

Coastal Carolina Fair

2007 Fair Dates – October 25 – November 3

Indoor Commercial & Non-Commercial Exhibitor Guidelines

Setup

Setup days are Monday, October 22 through Wednesday, October 24, 2007. Setup hours are 9 am – 9 pm as stated on contract. On Thursday, October 25 setup hours are 9 am – noon. Each booth must be completely ready by noon on October 25. Each exhibitor must show a copy of the contract when checking-in with the Building Superintendent.

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.
- 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'.
- 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 Fair chooses.
- No items may be pinned to the curtains.
- Displays should have a finished back and curtains should be used as dividers only.
- Banners with the proper hooks can be hung from the curtain rod.
- All tables in a booth must be skirted or draped. Surplus merchandise or materials must be stored or hidden in the booth.
- Canopies or tents are not allowed as a part of the exhibit in the commercial exhibit halls.
- 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 covered by the Fair staff.

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 20 free daily admission passes to exhibitors. Each exhibitor will need to purchase additional admission passes. Prices for daily admission passes are \$1.00 off advance ticket price (i.e., \$5 each). Exhibitors may exchange 10 of their daily admission passes plus \$8.00 for one (1) photo season admission pass. Parking is free. Single tickets and season admission passes (\$40) can be purchased before & during the Fair at the Administrative office which is located at Gate 1. The Administrative Office is open 9 am – 5:00 pm daily. Parking passes will be picked up at the Pass 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.

Parking

The exhibitor parking lot at Gate 1 is an amenity provided for exhibitor's convenience. 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 reserved parking pass to enter (no pass swapping inside the gate!) Passengers (including the driver) will need an admission pass to enter through this gate. DO NOT DUPLICATE PARKING PASSES! Anyone who duplicates an exhibitor parking pass will be expelled from the Fair. Two reserved parking spaces are assigned randomly.

Teardown

Teardown can begin after the building closes at 10:00 pm on the last Saturday 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 a general liability insurance policy during the Fair with a minimum of \$500,000 naming Coastal Carolina Fair as additional insured.

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 at 843-202-6085 or they can be purchased at Gate 1 on day of set-up.

Sales Tax

The South Carolina sales tax is 6 ½% and is collected during the Fair by the SC Department of Revenue.

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. Breakdown cardboard boxes and place them in the appropriate container. Notify the superintendent immediately of any accidents or spills that 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 Fair building manager for permission.

Security

Each exhibitor is responsible for securing items in their booth space. It is recommended that cash not be left unattended in the booth. Security is provided in the buildings during the evening hours after the buildings close. 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 a 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.

Telephone Lines

To establish temporary phone line service in a booth during the Fair, contact BellSouth at 866-620-6000.

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 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 operating hours (See "General Information" below.)

Deposits

Deposits will not be refunded after August 1.

RV Parking

- RV parking for self-contained vehicles is available from the Fairgrounds.
- RV parking is limited to advance reservations only.
- The required amount covers the period Wednesday, October 24 through Sunday, November 4 (12 days minimum). This includes water, electrical and sewage hookups.

Solicitations

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

General Information

Setup Days & Hours:

Monday – Wednesday, October 22 – 24, 9 am – 9 pm

Thursday, October 25, 9 am – Noon

Building Operating Hours:

Monday thru Thursday – 3:00 – 10 pm *

Wednesday (Senior Citizens Day) - 11:00 am – 10:00 pm *

Fridays – 3:00 – 10:00 pm *

Saturdays – 12 noon – 10:00 pm *

Sunday – 12 noon – 10:00 pm *

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

Teardown Days & Hours:

Saturday, November 3, after closing of the building for the night

Sunday, November 4, 9 am – 1 pm

Mailing Address:

Coastal Carolina Fair

PO Box 762

Ladson, SC 29456

Physical Street/Shipping Address:

Coastal Carolina Fair

(include Vendor Name)

9850 Highway 78

Ladson, SC 29456

Telephone Numbers:

Coastal Carolina Fair Office – 843-572-3161

Fax Number – 843-572-3126

Staff

General Fair Manager: Chip Boling

Director of Operations: Jay Collier

Director of Commercial Exhibits: Gary Catterton
Building Superintendent: Gary Catterton
Administrative Assistant: Carole Miller
Secretary: Denise Massey