



**SOUTH CAROLINA STATE FAIRGROUNDS  
FACILITY RENTAL, RATE & INFORMATION SHEET**

1200 Rosewood Dr., Columbia SC 29201  
PO Box 393, Columbia, SC 29202  
Tel. 803-799-3387, Fax 803-799-1760

**(Rates for Nov 1, 2017 through Oct 31, 2018)**

FACILITY	PRICE	DESCRIPTION
Cantey Building	<b>\$1,965.00 per activity day</b> \$725.00 per setup/teardown day	<b>40,000 sq. ft. - building size</b> 160' x 225' deep - exhibit space
Goodman Building	<b>\$1,965.00 per activity day</b> \$725.00 per setup/teardown day	<b>35,000 sq. ft. - building size</b> 160' x 200' deep - exhibit space
Moore Building	<b>\$2,455.00 per activity day</b> \$725.00 per setup/teardown day	<b>19,000 sq. ft. - building size</b> 98' x 177' deep - exhibit space
Ellison Building	<b>\$1,475.00 per activity day</b> \$725.00 per setup/teardown day	<b>16,072 sq. ft. - building size</b> 164' x 98' deep - exhibit space
Nutt Cattle Arena	<b>\$490.00 per activity day</b> \$240.00 per setup/teardown day	<b>13,114 sq. ft. - building size</b> 79' x 166' deep - exhibit space
Rosewoods – Ballroom	<b>\$890.00 per day</b> (Incl. utilities) \$245.00 per setup/teardown day	<b>3,900 sq. ft. - room size</b> ("L" shaped) 53' x 56' deep – space
Rosewoods – Salons	<b>\$890.00 per day</b> (Incl. utilities) \$245.00 per setup/teardown day	<b>3,800 sq. ft. - room size</b> (Divides into 3 rooms) 86' x 44' deep – space
Palmetto Room – Heath Building	<b>\$620.00 per day</b> (Incl. utilities, tables & chairs)	<b>2,070 sq. ft. - room size</b> 45' x 46' deep – space

**\*NOTE: On the 1<sup>st</sup> of November each year, the above rates will increase by approximately 3.5%.**

Building rental includes daily cleanup & maintenance of building & restroom facilities.

**\*\*NOTE: First time events will prepay utilities at a rate of 20% of the building rent per day. If a caterer is used, an additional 20% will be prepaid (per catering day).**

Midway	<b>Subject to event</b>	<b>Approx. nine acres</b>
Outdoor Areas	<b>\$2.50/front foot/exhibit</b> (In most cases)	Subject to event

**\*\*\*NOTE: SC State Fair no longer rents tables and chairs, they must be rented from the exclusive decorating/rental company, PRX Exposition Services (formerly Displays Unlimited) (803) 926-5300.**

AMENITIES & SERVICES	PRICE	DESCRIPTION
Barriers*	\$3.00 each/day	8' 4" long & 3' 9" high
Forklift	\$60.00/hour	Operator included
Picnic Tables*	\$6.00 each/day	6' long & 2' wide, seats 6 people
Refrigeration Units*	\$40.00 each/day	Limited availability
RV's (with or without hookups)**	\$35.00/night	Limited water & electric hookups available
Setup/Teardown of Non-Fair Equipment	\$50.00/man/hour	Round tables, chairs, etc.
Temporary Fencing*	\$6.00 each section/day	Chain link, 10' sections
Ticket Booths*	\$40.00 each/day	2 or 3 window available
Turnstiles*	\$15.00 each/day	
Water Barrels Furnished by the Fair*	\$25.00 each	Used to secure tents on paved areas
Water Barrels Furnished by the Lessee	\$10.00 each	Charge covers cost of water

\* Subject to 8% state sales tax

\*\* Subject to 9% state accommodations tax

ELECTRICITY
<b>Building Electricity:</b> Building usage is metered & charged at current SCE&G rates. Normal service is 120 volts. 220 volt service is available at a \$30.00 connect/disconnect fee per hookup. This fee does not include materials (wire, cord, or receptacles). Materials are the responsibility of the contracting party.
<b>Outside Electricity:</b> 120 volt hookups are \$20.00 each per day and 220 volt hookups are \$40.00 each per day or \$50.00 per day for two hookups at one location. Extension cords and materials for 220 hookups are not provided.
<b>Electrician</b> \$60.00/hour Materials (i.e. wire & receptacles) are not provided.

## **GENERAL BUILDING GUIDELINES**

The following list is by no means all inclusive. Direct unanswered questions to the Fair office.

1. The Fairgrounds does not provide extension cords.
2. Items may not be adhered directly to the walls, ceilings, floors or doors. (i.e., Tape may not be used on any surface.)
3. Items may not be hung from the ceilings.
4. Chalk and "gaffer's tape" are the only items authorized for use, when marking the floor for exhibit space. **The Fairgrounds does not provide these items. It is the show's responsibility to clean up any tape marks.**
5. Dogs or other pets are not allowed on the grounds unless they're a contracted part of the event, and must be kept out of public reach. Legal/prescribed assistance animals are also allowed.
6. The fairgrounds is a '**NO DRONE ZONE**'. Unmanned aircraft of any kind are not allow on or above the fairgrounds.
7. "**No Concealable Weapons Allowed**" on any SC State Fair property (grounds, parking lots and buildings).
8. Delivery of show items may begin on the show's designated exhibitor setup day. All deliveries must be received by the promoter or an exhibitor. **Fairgrounds personnel will not sign for any deliveries.**
9. Tents must be secured with water barrels or cement blocks (stakes may not be driven into the pavement.)
10. Normal building rental hours are 7 a.m. – 10 p.m. Requests for building availability beyond these times must be made in writing. A group's representative must be present for exhibitor setup. Also, a representative must be present at teardown until **all exhibitors and equipment** have vacated the building.

## **INSURANCE REQUIREMENTS**

Each function held on the Fairgrounds is required to provide liability insurance for bodily injury & property damage for the activity dates (including setup & teardown days). A Certificate of Insurance listing the State Agricultural & Mechanical Society of South Carolina as additional insured must be on file 30 days prior to setup. The certificate should provide combined single limit coverage of at least \$1,000,000.00 for each occurrence with a 10-day cancellation clause. If alcohol is **SOLD** during your event, Liquor Liability must be included in the certificate.

## **CATERING**

The Fairgrounds' has no "preferred caterer". If an event at the fairgrounds is catered, the caterer is required to pay a 10% facility usage fee. This fee is based on the caterer's final bill for an event. The caterer will be required to sign a separate contract with the Fairgrounds and also required to provide an insurance certificate as described above.

## **DECORATING COMPANY**

The Fairgrounds' has an exclusive decorator/rental company, "**Displays Unlimited 803-926-5300**". All decorating and rental equipment (i.e. tables, chairs, staging etc.), must be rented through Party Reflections.

## **FIRE DEPARTMENT REGULATIONS**

The layout of any event must be in accordance with the City of Columbia Fire Department's regulations. It is the promoter's responsibility to obtain the Fire Marshal's approval. The Fire Marshal can be contacted at (803) 545-3707.

## **PARKING & SECURITY**

The SC State Fair uses its' own parking attendants, and charges \$5.00 per car for parking. If the fair chooses not to park for an event, the event organizer is responsible for providing parking attendants & security for their event.

## **SOUND SYSTEM**

The Cantey, Goodman, Ellison, & Moore Buildings are equipped with a P/A system. However, the Fairgrounds recommends contracting with an audio/visual company to provide a sound system for any entertainers or speakers that are contracted with your event. Mixing boards or other equipment cannot be tied into the Fairgrounds' sound system.

## **LOCAL SERVICE PROVIDERS**

Decorator/Pipe & Drape/Rental Equip. – Displays Unlimited 803-926-5300  
Security - Richland County Sheriff's Deputies (803) 691-9000

*\* The show offices in the Cantey, Goodman, Ellison, & Moore Bldgs. are equipped with phones for local calls. The show promoter is responsible for making arrangements to have lines run to individual exhibitor's booth(s).*

## **LOCAL AGENCIES**

The following agencies may require special licenses/permits in order for your function to operate. The show promoter is responsible for obtaining the proper licenses.

- SC Department of Revenue - (803) 898-5660       Alcoholic Beverage Licensing – (803) 898-5864
- City of Columbia Business Licenses – (803) 733-8310       Health Department (SCDHEC) – (803) 748-4995