

THE SOUTH CAROLINA STATE FAIR is a self-supported, nonprofit organization dedicated to educating South Carolina's young adults, with over \$300,000 in scholarships awarded annually.



Facility Rental, Rate, & Information Sheet

1200 Rosewood Drive, Columbia SC 29201

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Rates for Nov. 1, 2015 through Oct. 31, 2016

FACILITY	PRICE	DESCRIPTION
Cantey Building	\$1,835.00 per activity day \$680.00 per setup/teardown day	40,000 sq. ft. – building size 160' x 225' deep – exhibit space
Goodman Building	\$1,835.00 per activity day \$680.00 per setup/teardown day	35,000 sq. ft. – building size 160' x 200' deep – exhibit space
Moore Building	\$2,290.00 per activity day \$680.00 per setup/teardown day	19,000 sq. ft. – building size 98' x 177' deep – exhibit space
Ellison Building	\$1,375.00 per activity day \$680.00 per setup/teardown day	16,072 sq. ft. – building size 164' x 98' deep – exhibit space
Ruff Building	\$640.00 per activity day \$290.00 per setup/teardown day	15,000 sq. ft. – building size 60' x 248' deep – exhibit space
Nutt Cattle Arena	\$460.00 per activity day \$220.00 per setup/teardown day	13,114 sq. ft. – building size 79' x 166' deep – exhibit space
Rosewoods – Ballroom	\$830.00 per day (includes utilities) \$225.00 per setup/teardown day	3,900 sq. ft. – room size ("L" shaped) 53' x 56' deep – space
Rosewoods - Salons	\$830.00 per day (Includes utilities) \$225.00 per setup/teardown day	3,800 sq. ft. – room size (Divides into 3 rooms) 86' x 44' deep – space
Palmetto Room – Heath Building	\$580.00 per day (Includes utilities, tables, & chairs)	2,070 sq. ft. – room size 45' x 46' deep – space

NOTE: On the 1st of November each year, the above rates will increase approximately 3.5%.

Building rental includes daily cleanup & maintenance of building & restroom facilities.

MIDWAY	SUBJECT TO EVENT	APPROX. 9 ACRES
Outdoor Areas	\$2.50/front foot/exhibit (in most cases)	Subject to event

NOTE: SC State Fair no longer rents tables and chairs, they must be rented from a separate company.

AMENITIES & SERVICES	PRICE	DESCRIPTION
Barriers*	\$2.00 each/day	8' 4" long & 3' 9" high
Forklift	\$60.00/hour	Operator included
Picnic Tables*	\$4.00 each/day	6' long & 2' wide, seats 6 people
Refrigeration Units*	\$40.00 each/day	Limited availability
RV's (with or without hookups)**	\$38.15/night	Limited water & electric hookups available
Setup/Teardown of Non-Fair Equipment	\$50.00/man/hour	Round tables, chairs, etc.
Temporary Fencing*	\$4.00 each section/day	Chain link, 10' sections

Ticket Booths*	\$25.00 each/day	2 or 3 window available
Turnstiles*	\$10.00 each/day	
Water Barrels Furnished by the Fair*	\$15.00 each	Used to secure tents on paved areas
Water Barrels Furnished by the Lessee	\$5.00 each	Charge covers cost of water

*Subject to 7% state sales tax

**Subject to 8% state accommodations tax

ELECTRICITY
Building Electricity: Building usage is metered and charged at current SCE&G rates. Normal service is 120 volts. 220 volt service is available at a \$30.00 connect/disconnect fee per hookup. This fee does not include materials (wire, cord, or receptacles). Materials are the responsibility of the contracting party.
Outside Electricity: 120 volt hookups are \$20.00 each per day and 220 volt hookups are \$40.00 each day or \$50.00 per day for two hookups at one location. Extension cords and materials for 220 hookups are not provided.
Electricians are \$60.00/hour and materials (i.e. wire and receptacles) are not provided.

GENERAL BUILDING GUIDELINES

The following list is by no means all inclusive. District unanswered questions to the Fair office.

1. The Fairgrounds does not provide extension cords.
2. Items may not be adhered directly to the walls, ceilings, floors or doors. (i.e., Tape may not be used on any surface.)
3. Items may not be hung from the ceilings.
4. Chalk and "gaffer's tape" are the only items authorized for use, when marking the floor for exhibit space. **The Fairgrounds does not provide these items. It is the shows responsibility to clean up any tape marks.**
5. Dogs or other pets are not allowed on the grounds unless they're a contracted part of the event, and must be kept out of public reach. Legal/prescribed assistance animals are also allowed.
6. Requests for equipment rentals (tables, chairs, etc.) or services (220 voltage, forklift, etc.) must be made by the show promoter/coordinator. Individual exhibitors requesting these items will be directed to the show coordinator and any fulfilled requests will be added to the show's bill. **The Fairgrounds does not bill individual exhibitors.**
7. Delivery of show items may begin on the show's designated exhibitor setup day. All deliveries must be received by the promoter or an exhibitor. **Fairgrounds personnel will not sign for any deliveries.**
8. Tents must be secured with water barrels or cement blocks (stakes may not be driven into the pavement.)
9. Normal building rental hours are 7 a.m. – 10 p.m. Requests for building availability beyond these times must be made in writing. A group's representative must be present for exhibitor setup. Also, a representative must be present at teardown until **all exhibitors and equipment** have vacated the building.

INSURANCE REQUIREMENTS

Each function held on the Fairgrounds is required to provide liability insurance for bodily injury and property damage for the activity dates (including setup and teardown days). A Certificate of Insurance listing The State Agricultural & Mechanical Society of South Carolina as additional insured must be on file 30 days prior to setup. The certificate should provide combined single limit coverage of at least \$1,000,000.00 for each occurrence with a 10-day cancellation clause. If alcohol is SOLD during your event, Liquor Liability must be included in the certificate.

CATERING

The Fairgrounds has no "preferred caterer". If an event at the fairgrounds is catered, the caterer is required to pay a 10% facility usage fee. This fee is based on the caterer's bill for an event. The caterer will be required to sign a separate contract with the Fairgrounds and also required to provide an insurance certificate as described above.

DECORATING COMPANY

The Fairgrounds has no "preferred decorator". If an event at the fairgrounds uses a decorator, the decorating/rental company is required to pay a 10% facility usage fee. This fee is based on the final bill for the event.

FIRE DEPARTMENT REGULATIONS

The layout of any event must be accordance with the City of Columbia Fire Department's regulations. It is the promoter's responsibility to obtain the Fire Marshal's approval. The Fire Marshal can be contracted at 803-545-3707.

PARKING & SECURITY

The SC State Fair uses its' own parking attendants, and charges \$5.00 per car for parking. IF the fair chooses not to park for an event, the event organizer is responsible for providing parking attendants and security for their event.

SOUND SYSTEM

The Cantey, Goodman, Ellison, and Moore Buildings are equipped with a P/A system. However, the Fairgrounds recommends contracting with an audio/visual company to provide a sound system for any entertainers or speakers that are contracted with your event. Mixing boards or other equipment cannot be tied into the Fairgrounds' sound system.

LOCAL SERVICE PROVIDERS

Decorator/Pipe & Drape/Rental Equipment – Party Reflections, 803-794-0010

Security – Richland County Sheriff's Deputies, 803-691-9000

Insurance – Call the Fair office for a referral.

Phone Service* – AT&T, 803-780-2800

*The show offices in the Cantey, Goodman, Ellison, and Moore Buildings are equipped with phones for local calls. The show promoter is responsible for making arrangements to have lines run to individual exhibitor's booth(s).

LOCAL AGENCIES

The following agencies may require special licenses/permits in order for you function to operate. The show promoter is responsible for obtaining the proper licenses.

SC Department of Revenue, 803-898-5660

City of Columbia Business Licenses, 803-733-8310

Alcoholic Beverage Licensing, 803-898-5864

Health Department (SCDHEC), 803-748-4995

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