

2012 COLUMBIA INTERNATIONAL FESTIVAL

FESTIVAL RULES for National Exhibits, International Bazaar Vendors, Service Organization/Educators, Corporate Sponsors, Food Court Vendors and Entertainment

The festival is held indoors at the South Carolina State Fairgrounds' Americraft-Cantey Building with 40,000 square feet of climate-controlled indoor space. All participants must staff their booths as indicated by the table below. (Food booths must be set up on Friday and ready for the weekend patrons. All *other* booths must be set up on Thursday before Global Education Day.)

Festival Days	Festival Hours	Patrons	Should booths be staffed?					
			National Exhibits	Bazaar	Service/Educators	Corporate	Entertainment	Food
Friday, April 1 <i>Global Education Day</i>	8:30 am. – 2:00 p.m.	For SC public/private/ home school students	Yes	Yes	Yes	Yes	Yes	No
Saturday, April 2	10:00 a.m. – 7:00 p.m.	For general public	Yes	Yes	Yes	Yes	Yes	Yes
Sunday, April 3	12noon – 6:00 p.m.	For general public	Yes	Yes	Yes	Yes	Yes	Yes

Festival staff and volunteers are committed to helping everyone have an enjoyable festival experience. An on-site office will be staffed and available to help resolve problems or handle unanticipated situations during the festival.

BOOTH SPECIFICATIONS

10' wide, 8' deep; 4' high side curtains; country name displayed on 8' high rear curtain; one 8' table, two folding chairs.

Use of staples and tape on the tables is strictly **prohibited**. Side and rear curtains are unsuitable for hanging heavy objects.

PLEASE BRING (1) 25-35' *UL Listed* extension cords to connect to our standard 110-volt outlets; (2) heavy wire, pliers, etc., if you plan to hang objects from the curtain rod; (3) a small trash can; and (4) extra chairs/tables, and any other items needed for display or set-up. To conform to uniform fire and guest safety standards, display modifications may be required by festival staff or civic/Fairground officials. Failure to comply is cause for ejection from the festival. Festival Officials or the Fire Marshall can answer your questions about display components in advance of the festival.

BOOTH SET-UP: All exhibitors (except for food vendors) must set up on Thursday between 8:00 a.m. and 8:00 p.m. If set up is not begun by 6:00 p.m. on Thursday, the space may be forfeited and assigned to another exhibitor. Set up must be complete before the doors open for children on Friday. Food vendors may also set up on Thursday from 4:00 p.m. till 8:00 p.m. but must be ready to serve food when the doors open to the public at 10:00 a.m. on Saturday. Exceptions must be approved in writing by the Festival Officials.

BOOTH TEAR-DOWN: Our guests are paying to see your display and must not be disappointed, no matter how late they arrive! Exhibits may **ONLY** be disassembled **AFTER** the festival closes at 6 p.m. on Sunday (and finished by midnight).

MORE FESTIVAL RULES

- A. Smoking and alcoholic beverages are not permitted on Festival premises.
- B. Each exhibit must be staffed during all festival hours as listed above (all times subject to change). Festival volunteers are available to give participants a short break. Assigned exhibit spaces may not be shared or transferred without expressed permission from the Festival Office.
- C. There is no special parking area for participants. Improperly parked vehicles may be towed without notice at the owner's expense. A *temporary* loading zone is available near the participants' side entrance, but you must leave the area promptly and/or as directed by parking staff. Please observe (1) directions from festival parking staff, (2) *handicapped* spaces, and (3) *fire lane* signs.
- D. Political and religious viewpoints may not be promoted at the festival site through distribution or use of material, including, but not limited to, literature, symbols, songs or performances. Please contact the Festival Office if you have questions regarding this.
- E. Content of displays, songs, dance, or performances must be tasteful & appropriate for all ages. Amplified sound and generators are prohibited. Keep all items within the 10' x 8' booth. Booths and sale/display items must comply with requirements of the Festival and civil authorities (Fire Marshall, DHEC, City of Columbia, etc.).
- F. Neither the SC State Fairgrounds, the Columbia International Festival Committee, International Friendship Ministries, nor any of their representatives, employees, agents, patrons, guests, or sponsors shall be liable for any loss or damage to the property of any participant due to fire, theft, accident, or other cause that may arise from participation during the festival.
- G. Official name tags will **ONLY** be given to people actively participating in a booth, parade, or other part of the festival. They may be available for pick up during set-up times, or at the participants' entrance during festival hours. The festival reserves the right to limit the number of badges distributed for each booth. Badges entitle wearer (i.e., not wearer's family and friends!) to free admittance all weekend via the participant's entrance.
- H. Participants shall be responsible for liability and medical insurance.
- I. Any questions not explicitly covered in the regulations should be discussed with the festival authorities. Any exceptions to these guidelines must be obtained in writing from the Executive Director.