

SAN DIEGO PAVILION AT THE SAN DIEGO COUNTY FAIR GENERAL INFORMATION AND POLICIES

The following policies apply to the San Diego County Pavilion community groups (referred to as exhibitors):

The 22nd District Agricultural Association (San Diego County Fair) reserves the final and absolute right to interpret these rules and regulations. The management reserves the right to amend or add to these rules, as in its judgment, may be deemed advisable. The 22nd District Agricultural Association (San Diego County Fair) assumes no liability or responsibility not herein expressed.

HOW TO APPLY

- A. Anyone requesting information on obtaining space will be sent an application form.
- B. Application must be returned by the specified date.
- C. The application is not a commitment by management or the applicant.
- D. Consideration will be given to each applicant, and the San Diego County Pavilion staff will make notification of acceptance.
- E. If space is unavailable, the applicant's name may be placed on a waiting list. A 24-hour verbal notification will be given if available space is assigned. The selection criteria outlined below will be used to draw applicants from the waiting list.
- F. The Pavilion is booked on a one to twenty-two day basis.

SELECTION CRITERIA

Each application for space during the fair is evaluated based on the following:

- A. Non-profit status (mandatory), governmental agency, or law enforcement agency
- B. Space availability
- C. For returning applicants, a satisfactory history of past participation in the San Diego County Fair
- D. Exhibit theme (general public interest, uniqueness, and quality of exhibit)
- E. Topic balance in the Pavilion
- F. Application receipt date

SPACE POLICY

- A. It is understood and agreed that exhibitors from previous fairs do not automatically receive an invitation to return. There is no guarantee that a past/current space at the fair will insure an invitation to subsequent fairs or interim events.
- B. Each exhibitor application is reviewed and acted upon in the best interest of the fair on an annual basis.
- C. Locations are assigned on an annual basis. Returnees may request a different location in the application, but **not upon time of arrival**. Every consideration will be given to such a request should space become available.

- D. Exhibitor or representative of your organization **must attend** the San Diego Pavilion orientation or the contract may be voided.
- E. All exhibit materials must remain within assigned space. Exhibit staff/volunteers are to conduct business within assigned space.

CREDENTIALS

Each booth is allotted up to 8 admission passes per day. These credentials will be distributed at the San Diego County Pavilion orientation. Upon approval of the coordinator, an Exhibitor with a twenty-two day contract may purchase a badge for a nominal fee in lieu of single day credentials.

The sole purpose of these credentials is to provide admission for the staff/volunteers of the non-profit organizations, in order to adequately staff and maintain the assigned booth space.

BOOTH POLICIES

1. Exhibitors must provide and decorate their booth at their own cost. All materials must be flameproof. Materials and supplies such as lumber, tools, extension cords, trash liners, etc. are not available on the fairgrounds.
2. No product of a pornographic nature will be permitted. No exceptions.
3. No product of a drug-related nature will be permitted unless being utilized as a teaching tool by your organization.
4. Handout materials/flyers/ literature may only be distributed from the confines of the assigned booth space.
5. Any “giveaway” items must be pre-approved by the San Diego County Pavilion staff.
6. Only **free** drawings, which have been pre-approved by the fair management and comply with all applicable federal, state, and local statutes and ordinances, will be permitted.
7. The selling of any product or service, including the sale of chances for a raffle or drawing is prohibited to exhibitors of San Diego County Pavilion. No product of a pornographic or drug-related nature will be permitted. Organizations may not solicit on-site donations.
8. Exhibitors must provide their own tables, chairs and any other items needed in the booth designated area.

- ❖ NO FOOD SAMPLES WITHOUT PRIOR APPROVAL FROM PAVILION COORDINATORS
- ❖ NO SMOKING
- ❖ NO SUBLEASING OF BOOTH SPACE
- ❖ PLEASE KEEP BOOTHS CLEAN AND ORDERLY AT ALL TIMES

STAFFING

Each booth must be staffed at all times during the Pavilion's operating hours. The booth should never be left unattended at any time. Failure to comply with this regulation could affect future participation and may result in cancellation of contract. Management strictly enforces this rule.

Exhibitor shall be responsible for the conduct and personal appearance of all personnel in assigned booth. Such staff shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication, possession of controlled substances, rudeness, obscene speech or conduct toward or within hearing range of the public shall be sufficient grounds for termination of the contract.

HOURS OF OPERATION

In 2009, the San Diego Pavilion will be open to the public from 11:00 a.m. to **7:00 p.m.** on weekdays and 10:00 a.m. to **7:00 p.m.** on weekends.

BOOTH SPECIFICATIONS

- ❖ Location - Exhibitor will be informed of location of booth space on the day of the mandatory orientation.
- ❖ Installation - Booth displays must be completed prior to Fair opening on your initial day. Exhibitors will be responsible for the installation and disassembling of their own displays. Please do not use nails, staples, or adhesives to affix materials to the walls, floors, ceilings or wood beams in the Pavilion structure.
- ❖ Display height may not exceed 8 feet.
- ❖ Fair management will supply Partitions. All booth personnel and exhibit materials shall remain within the confines of the designated space and should not interfere in any way with another exhibitor.
- ❖ Utilities such as adequate lighting and standard electrical outlets will be provided. Exhibitors must provide extension cords.
- ❖ Sound equipment such as radios, televisions are subject to the approval of Fair management. Equipment must be controlled as not to interfere with other exhibitors.
- ❖ All exhibit material must be removed on the last day of exhibit agreement. Exhibits may not be dismantled before closing time. No vehicles will be allowed on the grounds before midnight. Failure to remove exhibit material by 8:00am following the last day of exhibit agreement may affect future consideration of space reservations. Fair management is not responsible for any booth material that is left on the grounds beyond the deadline and is subject to disposal at the owner's expense.

PROTECTION FROM THEFT

Televisions, VCRs, and other valued items should be secured and concealed after closing. Some locked storage space is available on site (see Pavilion Coordinator). It is suggested that exhibitors obtain a temporary insurance policy to cover their displays for the Fair period as an added protection against possible losses. Fair management will not be responsible for lost, damaged or stolen merchandise.

SECURITY GUARDS

Roving security guards will be on duty after closing. Any problem should be reported to the Security Office and San Diego County Pavilion staff immediately upon detection.

GROUNDS RULES

On the days of booth set-up, vehicles with proper permits or delivery passes are permitted on the grounds up to one hour before Fair opening. All vehicles must depart no later than one hour before Fair opening (*see Pavilion coordinators for specific times).

Vehicles will **not** be permitted on the grounds from one hour before Fair opening until midnight during the 22-day Fair period.

Any vehicle improperly parked is subject to towing at the owner's expense.

VIOLATIONS

All infractions of rules and regulations will be documented. Management will issue violation slips to any exhibitor failing to adhere by the rules and will result in jeopardizing future participation.

AWARDS

To encourage and reward excellence in San Diego County Pavilion exhibit presentations, the fair judges will award \$2,500 in prizes to participants. Details will be given at orientation.

The San Diego County Fair management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with or incidental to the San Diego County Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may deem necessary.