

**The Exchange Club Fair of Charleston, Inc.  
dba The Coastal Carolina Fair**

**2019 Indoor Exhibit Building Rules and Regulations**

**Fees**

**Booth Fees start at \$600.00 and are based on size and location. Please see attached price list.**

**Payment**

Payment terms will be listed on your contract. Fair will accept payment via cash, check, cashier's check, money order or credit card (Visa, Mastercard, Discover accepted). A 3% convenience fee will be added to credit card transactions. No personal or business checks will be accepted after October 15<sup>th</sup>, 2019.

**Setup**

Setup days are Monday, October 28 through Wednesday, October 30, 2019. Setup hours are 9 am – 7 pm. On Thursday, October 31 setup hours are 9 am – noon. Each booth must be completely ready by noon on October 30. Exhibitor must show a copy of the contract when checking-in with the Building Superintendent. No early set up or drop off of products will be permitted.

**Booth Standards**

- 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. There is NO product exclusivity.
- **Products & services which are racist in nature, drug related, sexually explicit, illegal or otherwise deemed offensive by the Fair are strictly prohibited.**
- 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. No part of the Exhibit will be higher than 8' without prior approval.
- **Where two booths meet at a 3' high curtain, nothing in either booth can be higher than 4' for the first 3' of the booth.**
- Curtain colors cannot be substituted from what The Exchange Club Fair of Charleston, Inc. (Fair) chooses.
- No items may be pinned to the curtains. Banners with the proper hooks can be hung from the curtain rod.
- Displays should have a finished back and curtains should be used as dividers only.
- All tables in a booth must be skirted or draped. Surplus merchandise or materials must be stored or hidden in the booth.
- **CANOPIES, TENTS AND INFLATABLES ARE NOT ALLOWED AS A PART OF THE EXHIBIT.**
- Any items sold from a booth or any services promoted from a booth must be listed on the contract.
- Please use professionally printed signs whenever possible. Handwritten signs diminish the professional appearance of a booth.
- The identification sign provided by the Fair should be visible in each booth at all times.
- Each exhibitor must provide their employees with some sort of name badge or attire (company ID) that identifies your organization.
- Any booths left unmanned may be draped and blocked from public view by the Fair staff.
- **Building doors are not to be propped open.**

**Decorating Company**

The Fair does not provide any free tables, chairs, carpet, etc. Tables and Chairs may be rented from the Fair on a first come, first serve basis. Please reserve them when submitting contract to ensure availability. Contact the Fair Office at (843) 572-3161 to inquire about pricing.

**Admission**

The Fair provides 22 free daily admission passes to exhibitors, regardless of the actual number of booths rented. It is your responsibility to count your passes when you pick up your packet. Each exhibitor will need to purchase any additional admission passes required. Additional daily passes will be available at a discounted rate or you may exchange passes for one (1) photo ID admission pass. Lost or stolen ID passes or admission passes will not be replaced! Single tickets and photo ID passes can be purchased before & during the Fair ONLY at the Administrative office which is located at Gate 1. The Administrative Office hours will be posted. Exhibitor Packets can be picked up at the Administrative Office beginning on the first day of setup. Exhibitors needing to leave the Fairgrounds and return the same day may have their hand stamped by the Exit Gate Attendant for re-admission. Please make sure that each person and/or worker has an admission pass before they try to enter the gate. If anyone does not have an admission pass, they will be required to pay the standard

admission price before entering the gates. PLEASE NOTE: Vendor daily passes are for VENDORS only. They are ***not*** to be given to family/friends to attend the Fair. The Fair reserves the right to refuse to sell Vendor rate tickets at its discretion.

### **Parking**

Parking is free. The Candy Apple parking lot at Gate 1 is an amenity provided for exhibitor's convenience; all parking in this lot is first come, first serve. It is not possible to fulfill every request for a parking space in this lot. As a result, some exhibitors or their employees may need to park in the main lots. Exhibitors parking in the exhibitor parking lot **MUST HAVE** a parking pass properly displayed (hanging from the mirror) in order to enter the lot, and that pass must remain displayed in the vehicle while parked in the lot. **DO NOT DUPLICATE PARKING PASSES!** Anyone who duplicates an exhibitor parking pass will be expelled from the Fair. Two parking passes are provided to each exhibitor. No more than 2 passes per exhibitor will be given, nor will lost or stolen passes be replaced. **NO PARKING IS PERMITTED AT ANY TIME INSIDE THE FAIR GROUNDS (INSIDE THE GATES).** Vehicles improperly parked inside the grounds will be removed at owner's expense.

### **Teardown**

Teardown can begin after the building closes on the last night of the Fair. Anyone tearing down or moving out before this time forfeits any rights for eligibility for returning to the Fair. Be advised that **NO** vehicles are permitted within the gates while Fair is open to the public.

### **Insurance**

The Insurance Agent (from a company licensed to do business in South Carolina) of each Exhibitor must provide a Certificate of Liability Insurance, showing proof of general liability insurance **in the amount of not less than \$1,000,000** and covering all of Exhibitor's operations and activities on Fair property. **The Exchange Club Fair of Charleston, Inc. must be listed as additional insured and Certificate Holder.** This certificate must be provided to the Fair office no later than October 1, 2019. Please have them fax the Certificate to (843) 531-5656 or email [vendors@coastalcarolinair.org](mailto:vendors@coastalcarolinair.org).

### **Indemnity**

Exhibitor hereby agrees, for itself, its successors, and its assigns, to indemnify, defend and hold harmless the Fair, its officers, employees and other agents, from and against any and all demands, damages, claims, actions, suits at law and/or equity, awards or settlements (including the payment of attorney's fees) of any kind that result from any injuries or damages occurring or arising out of Exhibitor's use of the Rental Space or this Agreement, except for claims arising solely out of or resulting from any grossly negligent act or omission, or willful malfeasance, on the part of the Fair or its agents in connection with the Fair's obligations under this Agreement.

**Giveaways/Drawings**-Each exhibitor must notify Fair office to have a drawing or giveaway. Please contact the Fair office to report the prizes and winners by the end of the Fair.

### **Business Licenses**

Any exhibitor selling merchandise directly from the booth space is required to have a Charleston County business license. For more information, please contact Charleston County Business License Dept. at 843-202-6085 or they can be purchased at Gate 1 from Charleston County Business License Office on Tuesday and Wednesday prior to the opening of the Fair.

**Sales Tax** As of 5/1/19 the Charleston County sales tax is 9% and is collected during the Fair by the SC Department of Revenue. Tax Agents will contact you directly.

### **Fax Services Are Not Available**

### **Janitor Services**

Place booth trash in the aisle trash cans each night. Booth may be swept into the aisle at night after closing. Fair personnel will not do any cleaning inside a booth. Do not place cardboard boxes in the aisle trash cans. Break down cardboard boxes and place them in the appropriate container. Notify the superintendent immediately if any accidents or spills occur.

### **Sound Use**

Use of radios or any other type of amplified sound from a booth is allowed only with the Fair's permission. Contact the Building Superintendent for permission.

### **Security**

Each exhibitor is responsible for securing items in their booth space. **Exchange Club Fair of Charleston is not responsible for any theft of or damage to exhibitors' property or booth under any circumstances.** It is recommended that cash not be left unattended in the booth. The building will be secured at the designated closing time. In order to limit access and maximize security, exhibitors will have access to their booths one hour before scheduled opening times and one half hour after scheduled closing times.

## Electricity

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

**Smoking and Alcohol**-Smoking is not allowed in the buildings. Alcohol of any kind is not permitted on the Fairgrounds.

## Subletting

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

**Staffing**-Each booth must be properly staffed during ALL building operating hours (See "General Information" below).

## Solicitations

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

**ADA Compliant Animals** - Please be advised that if an ADA compliant animal will be present with you, said animal MUST be confined to your booth at ALL times.

## General Information

### Setup Days & Hours:

*Monday – Wednesday, October 28-30, 9 am – 7 pm*      *Thursday, October 31, 9 am – Noon*

### Building Operating Hours\*\*:

<i>Thursday, October 31<sup>st</sup> – 3:00 pm – 10:00 pm</i>	<i>Wednesday, November 6<sup>th</sup> - 10:00 am – 10:00 pm</i>
<i>Friday, November 1<sup>st</sup> – 3:00 pm – 11:00 pm</i>	<b>Wednesday is Senior Citizen's Day</b>
<i>Saturday, November 2<sup>nd</sup> – 10:00 am – 11:00 pm</i>	<i>Thursday, November 7<sup>th</sup> – 3:00 pm – 10:00 pm</i>
<i>Sunday, November 3<sup>rd</sup> – 12 noon – 10:00 pm</i>	<i>Friday, November 8<sup>th</sup> – 3:00 pm – 11:00 pm</i>
<i>Monday, November 4<sup>th</sup> – 3:00pm – 10:00 pm</i>	<i>Saturday, November 9<sup>th</sup>– 10:00 am – 11:00 pm</i>
<i>Tuesday, November 5<sup>th</sup> – 3:00 pm – 10:00 pm</i>	<i>Sunday, November 10<sup>th</sup> - 12 noon – 10:00 pm</i>

\*\* Exhibitors will have access to their booths one hour before & thirty (30) minutes after stated times.

### Teardown Days & Hours:

*Sunday, November 10<sup>th</sup>, 10:00 pm – 11:00 pm*      *Monday, November 11<sup>th</sup>, 9:00 am – 1:00 pm*

### Physical Address Can Now Be Used For Both US Mail AND Shipping

Coastal Carolina Fair  
(must include Business Name & Booth # on all mail and packages)  
9850 Hwy 78  
Ladson, SC 29456

Mail & packages delivered to the Fairgrounds will be held at the information desk and MUST contain Booth name and number. COD PACKAGES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES BY FAIR STAFF.

Exchange Club Fair and its employees **WILL NOT** accept oversized or freight deliveries, nor will they be responsible for items left for pickup. Exhibitors **MUST** be present to accept deliveries and upon pickup of leftover merchandise. There is no forklift service or excess storage areas. Items left behind will be discarded after 1 p.m. on Monday the 5<sup>th</sup>. The Fair will not loan/rent golf carts.

### Telephone Numbers:

Coastal Carolina Fair Office – 843-572-3161      Fax Number – 843-572-3126 or 843-531-5656

### Staff

Fair President: Harry Robbins      Booth Coordinator: Leah Rakowsky      Building Superintendent: Gary Catterton