

## 2018 BOOTH RULES AND REGULATIONS

### Lee Regional Fair-Agricultural Exhibit Hall

1. Booths **MUST** have an educational message and not promote an organization. Educational exhibits should promote economic, social, physical and recreational growth and development of the rural and urban communities. These exhibits are designed to be judged unmanned. Educational booths are available for youth, adult community, civic and non-profit organizations which enhance the quality of life for Lee County
2. Contact North Carolina Cooperative Extension, 2420 Tramway Road, Sanford at (919) 775-5624, to reserve a booth in the Agricultural Educational Exhibit Hall.
3. Booths may not be manned and selling of raffle tickets is not allowed.
4. Each of the eighteen booths have concrete floors, wooden side partitions and a wooden back wall panel. All booths are 6 feet wide and 8 feet deep and the wooden back panels are 8 feet tall. Any side walls constructed by exhibitors cannot exceed 5 feet in height.
5. 120 VAC outlets are located on the back wall approximately 19 inches from the floor at random intervals. A few booths will not have an outlet within the booth itself, but will share an outlet with an adjoining booth.
6. Displays must not extend over the side partitions or into the aisle.
7. Displays may be fastened to the booth by mounting tape (masking, duct and double-sided tape will NOT hold all week), 1/4-inch staples, or small brads. No large nails or screws are permitted and nothing should be attached to the ceiling without first contacting the Exhibit Hall Manager.
8. All tools, supplies, tables, chairs, stepladders or any other equipment needed to construct the booth must be provided by the exhibitor.
9. Each group assigned a display booth must check-in with the Exhibit Hall Manager prior to set-up and provide the name and phone number of a person to contact in case of a problem.
10. Each display booth must remain intact in place for the duration of the fair.
11. Each display booth must be cleaned up at the time of teardown and all materials and debris must be removed from the premises. All tape, staples and other fasteners must be removed from the partitions and from the back wall. All booths will be inspected when booth tear down is completed to ensure removal of all booth materials. This includes all staples, etc., put into walls and side partitions. Non-removal of these items may forfeit future participation.
12. Display booth set-up will be Thursday and Friday, September 6<sup>th</sup> and 7<sup>th</sup> from 12:00pm-7:00 pm. Booths MAY NOT be set up on Saturday or Sunday. Judging will take place Monday, September 10<sup>th</sup>. Teardown and removal of all materials must be completed on Tuesday, September 18<sup>th</sup> from 3:00 - 7:00 p.m. or Wednesday, September 19<sup>th</sup> from 3:00 - 7:00 pm, NOT BEFORE. Booths MAY NOT BE TAKEN DOWN on Monday, September 17<sup>th</sup>.