CANCELLATION POLICY AND FEES

The \$100 deposit will be forfeited if event is cancelled without sufficient notice. The cancellation must be in written form and can be faxed to 906-786-8830 or emailed to shughes@deltami.org.

ALCOHOLIC BEVERAGE POLICY

The UP State Fairgrounds is a class C liquor licensed establishment.

Vendors have the ability to offer alcohol on premise when approved by the UP State Fair management agent. All Federal, State, and Local laws must be adhered to.

ABSOLUTELY NO CARRY INS ARE ALLOWED.

Alcohol Service: Vendor must either hire a UPSF approved bartending service (see attached options) or if event is a fundraiser and run by an organization that is a Certified Non-Profit Organizations (501-C3), then bartending may be done by a volunteer group, provided at least one person on site has successfully completed one of the following server training programs. (TAM®: Techniques of Alcohol Management, TIPS®: Training for Intervention Procedures, C.A.R.E.® - Controlling Alcohol Risks Effectively, ServSafe Alcohol™ Responsible Alcohol Service, AIM - Alcohol Intervention Management) **Proof of Training Certification must be provided prior to event.**

The UP State Fair Liquor License allows for 3 bar locations at any given time. Multiple bars will be limited by number of events serving alcohol on the grounds.

Security and Staffing: At the discretion of the UPSF management agent, security and additional staff may be required. Vendor will have the opportunity to contract with the UPSF for this service.

Alcohol Order: Liquor, beer or malt beverage order must be placed 2 weeks prior to event. Any unopened product may be eligible for a full refund. Any open unused product will be retained by the UPSF. The Michigan Liquor Control Commission allows for consumption of alcohol on the premises only and shall not be removed. A credit may be applied (by weight) for partially used product at the discretion of the UPSF management agent.

Additional Fees and Requirements: A usage fee of a minimum of \$75 will be required for each event selling alcoholic beverages. Additional fees will be assessed based on size and nature of event, not to exceed \$350 or 30% of gross sales, which will be negotiated with each vendor.

Hours of Operation: Alcoholic beverages must **not** be removed from the designated facility. Unless otherwise agreed upon and at the discretion of the UP State Fair Authority, events must end at 12:00am; therefore it is recommended to stop alcohol service no later than 11:30pm.

TOBACCO POLICY

In accordance with Michigan Law Smoking is NOT permitted in any of the buildings.

I have read the Facility User Guidelines for facility use at UP State Fairgrounds and agree to the terms and conditions described therein.

Vendor Printed Name _____

Vendor Signature _____ Date _____

UPSF Management Agent Printed Name _____

UPSF Management Agent Signature _____ Date _____