



www.Powhatanfair.org

Contact: runda.harris@gmail.com
Fair Office: PO Box 511, Powhatan VA 23139
Tel: 804-598-9808



**Virginia's Finest Amusement Company
is coming to Powhatan.**

Friday, May 14th - Sunday, May 16th

VENDOR APPLICATION

Dear Prospective Vendor:

We are pleased to offer you the opportunity to participate in the Annual Powhatan County Fair to be held May 14th through May 16th at the Powhatan County Fairgrounds.

HOURS OF OPERATION:

Friday, May 14	5:00 - 11PM
Saturday, May 15	1:00 - 11PM
Sunday, May 16	1:00 - 6PM

If you would like to apply to be a vendor for this year's festival, please complete the enclosed application.

Review and complete the following:

1. Booth and Facility information
2. Rules and Information / Prohibited Items and Behavior / Insurance Requirements
3. Vendor Application/Agreement

Please contact Runda Harris runda.harris@gmail.com 804-598-9808 for additional information. Thank you for your consideration. We hope that you will decide to participate in this year's event.

Runda Harris, Program Coordinator

Date Received _____
Amount Paid _____

**Powhatan County Fair
Vendor Application**

Business Name of Vendor: _____
Business Mailing Address: _____
City, State, Zip Code: _____
Business Phone: _____ Business Cell phone _____
Business E-mail: _____
Person in Charge: _____ Cell Phone: _____
List items to be sold: _____

Vendor Schedule:

Fri: May 14: 5:00 PM to 11:00 PM
Sat: May 15: 1:00 PM to 11:00 PM
Sun: May 16: 1:00 PM to 6:00 PM

ARTS & CRAFTS VENDORS (\$10 a day OR \$25 for a 3-day weekend)

Standard Booth size: 10x10 (Price increases by space size. Footage includes trailer hitch, awning, etc.)
Select one: Singe Space \$ _____ Double Space \$ _____ Triple Space \$ _____

EXHIBIT VENDORS (\$75 a day OR \$150 for a 3-day weekend)

Standard Booth size: 10x20 (Price increases by space size. Footage includes trailer hitch, awning, etc.):
Select one: Singe Space \$ _____ Double Space \$ _____ Triple Space \$ _____

FOOD VENDORS (3-day basis only)

Standard Booth size (Price increases by space size. Footage includes trailer hitch, awning, etc.)
Select one: ___10x20 (\$300) ___20 x 20 (\$400)

Regulations:

1. Vendor must pay for space prior to set-up. \$20 Service charge for returned checks.
2. Vendor will sign a waiver of Liability and Hold harmless the Powhatan Fair Association. PFA is not responsible for loss, damage, or destruction of personal property, and/or valuables.
3. Vendor shall designate a person-in-charge as his representative to be responsible for decisions necessary to complete any and all aspects of this agreement. This person shall be on-site and fully available from the beginning of load-in through the completion of load-out.
4. Vendors will be assigned space taking into consideration space needs; past practice and seniority of participation.
5. Vendors may not share space. Only one business may be indicated on the application and on signage.

6. Vendor must provide their own tents, chairs, tables, extension cords, power strips, lighting, and generator for electricity.
7. Electricity is not provided unless stipulated in writing. Power will cost an additional fee.
8. Vendors will be permitted to unload supplies/equipment during appropriate times, then vehicles must be moved outside the event area.
9. No alcohol may be consumed by vendors, workers, volunteers, or employees on site during working hours.
10. Vendor must occupy the space for the duration of the fair unless otherwise stipulated in writing.
11. Security for the grounds will be provided by the Powhatan Police Department during the Fair hours
12. The facilities kitchen shall be used by person(s) to which it has been assigned with no outside traffic allowed, meaning getting water and/or ice will not be permitted. This activity is in violation of the State and Local Health Code. Person in violation may be penalized and fined as deemed appropriate by Health Office by authority of health department.
13. The PFA will not be responsible for any item or equipment vendors leave on the grounds.
14. This Agreement is for rain or shine. Any such interruption, postponement or cancellation shall not affect the space rental fees.
15. Vendor can arrive 3 hours early & must be completely set up 30 mins prior to opening.
16. **Food Vendors only** must be set up and ready for **inspection by 11:00 a.m. Friday, May 14, 2019.** Vendor must be in total compliance with State and Local ordinances as does your product and equipment.
17. **Exhibitors & Food Vendors** must provide a certificate of general liability insurance naming Powhatan Fair Association, its employees, agents, representatives and volunteers as "an additional insured" for agreed time period required. You must complete Insurance Information below.

Insurance carrier & Policy Number: _____

Address: _____

City, State, Zip Code: _____

Business Phone: _____ Fax _____

Insurance Contact Person E-mail: _____

NO PART OF THIS DOCUMENT MAY BE CROSSED-OUT OR OTHERWISE ELIMINATED OR MODIFIED.

I have read and understand regulations and I 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:

By: _____ Date: _____

Powhatan County Fair Association:

By: _____ Date: _____

Make checks Payable to: Powhatan Fair Association

Mailing Address: Powhatan Fair Association
Attn: Randa Jackson
PO Box 511, Powhatan, VA 23139

We will respond within 7 days upon receipt of application and payment. We will do everything possible to make it a pleasant and profitable show for you. Questions call 804-598-9808 or email runda.harris@gmail.com

For Office Use Only:

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