

GREATER JACKSONVILLE FAIR

October 31st—November 11th, 2018

Inside Exhibit Space

WHO OCCUPIES THIS BUILDING? This building will have commercial exhibitors, Duval County Extension General Store, home & garden information, arts & crafts exhibits, a kids' zone, 4-H & FFA Booths and Community Exhibits. An entertainment show is scheduled at various times each day during the Fair.

BOOTH SPECIFICATIONS: Commercial space is sold as 10'x 10' booths at the cost of \$500. If a larger area is needed, booths may be combined to create a 20' X 10' booth for the cost of \$950.

HOW DO I BOOK SPACE? Applications are online. However, submitting an application does not guarantee your acceptance. If you are accepted, you will be invoiced for a \$150 deposit and the cost of your booth space. You will be given a password so that payments for the deposit and booth rental can be made online.

DEPOSIT: A \$150.00 "Proof of Performance Deposit" is required with the application to reserve a booth. The deposit is not a portion of the rent, but to insure the exhibitor follows the rules. If rules are followed, it will be returned after the Fair ends. By your application, you agree to abide by the rules and regulations of this application and the Greater Jacksonville Agricultural Fair.

PAYMENT: Online (credit or debit), or check or money order. If 50% of the rent is not paid with the deposit and application, it is due July 15th. The balance is due in full by October 1st. Space purchased after October 1st must be paid with certified funds.

LIABILITY INSURANCE: In addition to your rental fee and the deposit, you must provide a Certificate of Liability Insurance in the amount of \$1,000,000, which names The Greater Jacksonville Agricultural Fair as additionally insured. It must be on file in our office prior to your set-up.

ELECTRICAL: Exhibitors are provided with (1) one 110 volt / 500 watt electrical outlet. Arrangements for additional service may be made with the Fair Electrician who is solely responsible for pricing. If there are additional electric charges, they must be paid in the Fair Office prior to move out. No more than three (3) extension cords (in any configuration) may be used in a booth.

ADDITIONAL RENTAL REQUIREMENTS: Exhibitors may not walk around (stroll or solicit) outside their booth(s). They must remain in their assigned space. Exhibitors may not sub-lease, loan, or share booth space, move to another area, or spread out to an unoccupied booth without the express permission of management. Exhibitors may not obstruct the view of other exhibitors' booths with their displays. Exhibits, as well as machinery in motion, shall be located sufficiently inside booths with safeguards to adequately protect the public. Aisles should be kept clear at all times. Sound devices are subject to approval of management and must be kept at a level not to interfere with others. Give-a-ways, raffles, etc., must have prior approval of the Fair. Food or beverage samplings and give-a-ways are a privilege of sponsorship. Management reserves the right to decline or prohibit any exhibit or part thereof.

SIGNS & DISPLAYS: Exhibitors must furnish their own signs, tables, table coverings, chairs, extension cords, etc. Decorations must be fireproof and are subject to approval by the Fire Marshall. Aisles should be kept clear at all times.

CREDENTIALS: Upon Fair arrival, exhibitors should proceed to the Administration Office for last minute instructions and credentials. The principal exhibitor will receive one (1) parking pass and I.D. Badge or entry tickets, whichever is deemed most appropriate for your booth and daily entry to the Fair. Please indicate the number of additional workers on your application. Reasonable requests for entry tickets will be considered. Additional exhibitor entry tickets may be purchased in the Fair Office for \$5.00 each. Additional parking on the Fairgrounds is not available. Unless there is a Jaguars game, the fee for parking in the city lots is \$10.00 per day.

RE-STOCKING: The Exhibit Hall closes each evening one hour before the midway. For exhibitors' convenience, security will keep the back door open for 30 minutes after the Exhibit Hall closes and will open one hour before the Fair opens for exhibitors to restock their booths. Limited space for stock trailers will be filled on a first come, first serve basis. Please indicate this request on the application. Storage for exhibitor's merchandise is not available. However, during the Fair small deliveries will be accepted in the Administration Office, if the company's name, name of person renting the space, and cell phone number are clearly visible on the outside of the package. C.O.D. deliveries will not be accepted.

CANCELLATION: Cancellations must be in writing 60 days prior to opening day. If you, as the exhibitor, have fulfilled all contract requirements, the Proof of Performance Deposit will be returned approximately three weeks after the Fair ends. Failure to adhere to the rules shall constitute a breach of agreement, which will result in the forfeiture of the space and all funds on deposit to the Fair.

SET-UP: Exhibitors will load and unload through the roll up doors in the rear of Exhibit Hall "A". For security, **Front Entrance Doors and Fire Exit Doors** must remain locked until the Fair opens each day for business. **Exhibitors should not prop open, load, or unload through the Front Entrance or Fire Exit Doors.**

SET UP DAYS AND HOURS

Tuesday	October 30th	9:30AM - 5:00PM
Wednesday	October 31st	9:30AM -3:00PM

Midway Hours: Times may be subject to change.

Wed. & Thurs.	Oct. 31st & Nov. 1st	5:00 p.m.-10:00 p.m.
Friday	Nov. 2nd	3:00 p.m.-10:00 p.m.
Saturday	Nov. 3rd	10:00 a.m.-10:00 p.m.
Sunday	Nov. 4th	10:00 a.m.-9:00 p.m.
Monday	Nov. 5th	5:00 p.m.-10:00 p.m.
Tuesday	Nov. 6th	5:00 p.m.-10:00 p.m.
Wednesday	Nov. 7th	5:00 p.m.-10:00 p.m.
Thursday	Nov. 8th	5:00 p.m.-10:00 p.m.
Friday	Nov. 9th	12:00 p.m.-10:00 p.m.
Saturday	Nov. 10th	10:00 a.m.-10:00 p.m.
Sunday	Nov. 11th	10:00 a.m.-9:00 p.m.

OPENING DAY: Exhibits should be in place no later than 3:00PM Opening Day, Wednesday, October 31st. Space not occupied at that time will be forfeited to the Fair along with any and all payments including the deposit.

BREAK-DOWN: Exhibits shall not be removed in whole or in part prior to 8:00 p.m., Sunday, November 11th. Failure to remain until this time shall constitute a breach of rules and result in forfeiture of the deposit. All exhibits must be removed by 12:00 noon, Monday, November 12th. Exhibits remaining after this time shall become the property of the Greater Jacksonville Agricultural Fair and any cost involved for removal will be paid by the exhibitor.

ACCOMMODATIONS: The Jacksonville Fairgrounds are located downtown in the Sports Complex area. Parking on the Fairgrounds is extremely limited. Overnight accommodations for RVs or motor homes, etc., is not available. You may wish to contact one of the following RV/Campground sites:

Hanna Park, 7 Miles E.	904-249-4700
Flamingo Lakes, 7 Miles N.	904-766-0672

The Greater Jacksonville Agricultural Fair is 501 (C) 3, nonprofit, educational corporation, chartered by the State of Florida, Department of Agriculture and is one of the largest events in Northeast Florida. The 2018 Fair will be our 63rd year of bringing the very best in exhibits, food, fun, and exciting rides to Jacksonville and the five surrounding counties we annually invite to participate.