



**OCTOBER 13-24, 2010
INDOOR EXHIBITOR GUIDELINES**

The Fair reserves the right to rule on any question that is not addressed in the contract or guidelines.

GENERAL INFORMATION

Setup Days & Hours:

Monday, 10/11: 8am - 10pm
Tuesday, 10/12: 8am - 10pm

(No vehicles allowed in the building, on Wednesday!)

Bldg. Operating Hours:

Booths must be manned during all the following hours-

Opening Day (10/13): 3pm - 10pm*
Monday - Saturday: 10am - 10pm*
First Sunday (10/17): Noon - 10pm*
Second Sunday (10/24): Noon - 8pm*

*Exhibitors will have access to their booths one hour before & 30 minutes after stated times.
BOOTHS NOT MANNED ARE SUBJECT TO EJECTION FROM THE FAIR WITH NO REFUND.

Teardown Days & Hours:

Sunday, 10/24: 8pm - Mid.
Monday, 10/25: 8am - 5pm*

*Everything will be out of the buildings and gone from the fairgrounds by 5pm.

Addresses:

Mailing:

SC State Fair
PO Box 393
Columbia, SC 29202

Street/Shipping: **Include Building Name!** MUST BE PRESENT TO ACCEPT SHIPMENTS

SC State Fair
1200 Rosewood Drive
Columbia, SC 29201

Telephone Numbers:

SC State Fair Office: 803-799-3387 Fax Number: 803-799-1760

Staff:

General Manager: Gary Goodman
Dir. of Comm. Exhibits: Lauren Funderburk
Bldg. Superintendent: Jackie Price

AIR CONDITIONING

1. The Hampton & Ruff Buildings are not air conditioned.
2. The temperature in October varies, so it is recommended that exhibitors bring a fan.

SMOKING & ALCOHOL

1. Smoking is not allowed in the buildings.
2. Alcohol of any kind is not permitted on the Fairgrounds.

SUBLETTING

1. Subletting of contracted space is prohibited. Exhibitors are not allowed to sell their space to another exhibitor.
2. If an exhibitor is unable to utilize the contracted space, the exhibitor must contact the Fair office immediately.

STAFFING

Each booth must be properly staffed during operating hours. (See "General Information".)

DEPOSITS

Deposits will **not** be refunded after August 1.

RV PARKING

1. RV parking for self-contained vehicles is available across the street from the Fairgrounds.
2. RV parking is limited to, **paid advance reservations only**.
3. The cost is \$380.00 for all campers. This amount covers the period from October 5th at 1p.m. through 5p.m. on October 26th.
4. For Reservation Application please visit our website: www.scstatefair.org

SOLICITATIONS

Solicitations are allowed from an exhibitor's booth only. Exhibitors may not stand in the aisle to distribute materials or encourage people to stop.

SETUP

1. Setup days are Monday, Oct. 11 and Tuesday, Oct. 12. Setup hours on Monday are 8am - 10pm. On Tuesday, setup hours are 8am - 10pm. **(No vehicles allowed in the building, on Wednesday, Oct. 13!)**. Each booth must be completely ready by **10PM*** on October 12.
2. Each exhibitor **will need a copy of the contract when checking-in** with the Building Superintendent.

BOOTH STANDARDS

1. Each exhibitor is strongly encouraged to display their product or service in the most professional manner possible. A professional appearance not only enhances an exhibitor's image, but also encourages Fairgoers to stop at an exhibitor's booth.
2. Each booth will be curtained with 3' high curtains on the sides and 8' high curtains on the back side of the booth. The only exception to this will be those double booths located at the end of an aisle. The exhibitors behind these booths will have an 8' high curtain on one side of their booth.
3. **No part of the Exhibit will be higher than 8', the exception being Sponsor's booths.**
4. **Where two booths meet at a three foot side curtain, nothing in either booth can be higher than four feet, for the first three feet of the booth.**
5. Curtain colors cannot be substituted from what the Fair chooses.
6. No items may be pinned to the curtains. Displays should have a finished back & curtains should be used as dividers only. Banners with the proper hooks can be hung from the curtain rod.
7. All tables in a booth must be skirted or draped.
8. Canopies or tents are not allowed as a part of the exhibit in the commercial exhibit halls.
9. **Any items** sold from a booth or any services promoted from a booth **must be listed on the contract**.

10. Please use professionally printed signs whenever possible. Handwritten signs diminish the professional appearance of a booth.
11. The identification sign provided by the Fair should be visible in each booth at all times.
12. **Each exhibitor must provide their employees with some sort of name badge or attire (company ID) that identifies your organization.**

DECORATING COMPANY

1. The Fair does not provide any tables, chairs, carpet, etc. These items may be rented from the Fair's contracted decorating company, Displays Unlimited (803-926-5300).

ADMISSION

1. The Fair does not provide free admission passes to exhibitors. Each exhibitor will need to purchase admission passes.
2. Prices for passes are *\$3.00 off regular general admission ticket. *\$50.00 for season admission pass. *\$105.00 for parking pass for exhibitor lot (includes admission). **(Parking in the main parking lot is free.)** *Prices are subject to change without notice.
3. Single tickets & season admission passes can be purchased the Monday and Tuesday prior to the opening of the Fair & during the Fair at the Treasurer's Office which is located on the back side of the Dowling Administrative Office.
4. Exhibitors needing to leave the Fairgrounds & return the same day, may have their hand stamped by the Building Superintendent, for re-admission.

PARKING

1. The exhibitor parking lot behind the Hampton & Ruff Buildings is an amenity provided for exhibitors' convenience.
2. Exhibitors parking in the exhibitor parking lot **MUST HAVE** a parking pass to enter **(No pass swapping inside the gate!)**. Passengers **(excluding the driver)** will need an admission pass to enter through this gate (Gate 1).
3. **Parking passes will be picked up from the Building Superintendent upon checking in on the first day of setup.**
4. **DO NOT DUPLICATE PARKING PASSES!** Anyone who duplicates an exhibitor parking pass will be expelled from the fair.
5. **The exhibitor parking lot will not contain reserved spaces. All parking spaces will be filled on a first come, first serve basis.**

TEARDOWN

Teardown can begin **after the building closes at 8pm** on the last Sunday of the Fair. Anyone tearing down or moving out before this time forfeits any rights for eligibility for the coming Fair.

INSURANCE

Each exhibitor is required to be covered under the Fair's general liability insurance policy during the Fair. An exception is made for those exhibitors who are already insured through the Fair's carrier.

GIVEAWAYS/DRAWINGS

1. Each exhibitor must fill out a request form to have a drawing or giveaway. Please contact the Fair office to receive a form.
2. Raffles are not allowed.

BUSINESS LICENSES

1. Any exhibitor engaged in or intending to engage in any business as a result of their booth space is required to have a City of Columbia business license.
2. For more specific information, please contact the Department of Licensing at 803-545-3345.

SALES TAX

The South Carolina sales tax is 7% & is collected during the Fair by the SC Department of Revenue. Call 803-898-5872 for more information.

JANITOR SERVICES

1. It is your responsibility to maintain the cleanliness of your booth. Fair personnel will not clean or sweep the inside of a booth. Please dispose of booth trash in the aisle trashcans each night.
2. Do not place cardboard boxes in the aisle trashcans. Breakdown cardboard boxes and place them in the appropriate container behind the Hampton Building.
3. Notify the superintendent immediately of any accidents or spills that occur.

SOUND USE

1. Use of radios or any other type of amplified sound from a booth is allowed only with the Fair's permission.
2. Contact the Fair office for a request form.
3. The Fair maintains discretion for volume if amplified sound is approved.

SECURITY

1. Each exhibitor is responsible for securing items in their booth space. It is recommended that cash not be left unattended in the booth.
2. Security is provided in the buildings during the evening hours after the buildings close.
3. In order to limit access & maximize security, exhibitors will have access to their booths one hour before scheduled opening times & one half hour after scheduled closing times.

ELECTRICITY

1. Each booth will have access to a 120 volt, 20 amp outlet. Additional power needs may be possible if discussed in advance.
2. Each exhibitor is required to bring his/her own extension cords.

TELEPHONE LINES

To establish temporary phone line service in a booth during the Fair, contact AT&T at 1-800-945-6500.