

2026 Northeast Florida Fair Non-Profit Food Vendors

Fair Dates: October 8 – 18, 2026

Location: Northeast Florida Fairgrounds, Callahan, FL

Website: www.neflfair.org

Contact: Alicia_Head@neflfair.org | (904) 879-4682

Welcome Nonprofit Food Vendors!

Thank you for your commitment to serving our community and helping make the 2026 Northeast Florida Fair a success! Our nonprofit food vendors are an essential part of the fair experience, offering delicious meals, snacks, and treats while supporting local organizations and causes. Your hard work not only feeds fairgoers but also fuels community programs that make a difference year-round.

Each year, our fairgrounds come alive with excitement, family fun, and great food — and your participation helps keep that tradition strong. Whether you're serving classic favorites or something new, your booth contributes to the welcoming, community-centered atmosphere that defines our fair.

Vendor Entry & Tickets

All vendors must present their vendor admission tickets at the gate to enter the fairgrounds.

- Gates are manned two hours before opening each day.
- The tickets provided by NEFFA serve as your official entry passes for you and your staff.
- You WILL NOT be admitted to the fairgrounds without your ticket — no exceptions.
- Vendors are responsible for distributing tickets to their own staff before fair week begins.

Nonprofit Vendors receive 25 free tickets with their registration.

You may purchase up to 100 additional tickets at a discounted rate.

Before completion of your packet, please determine how many additional tickets you'll need and notify NEFFA by June 1, 2026.

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Important Dates

Item	Deadline / Date	Notes
Vendor Applications Open	February 1, 2026	Until spaces are filled
Contract, COI, and Full Payment Due	June 1, 2026	Must be submitted together
Pre-Fair Cleaning & Maintenance Day	September 2026 (TBD)	All vendors must participate
Booth Assignments Completed	August 2026	Assigned by Vendor Committee
Vendor Check-In & Setup	October 7–8, 2026	9:00 AM – 6:00 PM
Fair Opens	October 8, 2026	Opening Day
Tear-Down	October 18, 2026	No early breakdowns

Space Rental Information

- Nonprofit Food Vendor Fee: \$900 (flat rate per space)
- Total Available Spaces: 7
- Full payment required by June 1, 2026.
- Spaces assigned by the NEFFA Vendor Committee.

Checks or money orders payable to: NEFFA

Mail to: NEFFA – Attn: Vendor Committee

PO Box 1070

Callahan, FL 32011

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Cleaning & Maintenance Requirement

All Nonprofit Food Vendors are required to report to the fairgrounds one month before the fair opens (in September 2026) to perform cleaning and maintenance of their designated building and equipment areas.

- Each vendor must pressure wash and clean their assigned food booth, prep areas, and equipment.
- All cleaning must be done on the concrete areas only — do not drive or park vehicles in the grass.
- This helps protect the fairgrounds and maintain safe, dry conditions for setup and fair operations.
- NEFFA staff will schedule a mandatory pre-fair inspection following the cleaning day.
- Failure to complete the required cleaning may result in loss of space or delayed setup approval.

Insurance & Liability

A valid Certificate of Insurance (COI) must be submitted at the same time as your completed packet and payment, no later than June 1, 2026.

- COI must list Northeast Florida Fair Association and Nassau County School Board as additional insureds.
- Minimum coverage: \$1,000,000 general liability.
- Vendors without an approved COI will not be permitted to set up.
- NEFFA and the Nassau County School Board assume no responsibility for loss, theft, or damage.

Setup & Teardown Guidelines

- Setup: October 7–8, 2026 | 9:00 AM – 6:00 PM
- Tear-Down: After fair closes, October 18, 2026 (no early breakdowns allowed)
- All vehicles must be off the fairgrounds by 4:00 PM on Opening Day (October 8).
- Booths must remain staffed and open during all fair operating hours.
- Vendors are responsible for keeping their area clean and following all health and safety standards.

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Refund Policy

- All payments are final after June 1, 2026.
- No refunds will be issued for cancellations, no-shows, or missing cleaning/inspection deadlines.
- No refunds will be given for weather-related cancellations.
- Refunds may only be considered before June 1, 2026, in verified emergencies and at the discretion of NEFFA.
- If NEFFA must cancel the event due to circumstances beyond its control, it reserves the right to reschedule or refund at its discretion.

Vendor Contract

Vendor: _____ Date: _____
Owner: _____ Cell #: _____
POC: _____ Cell #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____

By signing below, you agree to abide by the Vendor Rules and Regulations for the 2026 Northeast Florida Fair as stated in this packet.

I/We understand and agree to indemnify and hold harmless the Nassau County School Board and/or the Northeast Florida Fair Association (NEFFA), and any of their agents or employees, from and against all claims, damages, losses, and expenses (including attorney fees) arising out of or caused in whole or in part by my/our use, negligent act, or omission, or that of anyone employed by me/us.

I/We further understand and agree that the Northeast Florida Fair Association and/or the Nassau County School Board, and/or any agent or employee thereof, shall in no way be liable or responsible for any loss, damage, injury, or any other claim of whatsoever kind or nature arising out of the time we are working at the Northeast Florida Fairgrounds.

Authorized Official's Signature: _____ Date: _____
Printed Name: _____

FOR OFFICE USE: PAID DATE: _____ AMOUNT: _____

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