

# Powhatan Fair Association

Powhatan County Fair Association (PCFA), a non-profit 501(c)3, volunteer-run organization

*"Promoting Education & Enterprise, inspiring youth to learn, build and prosper"*



Virginia's Finest Amusement Company is coming to Powhatan.

Contact: Randa Jackson  
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[www.Powhatanfair.org](http://www.Powhatanfair.org)

Dear Prospective Vendor:

We are pleased to offer you the opportunity to participate in the Annual Powhatan County Fair at Powhatan Fairgrounds, 4042 Anderson Highway, Powhatan, VA 23139.

Visitors will enjoy exhibits, toe-tappin music, art and crafts, and breathtaking rides.

#### HOURS OF OPERATION:

Friday, May 10th 5:00 – 11:00 PM  
Saturday, May 11th 1:00 – 11:00 PM  
Sunday, May 12th 1:00 – 6:00 PM

If you would like to apply to be a vendor for this year's County Fair, please complete the enclosed application. Below are the vendor booth options:

1. **Art & Fine Craft Vendor:** Any persons who sell original, hand-made items including, but not limited to, fine art or photography; prints; decorative items for home office, garden, or personal use; artisanal items created by traditional techniques and fine craftsmanship.
2. **Business/Exhibitor:** Company that supplies goods or services. (*Ex: Bath Fitters, LuLaRoe Clothing, Mary Kay, etc.*)
3. **Food Vendor:** Prepares and sells ready-to-eat food. Must be in compliance with State and Local ordinances as does your product and equipment. May require health department inspection.

**Make checks Payable to:** Powhatan Fair Association P. O. Box 511 Anderson Highway, Powhatan, VA 23139

**PayPal:** Visit [www.powhatanfair.org](http://www.powhatanfair.org) home page and click the Donate button.

We will do everything possible to make it a pleasant and profitable show for you. Thank you for your consideration. We hope that you will decide to participate in this year's event.

*Randa Jackson,*  
Vendor Coordinator



**MAY 10<sup>TH</sup> – MAY 12<sup>TH</sup>**

Vendor Business Name/Owner: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

List items to be sold: \_\_\_\_\_

Select a Category: (Price increases by space size. Footage includes trailer hitch, awning, etc.)

**Arts & Crafts** (\$10 a day OR \$25 for a 3-day weekend) Standard Booth size: 10x10

**Select one: Singe Space \$ \_\_\_\_\_ Double Space \$ \_\_\_\_\_ Triple Space \$ \_\_\_\_\_**

**Business Exhibiter** (\$75 a day OR \$150 for a 3-day weekend) Standard Booth size: 10x20

**Select one: Singe Space \$ \_\_\_\_\_ Double Space \$ \_\_\_\_\_ Triple Space \$ \_\_\_\_\_**

**Food Vendor (3-day basis only) \$300 or 10% whichever is greater**

**Standard Booth size: 10x20 OR Double Booth size: 20x20**

**Regulations:**

1. Vendor will hold harmless and waive liability of Powhatan Fair Association for loss, damage, or destruction of personal property, or for items or equipment left on the property.
2. Space is assigned upon arrival. Full payment due before set-up (\$20 return check fee). The event is rain/shine. No refunds. Only **1** business per space. You may setup 3 hours early & be completely setup 30 minutes prior to opening. Must provide own tents, chairs, tables, generator for electricity, etc. Vehicles must be moved to designated parking area. Vendor Passes will be given for re-entry.
3. All vendors will staff booth until close. PFA reserves the right to deny participation based on display, etc.
4. Regulations may be changed as needed and will take precedent over the existing guidelines.
5. **Arts/Crafts Vendors** – No beverages (including water) or food may be sold in your space.
6. **Food Vendors** must contact the Health Department to ensure proper permits & if required schedule onsite inspection by the Health Inspector.
7. **All Vendors** Must provide a Certificate of Liability Insurance (COI) adding Powhatan Fair Association 4042 Anderson Highway, Powhatan, VA 23139 as an “additional insured” on 1-million-dollar liability policy.

Insurance Carrier & Policy Number: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read, understand and agree to comply with the regulations. All revision or addition in terms of this agreement must be in writing and approved in writing by all parties. I understand failure to comply with the regulations may result in expulsion from the event without a refund.

**Vendor Signature:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only: Date Received \_\_\_\_\_

Approved     Denied     Paid in Full / Partial     Payment: \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_