

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: Runda Harris
Phone: 804-598-9808
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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 13th 5:00 - 11PM
Saturday, May 14th 1:00 - 11PM
Sunday, May 15th 1:00 - 6PM

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 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, Verizon, LuLaRoe Clothing, Gold's Gym, 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
Mailing Address: P. O. Box 511 Anderson Highway, Powhatan, VA 23139

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.

Runda Harris, Event Coordinator



MAY 13TH – MAY 15TH

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

Please call (804) 598-9808 for more information if you are interested in becoming a food vendor.

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. **Food Vendors & Business Exhibitors** Must provide a Certificate of Liability Insurance (COI) adding Powhatan Fair Association as an “additional insured” on 1-million-dollar liability policy. (Complete insurance information below.)

Insurance Carrier & Policy Number: _____

Insurance Contact Person E-mail: _____ Phone: _____ Fax _____

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 \$ _____