

BOOTH RENTAL

Demonstration, Display, and Sales



Itaska Walker... (803) 972-0939...Superintendent

E-mail: boothrent@sumterfair.com

Booking: Itaska Walker (803)972-0939

Booth Set Up

Saturday October 14, 2023, 9:00 AM – 5:00 PM

Sunday October 15, 2023, 1:00 PM – 6:00 PM

Monday October 16, 2023, 8:00 AM - 6:00 PM

Tuesday October 17, 2023, 8:00 AM - 1:00 PM

Booth Removal

Sunday October 22, 2023, 6:00 PM – 9:00 PM

Monday October 23, 2023, 9:00 AM – 4:00 PM

SEE BOOTH RENTAL AGREEMENT FOR DETAILS

2/27/2023

2023 Booth Rental Rules

- The Civic Center is available for a fee to all organized adult groups, commercial businesses and State and Federal Agencies. Emphasis is placed on Arts, Crafts and Educational exhibits.
- New Exhibitors will be allowed on a first-come, space available basis.
- The Superintendent will assist in classification of exhibits.
- The Superintendent reserves the right to remove exhibits or portions of exhibits that do not meet acceptable safety or decorum standards
- **No Exhibitor will be granted access to the Fair Grounds without an Admission Pass or Single use Admission Ticket during Fair operating hours.**
- Each Booth Rental Includes **two (2)** Weekly Admission Passes.
- Single use Admission Tickets are available from the Superintendent. The cost is \$5 each. (Limit 10)
- Additional Weekly Admission Passes are available from the Superintendent. The cost is \$25 each.
- **Parking, in the Civic Center lot is by permit only.**
- **Parking Violators will be towed at Owners Expense.**
- Each Booth Rental includes **one (1)** parking permit. Permits are good for unlimited parking the entire week of the Fair. Parking is on a first come first serve basis. A Permit does not guarantee availability, only access.
- It is the exhibiter's responsibility to make arrangements to transfer parking permits, if necessary, between workers





Special Civic Center Booth Awards

PREMIUMS

1ST 2ND 3RD

Rosette Only

Class No.

1. Community Educational (Secondary Schools, Training)
2. Government Agency Exhibits (Fire, Police, EMS, Public Works)
3. Commercial (Products or Services for Sale)
4. Community Service (Church Groups, Benefit Groups, Clubs)

2/27/2023

2023 BOOTH RENTAL AGREEMENT

THE SUMTER AMERICAN LEGION FAIR

17 October 2023 thru 22 October 2023

Sponsored by:

American Legion, Sumter, Post #15

I, the undersigned, hereby request and agree to rent a commercial exhibit space in the American Legion Memorial Building under the following terms and conditions:

1. Exhibitors agree to follow all rules and directions of the Superintendent. Failure to follow the terms and conditions of this agreement may result in expulsion and forfeiture of any rental fees paid.
2. All spaces are on a first come, first served basis. It is suggested exhibitors make an advance payment as early as possible to reserve a space. First time exhibitors will be provided a booth on a space available basis. A space will not be reserved without payment in full.
3. Deposits are not refundable anytime. All rental fees must be paid in full prior to August 1st, 2022. No refunds on cancellations after this date,
4. Booths will be available for set up on Saturday October 14, 2023, 9:00 AM-5:00PM. Sunday October 15, 2023, 1:00 PM – 6:00 PM. Monday October 16, 2023, 8:00 AM - 6:00 PM and Tuesday October 17, 2023 8:00 AM - 1:00 PM.
5. Booth separation will be accomplished by 4 feet curtain walls on the sides and a curtain 6 foot in the back. No pins, staples or other damaging fasteners will be attached to the curtains. Poster/signs may be hung from the railing to which the curtains are attached. One 8' x 30" table and 2 chairs will be provided free to each booth. Electric extension cords must be provided by exhibitor. No structure taller than 10 feet will be allowed without approval of management.

Nothing can be attached to the floor with tape.

6. All exhibits must be complete and ready for display at the close of set-up on Tuesday, 17 October 2023. Exhibits must remain on display during the entire week, during the operating hours of the Fair.
7. Booth removal:
Booths may be removed after closing on Sunday, 22 October 2023, after 6:00PM until 9:00 PM.
All booths must be down NLT October 23, 2023 by 4:00 PM.

2/27/2023

Final removal will include removal of all decorations, props, supplies and equipment to the satisfaction of the Superintendent. Booth space must be left in broom clean condition.

8. All displays will be judged During the week of the Fair. Award Rosettes will be given for 1st, 2nd, and 3rd places in the following categories: Community Educational, Government Agency Exhibits, Commercial Vendors and Community Service.
9. Each rental will include (2) two adult complimentary passes good for the entire fair. Additional adult complimentary passes can be purchased for \$25.00 each. Daily gate tickets can be purchased for \$5.00 each (maximum 10). Booth rental will include (1) one reserved parking pass. Additional paid parking is available at the ball field parking lot.
10. No loudspeakers, loud videos or other loud equipment, which interferes with the use and enjoyment of booths rented by other exhibitors, will be allowed.
11. No explosives or highly flammable materials will be allowed in the Civic Center. No cooking which produces smoke of a disagreeable odor is allowed in the booth area. Warming equipment is allowed.
12. No obscene literature or drugs, tobacco or alcoholic beverages allowed.
13. No item or service may be given away that is being sold by another concessionaire on the fairgrounds. A current schedule of hours will be posted in the Civic Center during the fair. Exhibitors will have access to their booths after 9:00 am during the fair.
14. The Sumter American Legion Fair assumes no responsibility for loss of articles by fire, theft, vandalism or acts of God. Safety and security precautions will be taken to prevent problems. The Civic Center will be locked at night.

2/27/2023

Name of Exhibit _____

Category _____

Contact Person _____

Address _____

Phone Number _____ -- _____ -- _____ E-mail _____

Space Requested

10 x 10 _____ \$250.00

10 x 20 _____ \$400.00

Electrical Required Yes No

(Circle one)

Balance paid: \$ _____

Date paid: _____

Signed and agreed to by: _____ on this _____

Day of _____

Deposits are not refundable anytime. All rental fees must be paid in full prior to August 1st, 2023. No refunds or cancellations after this date.

Make checks payable to: **The Sumter County Fair by American Legion Post 15 Inc.**

Please complete and return with payment to:

Itaska Walker

Sumter Fair

P.O. Box 765

Sumter, SC 29151

Itaska Walker can be reached at: 803-972-0939 (leave message)

E-mail: boothrent@sumterfair.com Itaska Walker (803)972-0939

2/27/2023