

THE EXCHANGE CLUB FAIR OF CHARLESTON, INC. COASTAL CAROLINA FAIR - 2026

Rules and Regulations Agreement for Exhibitors in Exhibit Building

The following rules and regulations shall be in effect, and will be strictly enforced, for all exhibitors and any other entities (hereinafter “exhibit” or “exhibitor”) who lease or are assigned inside space in the CCF Exhibit Building during the 2026 Coastal Carolina Fair ("CCF"), including all periods from arrival on through departure from Fair property.

LIABILITY INSURANCE: Prior to placement of any of Exhibitor's operations and activities on Fair grounds property each Exhibitor must provide a **Certificate of Liability Insurance**, showing proof of general liability insurance in the **amount of not less than \$1,000,000** and covering all Exhibitor's operations and activities. **The Exchange Club Fair of Charleston, Inc. must be listed as additional Insured and Certificate Holder on the policy declaration.** The certificate must be provided to the Fair office **no later than October 1, 2026.** Please fax certificate to (843) 531-5656 or email vendors@coastalcarolinafair.org.

HEALTH & SAFETY REGULATIONS: It is the responsibility of each Exhibitor to comply with all applicable health, safety, and fire regulations, mandates or recommendations of Charleston County, the State of South Carolina, or the US Government, including the US CDC and OSHA. The Charleston County Health Department and the C&B Fire Department will perform regular inspections to ensure compliance.

FORCE MAJEURE: Except as otherwise provided herein, either party may cancel this agreement, and neither party will be deemed to be in default of its obligations under this agreement, if the Event is prevented by: (a) force majeure, war, fire, earthquake, hurricane, tropical storm, wind, flood, act of God, not, or civil commotion occurring at the facility; or (b) any law, ordinance, rule, regulation, or order of any public or military authority stemming from the existence of economic or energy controls, hostilities, epidemic, pandemic, war, or governmental law and regulations; or (c) labor dispute which results in a strike or work stoppage affecting the facilities or services described in this agreement. If a force majeure issue occurs both parties are relieved of their obligations to one another under this agreement and all deposits will be refunded.

In addition, the Coastal Carolina Fair and its Representatives retain the rights to close the fairgrounds resulting from all unforeseen safety issue(s). Example: **Threatening Weather.**

SETUP: Setup days are Monday, October 26 through Wednesday, October 28, 2026. Set-up hours are 9 am - 7 pm. On Thursday, October 29th setup hours are 9am - noon. Each booth must be completely ready by noon on October 29th. Exhibitor must show a copy of the contract when checking-in with the Building Superintendent. **No early set up or drop off of products will be permitted. EXHIBITORS WILL WITHOUT EXCEPTION REMOVE FROM FAIR GROUNDS ALL BOXES/PACKAGING MATERIAL USED FOR STORAGE DURING SETUP. FAIR GROUND TRASH RECEPTACLES ARE NOT ALLOWED TO BE USED BY EXHIBITOR AND THEIR EMPLOYEES FOR DISPOSAL OF BOXES/ PACKAGING MATERIAL.**

BOOTH STANDARDS:

- Each exhibitor is strongly encouraged to display their product or service in the most professional manner possible. A professional appearance not only enhances an exhibitor's image but also encourages Fair goers to stop at an exhibitor's booth. **There is NO product exclusivity.**
- *Products & services which are racist in nature, drug related, sexually explicit, Illegal or otherwise*

deemed offensive by the Fair are strictly prohibited.

- Each booth will be curtained with 3' high curtains on the sides and 8' high curtains on the back side of the booth. The only exception to this will be those double booths located at the end of an aisle. The exhibitors behind these booths will have an 8' high curtain on one side of their booth. No part of the Exhibit will be higher than 8' without prior approval.
- **Where two booths meet at a 3' high curtain, nothing in either booth can be higher than 4' for the first 3' of the booths.**
- Curtain colors cannot be substituted from what The Exchange Club Fair of Charleston, Inc. (Fair) chooses. No items may be pinned to the curtains. Banners, with the proper hooks can be hung, from the curtain rod. Displays should have a finished back, and curtains should be used as dividers only.
- All tables in a booth must be skirted or draped. Surplus merchandise or materials must be stored or hidden in the booth
- **CANOPIES, TENTS AND INFLATABLES ARE NOT ALLOWED AS A PART OF THE EXHIBIT.**
- Any items sold from a booth or any services promoted from a booth must be listed on the contract.
- Please use professionally printed signs whenever possible. Handwritten signs diminish the professional appearance of a booth.
- The identification sign provided by the Fair should always be visible in each booth.
- Each exhibitor must provide their employees with some sort of name badge or attire (company ID) that identifies your organization and **must be always worn and visible.**
- All booths must be always attended by the Exhibitor representative(s) when the Exhibit Building is open (see hours below). Those exhibitors that leave early will NOT be sold booths in the future. Any booths left unattended may be draped and blocked from public view by the Fair representative(s).
- **Building doors are not to be propped open.** Open doors affect not only the A/C but the UV sanitation system.

DECORATING COMPANY: The Fair does not provide any free tables, chairs, carpet, etc. Tables and Chairs may be rented from the Fair on a first come, first serve basis. Please reserve them when submitting contract to ensure availability. Contact the Fair Office at (843) 572-3161 to inquire about pricing.

ADMISSION: THE FAIR HAS A CLEAR BAG POLICY THAT MUST BE ADHERED TO BY ALL EXHIBITORS AND THEIR EMPLOYEES (NO EXCEPTION TO THIS POLICY).

The Fair provides 22 free daily admission passes to exhibitors, regardless of the actual number of booths rented. It is your responsibility to count your passes when you pick up your packet. Each exhibitor will need to purchase any additional admission passes required. Additional daily passes will be available at a discounted rate, or you may exchange passes for one (1) photo ID admission pass. **Lost or stolen ID passes, or admission passes will not be replaced.** Single tickets and photo ID passes can be purchased before & during the Fair ONLY at the Administrative office which is located at Gate 1. The Administrative Office hours will be posted. Exhibitor Packets can be picked up at the Administrative Office beginning on the first day of setup. Exhibitors needing to leave the Fairgrounds and return the same day may have their hand Stamped by the Exit Gate Attendant for re-admission. Please make sure that each person and/ or worker has an admission pass before they try to enter the gate. If anyone does not have an admission pass, they will be required to pay the standard admission price before entering the gates.

PLEASE NOTE: EXHIBITOR DAILY PASSES ARE FOR EXHIBITORS ONLY. They are **NOT** to be given to family/friends to attend the Fair. The Fair reserves the right to refuse to sell Vendor rate tickets at its discretion.

PARKING: General parking is free. The exhibitor's lot is located to the west just outside of Handicap Parking, and the exhibitor parking is on a first come first served basis. It is not possible to fulfill every request for a parking space in this lot. As a result, some exhibitors or their employees may need to park in the main lots. Exhibitors parking in the Exhibitors parking lot **MUST HAVE PARKING PASS PROPERLY DISPLAYED HANGING FROM THE MIRROR** to enter the lot and that pass must remain displayed in the vehicle while parked in the lot. **Anyone who duplicates an exhibitor's parking pass will be dismissed from the Fair.**

Two (2) exhibitor parking passes are provided for each Exhibitor. No more than two (2) passes per Exhibitor will be given, nor will lost or stolen passes be replaced. ***Exhibitors have the option to purchase 11-Day VIP Parking Season Passes from the Fair Office at a 50% discount, which will not be pro-rated. Single-day VIP Parking Passes will not be discounted.*** **NO PARKING AT ANY TIME INSIDE THE FAIR GROUNDS (INSIDE THE GATES).** A limited number of stock trailer spaces may be available. Ask the Fair Office about availability when you check in.

Exhibitors may park in the VIP parking lot for setup or unloading **ONLY** prior to 1:00 pm on Opening Day (Thursday, October 29, 2026). Once the fair opens, only vehicles with valid VIP Parking passes may park in the VIP lot.

TEARDOWN: Teardown can begin after the building closes on the last night of the Fair. Anyone tearing down or moving out before this time forfeits any rights for eligibility for returning to the Fair. Be advised that **NO VEHICLES** are permitted within the gates while Fair is open to the public. **EXHIBITORS WILL WITHOUT EXCEPTION REMOVE FROM FAIR GROUNDS ANY AND ALL UNWANTED BOXES/PACKAGING MATERIAL USED. FAIR GROUNDS RECEPTACLES ARE NOT ALLOWED TO BE USED BY EXHIBITOR AND THEIR EMPLOYEES FOR DISPOSAL OF BOXES / PACKAGING MATERIAL.**

INDEMNITY: Exhibitor hereby agrees, for itself, its successors, and its assigns, to indemnify, defend and hold harmless the Fair, its officers, employees and other agents, from and against any and all demands, damages claims, actions, suits at law and/or equity, awards or settlements (including the payment of attorney's fees) of any kind that result from any injuries or damages occurring or arising out of Exhibitor's use of the Rental Space or this Agreement, except for claims arising solely out of or resulting from any grossly negligent act or omission, or willful malfeasance, on the part of the Fair or its agents in connection with the Fair's obligations under this Agreement.

GIVEAWAYS/DRAWINGS: Each exhibitor must notify Fair office to have a drawing or giveaway. Please contact the Fair office to report on the prizes and winners by the last day of the Fair.

BUSINESS LICENSES: Any exhibitor selling merchandise directly from the booth space is required to have a Charleston County business license. For more information, please contact Charleston County Business License Dept. at **(843) 202-6085** or they can be purchased at Gate 1 from Charleston County Business License Office on Tuesday and Wednesday prior to the opening of the Fair.

SALES TAX: At the time of publication of these rules, the Charleston County sales tax is 9% and is collected during the Fair by the SC Department of Revenue. Tax Agents will contact you directly.

JANITORIAL SERVICES: Place booth trash in the aisle trash cans each night. You may sweep your booth into the aisle at night after closing. Fair personnel will not do any cleaning inside a booth. **Do not place cardboard boxes in the aisle trash cans. Exhibitors are responsible for removal of boxes/packaging material.** Notify the superintendent immediately if any accidents or spills occur.

SOUND USE: Use of radios or any other type of amplified sound from a booth is allowed only with the Fair's permission. Contact the Building superintendent for permission.

SECURITY: Each exhibitor is responsible for securing items in their booth space. **Exchange Club Fair of Charleston is not responsible for any theft of or damage to exhibitors' property or booth under any circumstances.** It is recommended that cash not be left unattended in the booth. The building will be secured at the designated closing time. In order to limit access and maximize security, exhibitors will have access to their booths one hour before scheduled opening times. **AT THE LISTED CLOSING**

TIME BELOW ALL EXHIBITORS AND THEIR EMPLOYEES MUST LEAVE THE BUILDING - NO EXCEPTIONS.

ELECTRICITY: Each booth will have access to one 120-volt, 20-amp outlet. Additional power needs may be possible if discussed in advance. Each exhibitor is required to bring his/her own extension cords.

SMOKING, ALCOHOL AND ILLEGAL DRUGS:

Smoking and the use of e-cig is prohibited in the building. Alcohol and illegal drug substances of any kind are prohibited on the fairgrounds. Consumption of any alcohol by any exhibitor or their employees during fair operational hours is strictly prohibited. No exhibitor or their employees shall occupy a vendor booth(s) after having consumed any alcohol or illegal drugs. Any exhibitor found to be in violation of this rule/regulation will be asked to leave the fairgrounds and not given an invitation to attend future fair events.

SUBLETTING: Subletting of contracted space is prohibited. **Exhibitors are not allowed to sell or loan their space to another exhibitor.** If an exhibitor is unable to use the contracted space, the exhibitor must contact the Booth Coordinator immediately.

STAFFING: Each booth must be properly staffed during ALL building operating hours (See Exhibit Building Operating Dates and Hours below).

SOLICITATIONS: Solicitations are allowed within an exhibitor's booth only. **Commercial Exhibitors may not stand in the aisle to distribute materials or encourage people to stop. Exhibitors may not distribute materials on Midway.**

ADA COMPLIANT ANIMALS: Please be advised that if an ADA compliant animal will be present with you, said animal **MUST** be kept under control and always confined to your booth. ADA compliant means they meet the **REQUIRED DEFINITION OF A SERVICE ANIMAL UNDER ADA REGULATIONS**. Emotional support animals are **NOT PERMISSIBLE**.

EXHIBIT BUILDING OPERATING DATES AND HOURS

Setup Days & Hours:

Monday - Wednesday, October 26-28, 9:00am - 7:00pm Thursday, October 29th, 9:00am - Noon

Building Operating Hours**:

Thursday, October 29th - 3:00 pm - 10:00 pm

Friday, October 30th- 3:00 pm - 11:00 pm

Saturday, October 31st - 10:00 am - 11:00 pm

Sunday, November 1st - 12 noon - 10:00 pm

Monday: November 2nd - 3:00 pm - 10:00 pm

Tuesday, November 3rd – 3:00 pm - 10:00 pm

Wednesday is Senior Day!!!

Wednesday, November 4th- 10:00am - 10:00pm

Thursday, November 5th - 3:00pm - 10:00pm

Friday, November 6th - 3:00pm - 11:00pm

Saturday, November 7th - 10:00am - 11:00pm

Sunday, November 8th - 12 noon - 10:00pm

****Exhibitors will have access to their booths one hour before stated open times. At the STATED CLOSE TIME exhibitors and their employees are required to leave the building immediately.**

TEARDOWN DAYS AND HOURS:

Sunday, November 8th -10:00pm – 10:30pm

Monday, November 9th, 9:00am - 1:00pm

PHYSICAL ADDRESS CAN BE USED FOR BOTH US MAIL AND SHIPPING:

Coastal Carolina Fair

(Must include YOUR Business Name & Booth # on all mail and packages)

9850 Hwy 78

Ladson, SC 29456

Mail & packages delivered to the Fair grounds will be held at the information desk and **MUST** contain Booth name and number. The Fair is not responsible for any packages not properly addressed. **ITEMS ON PALLETS OR COD PACKAGES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES BY FAIR STAFF.**

Exchange Club Fair and its employees **WILL NOT** accept oversized or freight deliveries, nor will they be responsible for items left for pickup. Exhibitors **MUST** be present to accept deliveries and upon pickup of leftover merchandise. There is no forklift service or excess storage areas. Items left behind will be discarded after the teardown period ends. The fair will not rent or loan golf carts to Exhibitors.

FAIR STAFF: Fair President: Ronald Buske
Booth Coordinator: Allen Puckhaber (843) 708-3348
Building Superintendent: Gary Catterton (843) 478-9292
Fax Number: (843) 531-5656

ENFORCEMENT: The Fair reserves the right, without prior notice, to terminate this agreement and to close and/or remove from fair property any Exhibitor's equipment, materials, vehicle, or person(s) whose operation or conduct is not in compliance with the provisions of this Agreement and/or the CCF Rules, or if, in the sole judgment of the Fair, the operation and/or presence on Fair property of such equipment, material(s), vehicle or person(s) is not in the best interest of the Fair.

FEES: Booth fees start at \$700.00 and are based on booth size and location.

PAYMENT: Payment terms will be listed in your contract. Fair will accept payment via cash, check, cashier's check, money order or credit card (Visa, Mastercard, Discover). A 3% convenience fee will be added to credit card transactions. No personal or business checks will be accepted after October 1, 2026. **THE FAIR RESERVES THE RIGHT TO ASK AN EXHIBITOR TO LEAVE IF THEY VIOLATE ANY OF THE ENCLOSED RULES/ REGULATIONS AGREEMENT.**