

**Sarasota County Fair**  
**Commercial Expo Booth Assignment**  
**Robarts Arena**  
**Fair Date: March 15 - 24, 2019**

**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 Corner Booth	_____ x \$880.00 = \$ _____
Corner Booth	_____ x \$660.00 = \$ _____
Extra Table	_____ x \$ 30.00 = \$ _____
Electricity	_____ x \$ 50.00 = \$ _____
Insurance	_____ x \$150.00 = \$ _____
Sub Total	\$ _____
Sales Tax	_____ x 7% = \$ _____
<b>Deposit - Per Booth</b>	_____ x \$100.00 = \$ _____
<b>Total</b>	<b>= \$ _____</b>

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

**If Tax Exempt – You MUST submit Tax Exempt form with payment.**

(Insurance **MUST be provided**. There are **NO** exceptions. You must provide to us 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.

**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), certificate of exemption (if tax exempt) or it will be considered void. \$100 (PER BOOTH SPACE) IS DUE AT TIME OF REQUEST. BALANCE DUE BY FEBRUARY 1, 2019, 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](mailto:info@sarasotafair.com)**

**SARASOTA COUNTY AGRICULTURAL FAIR**  
**Commercial Expo - Robarts Arena**  
**March 15 - 24, 2019**

Dear Vendor:

Thank you for your participation in our Commercial Expo during the 83rd 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, Invoice, and Agreement to participate in our Commercial Expo at Robarts Arena during our fair.

**Important points to keep in mind:**

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

**B)** Booths must be manned the entire time the **fair gates open ALL 10 DAYS, BEGINNING**

**March 15 – 24, 2019**

Fridays (there are 2)      2 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        5 pm      to 10 pm

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

**C)** Contract is not valid without the Fair representative's signature. AGREEMENT Contract and full payment is due in the Fair Office no later than **February 1, 2019. Payments made are non-refundable.**

**D)** Booth assignments are subject to change at the final discretion of the Sarasota County Agricultural Fair Association, Inc. We reserve the right to change booth locations or disregard an application at any time. To reserve approved Booth Space, please return application with a \$100 (per booth) non-refundable.

**Please note, we will NOT be able to reserve a space without application and deposit.**

**E) Set up: THURSDAY, MARCH 14, 2019 from 10:00 am to 6:00 pm.** We reserve the right to start later than 10:00 am to accommodate for delays. Please be ready to set up your booth(s) during that time. ANY VENDOR SHOWING UP LATER THAN 6 PM WILL NOT BE PERMITTED TO SET UP AND PAYMENT WILL BE FORFEITED. No Refunds. We reserve the right to assume you will not be showing up after 6:00 pm and therefore your space will be available to an alternate at that time. Set up time will close NO LATER than 8:00 pm. If you are not finished by 8:00 pm you will have to finish on opening afternoon at 1:00 pm.

**F) 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.

**G) Tear Down:** Starts Sunday night March 24<sup>th</sup> at 10:00 pm through 1:00 am and again on Monday, March 25th from 10:00 am to 5:00 pm. Sarasota County Fair reserves the right to keep Robarts Arena open to provide efficient exit for Fair patrons.

**H) 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.

**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.

**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, Tuesday, Thursday, Friday 9:00 am to 5:00 pm.

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](mailto:info@sarasotafair.com)  
[Shill9448@aol.com](mailto:Shill9448@aol.com)

# Sarasota County Agricultural Fair Association, Inc.

Commercial Expo - Roberts Arena - Sarasota County Fair

March 15 - 24, 2019

## 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.

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 : Sarasota County Agricultural Fair Association, Inc.

Credit Card: Circle One: 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