



2025 Florida Gateway Fair

October 24th – November 2nd

Inside Booth Rules & Regulations

(Community/Business Booths)

Passes will be provided for two exhibitors per day for each space purchased. Additional passes may be purchased **prior to fair opening through the Fair Office for \$8.00** or for regular price at the gate. Exhibitors may park in the North or South Parking Lots.

Every article on exhibit shall be at all times under the control of Columbia County Resources. Every precaution will be taken for the safekeeping, but Florida Gateway Fair will, in no case, be responsible for any losses, damage, or injuries to the exhibitor, agent, or representatives. The exhibitor shall hold Columbia County Resources harmless and agree to indemnify the same from the negligence or fault of the exhibitor, agents, or representative. It is required that the exhibitor carry insurance on his/her merchandise.

MOST inside booths will be supplied with one 110V electrical outlet. Please be sure to know the AMPS your equipment uses to prevent an overload to the electrical circuit, causing the breakers to overheat and trip. Under no circumstances are you allowed to pin, tape, or wire anything to the curtains. All displays must be set up in a way as not to block the walkways or neighboring booths.

Columbia County Resources reserves the right to deny, shut down, and/or remove any exhibit.

REFUNDS: Full refunds will be given to cancellations with a 60-day notice; 50% will be refunded with a cancellation of 30 days. Cancellations must be made in writing. Refunds will not be issued for cancellations made less than 30 days in advance.

Make Checks Payable to Columbia County Resources

164 SW Mary Ethel Lane, Lake City, FL 32025 • 386-752-8822



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ADDITIONAL BOOTH INFORMATION

Thank you for participating in the Florida Gateway Fair. Once again, we will have some great entertainment as we did last year to try to bring as many fairgoers as possible to visit the fair and your booth (s).

Building hours are:

Set Up:

Monday, October 20th – Thursday, October 23rd
9:00am to 5:00pm

Break Down:

Monday, November 3rd – Tuesday, November 4th
9:00am to 5:00pm
***All possessions MUST be removed by 5pm on Tuesday the 4th.**

Exhibit Building hours during the fair:

Monday – Friday 5pm to 9pm
Saturday 2pm to 9pm
Sunday 12 Noon to 6pm

**Hours subject to change*

Please remember that you may not take down anything in your booth before Monday, November 3rd at 9 am, and everything will need to be out by Tuesday, November 4th at 5 p.m. When you leave on Sunday, November 2nd, the buildings will be locked until Monday morning.

In addition, we will continue with our Fair Booth Contest, the booth that decorates using the theme **“Where Would We Bee Without Agriculture”** the best will win one free booth space for 2026.

Winner of the 2024 Fair Booth Contest

2024 Theme: All American Flare at the
Florida Gateway Fair



For more information or questions, please contact our office at
386-752-8822 or go to our website at www.floridagatewayfairgrounds.org.
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RULES AND REGULATIONS

FLORIDA GATEWAY FAIRGROUNDS

164 SW MARY ETHEL LANE

LAKE CITY, FL 32025

386-752-8822

info@floridagatewayfairgrounds.org

1. Inside Booth Spaces:
Booth spaces will be assigned at the sole and arbitrary discretion of the Fair Management. The fair reserves the right in its sole discretion to accept, reject, move, reposition, or exclude any exhibit or concession, which as a whole is not acceptable for all of our guests. Booth Spaces will not be held or reserved without payment. Approval of the Fair Board: The Board reserves unto itself the unilateral right to approve or deny any and all vendors and/or exhibits. If you wish to move your fair booth from the previous year's spot, you will need to make that request in writing before August 22, 2025.
 - A. Exhibit Buildings will open 1 hour before the fair gates opening and close the doors promptly at 9 pm Monday through Saturday and 6 pm on Sunday. Hours are subject to change.
 - B. All inside booths are 10 ft wide 8 ft deep.
 - C. Center aisle spaces are divided by 8ft x 3ft curtains. NO pins, tacks, or nails can be used on the curtains or the walls.
 - D. Aisles must be kept clear.
 - E. NO smoking in the buildings or directly beside the entryways of the buildings.
 - F. Vendors may advertise/ distribute only from their space. No signs are to be posted outside of their booth space.
 - G. Exhibits must remain intact until 9 pm on November 2, 2025.
 - H. The breakdown will begin at 9 am on Monday, November 3rd, and the buildings will lock at 5 pm. We will reopen at 9 am on Tuesday, and all of your possessions MUST be removed by 5 pm on Tuesday the 4th.
 - I. Judging will take place on the opening day of the fair. Please make sure the name is visible to the judges.
 - a. Criteria for judging:



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- i. Use of fair theme
 - ii. Eye appeal
 - iii. Effectiveness of display
 - iv. Arrangement and quality of display
- b. Awards: Blue ribbon to 1st Place, Red ribbon to 2nd Place, and White ribbon to 3rd Place.
- c. Grand Prize winner will win a Free space in the 2026 Fair.
- J. **Passes:** You will be issued two passes per booth per day. If more are needed, they can be purchased at the fair office at a discounted price of \$8.00 each ticket, **prior to fair opening**. Discounted tickets will not be sold once the fair has started and tickets will need to be purchased at regular price, at the gate. We will not replace lost or stolen tickets.
- K. **There is no soliciting allowed** outside of the booth area. Political booths are for the distribution of materials only. CCR is a non-political organization. Our charter prohibits the Association from participating in any political campaign on behalf of any candidate for public office.
- L. **Fire and Safety:** Decorations must be fire retardant. Machinery in motion MUST be enclosed with a barrier placed 2 ft in front of the moving object. Bottled Gas containers in the buildings are prohibited. The County Fire Inspector will examine all Exhibits.
- M. **Security:** Security will be provided during fair hours only. The fair does not warrant or ensure against theft, vandalism, or any loss due to natural consequences such as a hurricane, flooding, etc., or any other loss, such as theft or fire to a licensee and the licensee shall obtain insurance to provide for any such loss. The vendor is solely responsible for the safety and security of its own tangible personal property or tangible personal property owned by a third party within the licensee's possession, custody, control. Licensee expressly waives any claim against Fair, its officer, directors, employees, and agents for any loss or damage, by theft, fire, or otherwise, to such tangible personal property regardless of whether the Fair, its officers, directors, employees, or agents are deemed negligent or not.
- N. **INDEMNIFICATION:** The Licensee agrees to indemnify, and save the fair, its officers, directors, employees, and agents harmless from and against all loss,



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costs, expense, liabilities, claims, injuries, etc. for damage to property or injury to persons, including death, or any financial loss, claim or liability, arising under Licensee's exercise of rights and privileges granted under this License or resulting from any cause whatsoever relating in any way to Licensee's presence and operation on the fairgrounds, including reasonable attorney's fees and costs, and whether the Fair be deemed negligent or not. This indemnity given to the Fair shall include the officers, directors, employees, agents, and invitees of the fair. The indemnification provided herein also applies to any trademark/tradename/copyright/patent infringement by the Licensee.

- O. **Health Permits/ Sales Tax:** Health Permits are required for any/all Licensees selling edible products. The Division of Hotel & Restaurant Inspectors will be on the fairgrounds before opening for licensing and Collection of applicable fees. Department of Revenue will be on the fairgrounds during the fair to collect sales tax during the fair to collect tax on all taxable sales.
- P. **FREE SAMPLES AND DRAWINGS:** No free samples of food or beverage may be given away or otherwise distributed without the prior written approval of the Fair, which approval may be arbitrarily withheld in the sole discretion of the Fair. Licensees will have the right to offer to the patrons any such giveaway items, or drawings or raffles, as the Licensee desires to provide (subject to this License and federal, state or local law) that such give-away items, or drawings or raffles, do not impose any obligation on the part of the Fair patrons, and have been approved by the Fair, in writing, thirty (30) days before the opening day of the Fair. Drawings or plans that constitute a lottery in violation of the laws of Florida will not be permitted.
- Q. **Rentals:** We have tables for rent for \$5 a table and chairs for \$3 each. You also have the option of curtains in front of your booth for \$5 per booth. Curtains are limited and are not guaranteed if not reserved by September 26, 2025.
- R. **Animals:** No persons shall enter or remain on the fairgrounds with a dog, cat, or other pet other than therapy animals or animals that are part of a pre-approved exhibit.
- S. **STATUS OF NAME, ADDRESS, ETC:** The Licensee represents and warrants that the legal name as contained in the License as well as the address,



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telephone number and name of authorized agent(s) is accurate and correct in all respects and makes this warranty as of the date of the License and continuing through its term and duration. The licensee further represents and warrants that the Applicant listed in the License has full, complete, and absolute authority to bind the Licensee. If the Licensee is a corporation, it warrants and represents that it is in good standing and active. If it is not a Florida corporation, it warrants and represents that it is authorized to do business in the State of Florida. Any change in the Licensee legal name, fictitious name, address, telephone number, or Authorized Agent, shall be forwarded to Fair, in writing, no more than three (3) days after the change.

- T. **HAZARDOUS AND TOXIC SUBSTANCES:** The Licensee agrees, at all material times Licensee is on the Fairgrounds, not to have in its possession, collect, distribute, dispose of, release, or otherwise discharge any toxic or hazardous waste as defined by Florida and Federal law. In the event the Licensee shall be in possession of such hazardous or toxic waste, the Licensee shall immediately notify the local authorities as well as the Florida Department of Environmental Protection and the Federal Environmental Protection Agency and such other governmental agency or body as may be required by law and the fair relative to such materials. Additionally, Licensee agrees not to throw away any refuse or empty any fluids on the ground.
- U. **Compliance with laws, rules, and regulations:** Licensee hereby specifically agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations. Statutes, and policies including these rules and regulations, promulgated by the Fair, as amended from time to time. All vendors must comply with the Federal Americans with Disabilities Act and all fire and health codes and all trademark, copyright, and other intellectual property laws.
- V. **Cancellation and Termination:** Application shall be terminated if fees are not paid, or if failure to abide by any of the above rules.
- Refunds:** Full refunds will be given to cancellations with a 60-day notice; 50% will be refunded with a cancellation of 30 days. **Cancellations must be made in writing. Refunds will not be issued for cancellations made less than 30 days in advance.**



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CANCELLATION BY THE FAIR: The Fair reserves the unilateral right to cancel this License for economic reasons, or the public good, or for events including, but not limited to acts of God, fire, flood, natural disaster, a threat of or a tropical storm, a threat of or a hurricane, inclement weather, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), a pandemic, curtailment of transportation facilities, or other similar occurrence beyond the control of the parties in which case any funds paid by the Licensee for unused days, less actual expenses necessarily incurred by the Fair in connection with the Event so canceled, will be refunded without penalty. In addition, The Fair reserves the unilateral right to cancel this License in the event of any request by any Federal, State or County agency for the use of the Fairgrounds under such circumstances, it being understood and agreed by Licensee that its rights hereunder are subordinate and inferior to the right of use by any Federal, State or County agency or department, in which case any funds paid by the Licensee for unused days, less actual expenses necessarily incurred by the Fair in connection with the Event so canceled, will be refunded without penalty. Should the Fair exercise its rights to cancel this License for any reason, including but not limited to those stated above, Licensee agrees to forego any, and all claims for damages against The Fair and further agrees to waive any, and all rights which might arise by reason of the terms of this License and the Licensee shall have no recourse of any kind against the Fair.