

Sarasota County Fair
Commercial Expo Booth Assignment
Robarts Arena
Fair Date: March 18 - 27, 2022

Company/Organization Name: _____
Contact Name: _____ **Title:** _____
Name/Description of Product or Service: (No Substitutions - please list all items) _____
Business Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: (required) (____) _____ **Cell Phone:** (____) _____
Fax: (____) _____ **Email:** _____

Specifications: Booths are **10' x 10'** fully draped spaces with 8 ft. skirted tables, 2 chairs, and includes a maximum of (4) Exhibitor passes.

Set-Up Requisition

Aisle Booth	_____ x \$550.00 = \$ _____
Front Booth	_____ x \$880.00 = \$ _____
Corner Booth	_____ x \$660.00 = \$ _____
Extra Table	_____ x \$ 30.00 = \$ _____
Electricity	_____ x \$ 50.00 = \$ _____
Insurance	_____ x \$150.00 = \$ _____
Sub Total	_____ \$ _____
Less Deposit - Per Booth	_____ x \$100.00 = \$ _____

<u>Office Use Only</u>	
Agreement _____	
Booth # _____	
Booth# _____	
Ins.Cert. _____	
Total Due _____	
CC/Ck# _____ (____)	
Balance _____	
CC/Ck# _____ (____)	
Balance _____	
CC/Ck# _____ (____)	
Balance _____	
COMPLETE ____/____/____	

Insurance **MUST be provided**. 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.

Booth Assignment (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

G) Vendor Camping: 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) Tear Down: 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) Loading: 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) Electricity: IF you ordered electricity for your booth, **you must bring your own extension cords.** 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 - Roberts Arena - Sarasota County Fair

March 18 – 27, 2022

PAYMENT FORM

Name of Company and/or d.b.a.: _____

Daytime Telephone #: _____ Cell Phone #: _____

E-mail Address: _____

Contact Name _____

Insurance (Check One)

Our Company is providing Sarasota County Agricultural Fair Association Inc. with \$1,000,000.00 General Liability and \$50,000.00 Property damage coverage through the enclosed certificate from our own insurance company. We have named Sarasota County Agricultural Fair Association, Inc. as a co-certificate holder (Additional Insured). Copy of certificate is enclosed with our full payment or credit card number information. Insurance may be purchased through the Sarasota County Agricultural Fair to cover your liability requirements at the cost of \$150.00 for the 10 days.

Our Company is purchasing insurance through the Sarasota County Agricultural Fair Association, Inc. *(Restrictions apply - Pre-approval required)*. Full payment is included with booth payment attached.

Payment Type

Check (attached) Money Order (attached) Cash (attached)

Make Checks Payable To: SCAFA

Sarasota County Agricultural Fair Association, Inc.

Credit Card: MasterCard Visa AmEx

Card #: _____ 3-digit Security Code: ____ ____ ____

(On back of card)

Name on Card: _____ Expiration: ____/____/____

Signature: _____ Zip Code: _____

Total amount: \$ _____

Mailing

- Please include:
- 1) Exhibit and Concession Space Rental Agreement
 - 2) Full payment or deposit
 - 3) Insurance Certificate *(if not purchasing through the Fairgrounds policy)*
 - 4) This Form

To: Sarasota County Agricultural Fair Association, Inc
3000 Ringling Blvd.
Sarasota, FL 34237