Sarasota County Fair

Commercial Expo Booth Assignment Robarts Arena

Fair Date: March 18 - 27, 2022

Company/Organization Name:	:		
Contact Name:			
Name/Description of Product		ist all items)	
Business Address:			
City:			
Telephone: (required)()	Cell Phone: (_)	Office Use Only
Fax: ()	Email:		Agreement
Specifications: Booths are 10'	(10' fully draped spaces with	8 ft. skirted tables, 2 chairs,	Booth #
and includes a maximum of (4)	Exhibitor passes.		Booth#
Set-Up Requisition			Ins.Cert
Aisle Booth	x \$550.00 = \$		Total Due
	x \$880.00 = \$		CC/Ck#()
Corner Booth	x \$660.00 = \$		
Extra Table	x \$ 30.00 = \$		Balance
Electricity	x \$ 50.00 = \$		CC/Ck#()
Insurance	x \$150.00 = \$		Balance
Sub Total	\$		
Less Deposit - Per Booth	x \$100.00 = \$		CC/Ck#()
			Balance
			COMPLETE//

Insurance <u>MUST be provided</u>. There are **NO** exceptions. You must provide us with your insurance certificate for \$1,000,000 General Liability and \$50,000 property damage naming Sarasota County Agricultural Fair Association, Inc. as additional insured. Insurance may be purchased through the fairgrounds policy pending approval from the insurance agency underwriting department at the cost of \$150.00.

<u>Booth Assignment</u> (Your preferences, payment status, and contract completion will be considered, however, we reserve the right to relocate booths at set-up time.)

The EXHIBIT AND CONCESSION SPACE RENTAL AGREEMENT is to be returned to us signed with full payment, insurance certificate (or request if purchasing through our policy), \$100 (PER BOOTH SPACE) IS DUE AT TIME OF REQUEST. BALANCE DUE BY FEBRUARY 1, 2022, FINAL AGREEMENT & FULL PAYMENT (NON- REFUNDABLE AFTER FEBRUARY 1ST).

Return forms to: Sarasota County Agricultural Fair Association, Inc.

Attn: Sharlene Hillier 3000 Ringling Blvd. Sarasota, FL 34237

Telephone: 941-365-0818

Fax: 1-888-502-2505

Fair office Email: info@sarasotafair.com

SARASOTA COUNTY AGRICULTURAL FAIR

Commercial Expo - Robarts Arena March 18 - 27, 2022

Dear Vendor:

Thank you for your participation in our Commercial Expo during the 86th edition of the Sarasota County Fair. We are very excited to incorporate new, innovative, fun services and items for our community to experience. Sarasota County's demographics cover a large area and our fair draws diverse groups: urban, rural, singles, families, young, retirees, professional, and blue collar in every economic category established. This year's fair will cover a broad spectrum to satisfy our community's growth in all directions bringing your target audience right to your booth. Our advertising for the fair includes print, radio and television.

Enclosed you will find the Booth Assignment Form, Invoice, and Agreement to participate in our Commercial Expo at Robarts Arena during our fair.

Important points to keep in mind:

- A) Insurance is a requirement, there are NO exceptions.
- B) Booths must be manned the entire time the fair gates open ALL 10 DAYS, BEGINNING

March 18 – 27, 2022

Friday: 1st 5 PM to 11 PM
Friday: 2nd 4 PM to 11 PM
Saturdays (there are 2) 12 Noon to 11 PM
Sundays (there are 2) 12 Noon to 10 PM
Mon-Tues-Wed-Thur 4 PM to 10 PM

Note: Vendor Entrance to Robarts Arena is through the <u>East doors</u> one hour prior to gates opening. Stocking can be done at this time. For your stock's security, no vendors or public are allowed in prior to one hour before gate time. North and West doors (public doors) will not be open for vendor use.

- **C**) Contract is not valid without the Fair representative's signature. AGREEMENT Contract and full payment is due in the Fair Office no later than **February 1, 2022**. **Payments made are non-refundable**.
- D) Booth assignments are subject to change at the final discretion of the Sarasota County Agricultural Fair Association, Inc. We reserve the right to change booth locations or disregard an application <u>at any time</u>. <u>To reserve approved Booth Space</u>, <u>please return application with a \$100 (per booth) non-refundable</u>.

 <u>Please note: We will NOT be able to reserve a space without application and deposit.</u>
- E) General Set Up: THURSDAY, MARCH 17, 2022 from 10:00 AM to 6:00 PM. We reserve the right to start later than 10:00 AM to accommodate for delays. Please be ready to set up your booth(s) during that time. ANY VENDOR SHOWING UP LATER THAN 6 PM WILL NOT BE PERMITTED TO SET UP AND PAYMENT WILL BE FORFEITED. No Refunds. We reserve the right to assume you will not be showing up after 6:00 PM and therefore your space will be available to an alternate at that time. Set up time will close NO LATER than 8:00 PM. If you are not finished by 8:00 PM you will have to finish on opening afternoon at 1:00 PM.

- **G)** <u>Vendor Camping:</u> If you need camping space, prior reservation is required due to limited camping space. Payment in full will be required on day of arrival in the Fair Office. Our office hours are Monday Friday from 9:00 AM to 5:00 PM. Please contact office if camping arrangements are needed.
- **H)** <u>Tear Down:</u> Starts Sunday night March 27th at 10:00 PM through 1:00 AM and again on Monday, March 28th from 10:00 AM to 5:00 PM. Sarasota County Fair reserves the right to keep Robarts Arena open to provide efficient exit for Robarts Arena patrons.
- **I)** <u>Loading:</u> is done from the East and South entrances only. Loading and unloading from the Front or West entrance is NOT permitted at any time.
- **J)** <u>Electricity</u>: IF you ordered electricity for your booth, <u>you must bring your own extension cords</u>. Extension cords may be necessary to reach electrical drops. There is a \$50.00 charge for the use of electricity in Robarts Arena.
- **K)** Shipping and Receiving: All mail or packages must be clearly labeled as to vendor name and booth number. The fair office must be informed of all incoming COD mail prior to the arrival date with payment left with front office. PLEASE NOTE: No mail or package will be accepted without VENDOR NAME, ADDRESS, PHONE and BOOTH NUMBER. Vendor must pick up package at Fair Office. The Fair will not be responsible for any lost, damaged, returned packages, or notification of arrival. Shipping and receiving by the Fair is done as a courtesy.

If you have any questions, please do not hesitate to contact our office at 941-365-0818, Monday, Tuesday, Thursday, Friday 9:00 AM to 5:00 PM. We are closed on Wednesday. Sincerely,

Sharlene Hillier Coordinator, Commercial Expo Sarasota County Agricultural Fair Association, Inc. 3000 Ringling Blvd. Sarasota, FL 34237

Office Phone: 941-365-0818 Office Fax: 1-888-502-2505

Cell: 941-504-1808

Email: info@sarasotafair.com shill9448@aol.com

Sarasota County Agricultural Fair Association, Inc.

Commercial Expo - Robarts Arena - Sarasota County Fair March 18 – 27, 2022

PAYMENT FORM

	any and/or d.b.a.:	
		Cell Phone #:
	:	
Contact Name		
Insurance (Cl	<u>neck One)</u>	
Liability and insurance cor certificate hole	\$50,000.00 Property damage company. We have named Saras der (Additional Insured). Copy of	ricultural Fair Association Inc. with \$1,000,000.00 General overage through the enclosed certificate from our own sota County Agricultural Fair Association, Inc. as a coccertificate is enclosed with our full payment or credit card chased through the Sarasota County Agricultural Fair to
	pility requirements at the cost of s	, ,
(Restrictions appropriate (Restriction) appropriate (Restriction) appropriate (Restriction) appropriate (Restriction) appr	pply - Pre-approval required). Full μ	the Sarasota County Agricultural Fair Association, Inc. payment is included with booth payment attached.
	hecks Payable To: SCAFA	ed) Cash (attached)
	a County Agricultural Fair Association	on. Inc.
	Card: MasterCard Visa	
Card #:		3-digit Security Code: (On back of card)
Name on Car	rd:	Expiration:/
Signature:		Zip Code:
Total amoun	t: \$	
Mailing		
Please include:	2) Full payment or deposit	asing through the Fairgrounds policy)

To: Sarasota County Agricultural Fair Association, Inc

3000 Ringling Blvd. Sarasota, FL 34237