

# Exhibitor/Vendor Rules & Regulations

## Duplin Agribusiness Fair

Booth space rental **fees and a signed copy** of the registration form must be received prior to booth set-up by October 7. No refunds will be made by the Fair Committee once booth contracts have been accepted.

Exhibitors may **check-in and setup** beginning **Wednesday, Oct. 19 from 12 Noon until 8 p.m. and Thursday, October 20 from 8 a.m. until 12 noon.** If you have not checked in by 12 noon on Thursday, booth registration fees and space may be forfeited and the Fair Committee may rent the space to another exhibitor.

**NO vehicles** will be allowed in the building. It is recommended that you bring handcarts or other product transport system you need.

No merchandise, demonstrations, or displays are allowed in the aisles. They must be kept clear for safety reasons. Fair hours are from 5:00pm – 10:00 pm on Friday, 1:00--10 pm on Saturday, and 1:00 –6:00 pm on Sunday.

**Exhibitors shall not begin to close or disassemble booths until closing time, 6 p.m., on Sunday. All booths must be out of the building by 12:00 Noon Monday, Oct. 24 or vendor may be subject to a \$500 charge.**

Exhibitors must have a **sign/banner** identifying their booth and must keep their own booth space clean.

The **sale or use** of any items that are of an irritable nature (excessive noise & trash such as poppers & silly string) is not allowed.

The Fair Committee will not accept or knowingly allow the display or sale of any **item deemed questionable** in nature or of a demoralizing content.

The Fair Committee reserves the **right to reject or accept** any exhibitor.

All booths using **flammable liquids or gases**, shall comply with the Fire Marshal's regulations. Electrical codes shall also apply. **All required permits and licenses must be obtained prior to booth setup from Duplin County Environmental Health at 910-296-2126.**

Exhibitor booths will be assigned upon receipt of an approved Fair Application. Vendor information packets will be available at Check-In.

The **location of all exhibitor booths** is at the discretion of the Fair Committee.

**Fair management makes reasonable efforts to protect the property** of those working at or attending the fair but disclaims any liability for loss or damage sustained while the Fair is in progress, being set up or taken down.

Exhibitors who would like to insure their exhibits must do so at their own expense. The Fair is not responsible for damaged, lost or stolen items or accidents.

**For their safety, children** must be accompanied and supervised by an adult at all times on the premises.

The **exhibitor's signature** on the Registration form indicates that they have read and agreed to these guidelines and policies.

**Admission tickets for booth workers must be requested with application. Fair Committee reserves the right to reject and/or modify number of tickets requested.**

**NO HELIUM BALLOONS or GLITTER**