

**SUWANNEE COUNTY FAIR ASSOCIATION
P.O. BOX 266
1302-A 11TH STREET
LIVE OAK, FL 32064
(386) 362-FAIR**

March 15 – March 23, 2019

MEMORANDUM

TO: ALL FAIR EXHIBITORS
RE: 2019 FAIR GUIDELINES

The 2019 Fair is approaching and we would be pleased to have you exhibit with us. Due to the growing popularity of our Fair, demand for Commercial and Educational space has grown. We find it necessary to establish certain guidelines regarding reservations, set-up and take down times, etc.

PLEASE NOTE ANY CHANGES

- The 2019 Suwannee county Fair will be 9 days long.
- Only youth, school related exhibits will be no charge. All other booths including non-profit will be charged the commercial rate.
- Exhibit buildings will be open Monday thru Saturday, from 6:00 pm-10:00 pm
With the exception of Seniors Day Tuesday, the buildings will open at 11:00 am-3:00 pm
Then reopen at 6:00pm
- **Sunday the Coliseum (booth) building will be closed**
- Youth Exhibitors are eligible to have their booths judged, the first place prize will be \$125.00, the second and third place prize will be \$50.00 for school related booths.
- All booths booked after March 1, 2019 must be paid with a Money Order, or Cash.

Exhibitors will be allowed to enter the grounds to unload items for their booth but must not leave their vehicle unattended. Exhibitors may park in the North or South parking lot during Fair hours.

ALL EXHIBITORS AND VENDORS MAY USE THE EAST GATE BY THE HOSPITAL, OR THE FRONT GATE THRU THE COLISEUM TO ENTER AND EXIT.

INSIDE SET-UP / TAKE DOWN

- The exhibit buildings will be open for set-up beginning Wednesday, March 13, 9:00 am-6:00 pm and Thursday, March 14, 2019 9:00 am to 8:00 pm. set-up must be completed by 8:00 pm Thursday, March 14, 2019 8:00pm.

The buildings will not be reopened until 6:00 pm Friday, March 15, 2019

- A Fair representative will be in the buildings during set-up to direct you to your booth and answer any questions or help with any problems that may occur. The representative will also assign passes and go over the parking policies that will be in effect that week.
- Under no circumstances are you allowed to **PIN, Tape, or Wire** anything to the curtains. We suggest the use of shower hooks or squeeze clamps secured to the top of the poles and then secure signs or posters with fishing line to the hooks or clamps.

INSIDE TAKE DOWN

Take down and removal of exhibits will be 9:00 pm to 5:00 pm Monday, March 25, 2019. This will be the only time to remove exhibits and will be strictly enforced; Suwannee County Fair assumes no responsibility for any items left past the removal time. Premium money will be forfeited for early removal.

EXHIBIT DESIGN

- Exhibitors returning from last year are asked to make at least a 50% change in their exhibit.
- To qualify for the judging contest you must follow this year's theme
- All displays must be set up in a way as not to block the aisles or neighboring booths.
- Each booth has a receptacle for 110 power on a 20 amp breaker. Please know the amps your equipment uses as to avoid circuit overload and the breakers to trip.

OUTSIDE EXHIBITS

- **ALL OUTSIDE VENDORS MUST INCLUDE A PICTURE OF THEIR BOOTH WITH THEIR APPLICATION.**
- Set-up can be any time from Wednesday, March 13, 2019 till 4:00 pm Friday, March 15, 2019.
- Space must be paid in full prior to setting up.
- All vehicles must be removed from inside the grounds by 5:00 pm each day. No drive in traffic after this time.
- Each outside exhibit will be issued passes for two workers per day. If more are required they may be purchased at the Fair office or ticket booths.
- No golf carts will be allowed during Fair operating hours.

CAMPSITES

- Are available on a limited basis .
- Camping must be arranged thru the Fair office, must be paid with Cash or money order by 3:00 pm Friday, March 15, 2019.