



69th Annual Shelby County Fair
September 4-8, 2018
www.alshelbycountyfair.com

Booth Rules & Pass Policy and Procedure

- All rules in the GENERAL RULES also apply to Booths.
- All groups are requested to register the booth through our ONLINE REGISTRATION site from our main website.
- Those not using ONLINE REGISTRATION must complete a Booth Registration Form and submit via email to mletlow@alshelbycountyfair.com or via US Mail to Shelby County Fair, ATTN: Booths, PO Box 338, Columbiana, AL 35051
- Raffles (i.e. selling chances on any item) by any group other than KIWANIS are prohibited. Free entry drawings are permissible if the drawing is held during normal operating hours of the Fair and Fair management is provided the name of the winner.
- Tents, Canopies etc. used in a booth may not obstruct other booths or the overall view of the Exhibition Center.
- Booths may not exceed the allotted booth space, typically 10'x10', without prior approval of Fair Management.
- No remote-control vehicles may be operated in the Exhibition Center or on the Fairgrounds at any time.
- **Tables and chairs ARE NOT provided by the Shelby County Fair. You must provide your own.**
- Each booth should have its Organization/Business name displayed prominently.
- Farmer's Market Class is open to local farmers offering agricultural products produced or raised on their farm.
- Any Booth that promotes a product and/or service, except Farmer's Market entries, for sale or for offsite sales later must be in the Commercial Class.
- Rent for political candidates, or organizations or commercial Booths will be \$100 per 10x10 Booth.
- Commercial or Political Booths **are requested to register online and pay the appropriate fee** using the PayPal button on the Online Registration page of our website. A small convenience fee will apply.
- All Booth Exhibitors are responsible for complying with any requirements or regulations (i. e. labeling of merchandise, permits, taxes, etc.) of any regulatory agency that may apply to the organization or business responsible for the booth.
- Booth space is limited; therefore, spaces will be pre-assigned on a first come first-assigned basis as Booth Registration Forms are received.

SEE NEXT PAGE FOR PASS POLICY AND SETUP/TEARDOWN INFORMATION

BOOTH PASS POLICY AND PROCEDURES

- *The Fairgrounds are closed at all times other than the published times, no one other than Kiwanis volunteers are allowed in the building except during hours the Fair is open to the public.*
- Staffed Booths are defined as a booth in which a person(s) remain(s) at the booth.
- Staffed Booths will be allowed 2 Admission Passes. Each pass will be dated and good for one day only. They **ONLY** allow a Staffer admission to the Exhibition Center. Admission tickets must be purchased to ride the rides.
- Passes will be distributed during the time you are setting up your booth. The person receiving the passes must sign for them. **Lost passes will not be replaced.**
- **It is your responsibility to get the passes to your staff. No one will be admitted without a Booth Pass or paid admission.**

BOOTH SET UP TIMES

- Booths may be erected on Friday, August 31, 2018, from 3:00 PM to 6:00 PM, Saturday, September 1, 2018, from 9:00 AM to 5:00 PM, and Sunday, September 2, 2018, from 10:00 AM to 5:00 PM.
- For a booth to be eligible for judging, IT MUST BE COMPLETED BY 5 PM Sunday, September 2, 2018. Only Kiwanis members and Volunteers are allowed in the exhibit display area during judging. **Due to all the final details in preparation for Opening Day, there will be no commercial booth setup prior to 5 pm on Opening Day.**
- Those businesses wishing to setup on Opening Day MUST come by the Exhibition Center during normal setup hours, to receive their passes and learn the location of their booth as No one will be available on Opening Day to give out passes or locate booths.
- During the above times, the Booth Superintendent, or designee, will be available to assist with the proper registration of all booths.
- Unless prior arrangements are made; any booth not occupied by Sunday night will be made available for additional Commercial Booths on a first come, first served basis.

BOOTH DISASSEMBLY TIME

- All booths must be disassembled on Sunday, September 9, 2018 between 10:30 am and 5:00 pm.
- Exhibitors shall remove all decorations and sweep up any trash within their booth.
- Any booth material not removed from the Exhibition Center by that time becomes the property of the Kiwanis Club of Columbiana and will be disposed of accordingly.