

# BOOTH RENTAL

Demonstration, Display, and Sales



**Bill Lyons... (803) 968-5115...Superintendent**

E-mail: [boothrent@sumterfair.com](mailto:boothrent@sumterfair.com)

**Booking:** Itaska Walker (803)972-0939

## Booth Set Up

Saturday September 21, 2019, 9:00 AM – 5:00 PM

Sunday September 22, 2019, 1:30 PM - 6:00 PM

Monday September 23, 2019 1:30 PM - 6:00 PM

## Booth Judging

Tuesday September 24, 2019, 10:00 AM

## Booth Removal

Sunday September 29, 2019, 6:00 PM – 9:00 PM

Monday September 30, 2019, 9:00 AM – 4:00 PM

**[SEE BOOTH RENTAL AGREEMENT FOR DETAILS](#)**

# 2019 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 \$3 each. (Limit 10)
- Additional Weekly Admission Passes are available from the Superintendent. The cost is \$18 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**  
**1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup>**  
**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)

# 2019 BOOTH RENTAL AGREEMENT

## The Sumter American Legion Fair

24 September 2019 thru 29 September 2019

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. All rental fees must be paid in full prior to booth setup.
4. Booths will be available for set up on Saturday, 21 September 2019 from 9:00 am until 5:00 pm, Sunday, 22 September 2019 from 1:30 pm until 6:00 pm, and Monday, 23 September 2019 from 1:30 pm until 6:00 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 Monday, 23 September 2019. 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, 29 September 2019, after 6:00PM until 9:00 PM.  
All booths must be down NLT September 30th, 2019 by 4:00 PM.

11/16/2018

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 between 10:00 am and 12:00 AM on Tuesday, September 24, 2019. Award Rosettes will be given for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places in the following categories: Community Educational, Government Agency Exhibits, Commercial Vendors and Community Service.

**The Civic Center will be closed during judging**

9. Each rental will include (2) two adult complimentary passes good for the entire fair. Additional adult complimentary passes can be purchased for \$18.00 each. Daily gate tickets can be purchased for \$3.00 each (maximum 10). Booth rental will include (1) one reserved parking pass. Additional free parking is available at the ball field parking lot.

10. No loud speakers, 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 or disagreeable odor is allowed in the booth area. Warming equipment is allowed.

12. No obscene literature 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 **except during judging, when the fair building is closed.**

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.

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 \_\_\_\_\_

Make checks payable to: **The Sumter County Fair by American Legion Post 15 Inc.**  
Please complete and return with payment to:

**Bill Lyons  
Sumter Fair  
P.O. Box 765  
Sumter, SC 29151**

Bill Lyons can be reached at: 803-968-5115 (leave message)  
E-mail: boothrent@sumterfair.com Itaska Walker (803)972-0939