

Sarasota County Fair
Commercial Vendor Expo Booth Assignment
Robarts Arena
Fair Date: March 13 – 22, 2026

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 \$660.00 = \$ _____
Front Booth	_____ x \$990.00 = \$ _____
Corner Booth	_____ x \$770.00 = \$ _____
Extra Table	_____ x \$ 30.00 = \$ _____
*Electricity	_____ x \$75.00 for each outlet = \$ _____
Insurance	_____ x \$150.00 = \$ _____
Sub Total	\$ _____
Less Deposit	_____ x \$100.00 – per booth = \$ _____
Balance Due	\$ _____

*Electric: Each vendor space is entitled to (1) 110 volt – 20 AMP outlet per space - \$75.00 charge applies. Any additional amperage needed must be arranged through fair personnel and will be charged accordingly.

Office Use Only	
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.** Liability 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, liability insurance certificate (or request if purchasing through our policy), \$100 (PER BOOTH SPACE) IS DUE AT TIME OF REQUEST. BALANCE DUE BY FEBRUARY 2, 2026, FINAL AGREEMENT & FULL PAYMENT (NON-REFUNDABLE AFTER FEBRUARY 3rd).

Return forms to: Sarasota County Agricultural Fair Association, Inc.
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 Vendor Expo - Robarts Arena
March 13 - 22, 2026

Dear Vendor:

Thank you for your participation in our Commercial Expo during the 88th 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, and Exhibit and Concession Space Rental Agreement to participate in our Commercial Expo in Robarts Arena during our fair.

Important points to keep in mind:

A) Liability Insurance is a requirement, there are NO exceptions.

B) Booths must be manned the entire time the fair gates are open - ALL 10 DAYS

BEGINNING March 13, 2026

1 st Friday:	5 PM to 11 PM
2 nd Friday:	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

VENDOR ENTRANCE to Robarts Arena is through the East doors one hour prior to fair opening. Stocking can be done at this time. For your stock's security, no vendors or public are allowed in the arena prior to one hour before gate time. North and West doors (public doors) will not be open for vendor use.

C) AGREEMENT Contract and full payment is due in the Fair Office no later than February 3, 2026. Payments made are non-refundable. If payment in full and application are not received by February 3, 2026, SCAFA reserves the right to expel that vendor from the arena.

D) Booth Assignments: We reserve the right to change booth locations or disregard an application at any time. To reserve approved Booth Space, please return the application with a \$100 (per booth) non-refundable.

Please note: We will NOT be able to reserve a space without application and deposit.

E) General Set Up: WEDNESDAY, MARCH 11, 2026, from 9:00 AM to 6:00 PM. We reserve the right to start later than 9:00 AM. Please be ready to set up your booth(s) during that time. Set up time will close NO LATER than 6:00 PM. If you are not finished by 6:00 PM you will have to finish the next day.

F) Vendor Camping: If you need camping space, prior reservation is required due to limited camping space. Payment in full will be required on the day of arrival in the Fair Office. Our OFFICE HOURS are Monday - Friday from 9:00 AM to 5:00 PM. Please contact the office if camping arrangements are needed – 941-365-0818.

G) Tear Down: Starts Sunday night March 22nd at 10:00 PM through midnight and again on Monday, March 23rd from 9:00 AM to 6:00 PM. Sarasota County Fair reserves the right to keep Robarts Arena open to provide efficient exit for Robarts Arena patrons. Vendors are required to break down all boxes and remove all trash and leave the booth clean before leaving arena for the final time.

H) Loading: All loading is done from **the** East and South (garage door) entrances only. Loading and unloading from the Front or West entrance is NOT permitted at any time.

I) 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 \$75.00 charge, per outlet, for the use of electricity in Roberts Arena. This charge includes phone and computer charging.**

J) 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, thru Friday 9:00 AM to 5:00 PM. We are closed on Wednesday.

Sincerely,

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

Email: info@sarasotafair.com