



[www.Powhatanfair.org](http://www.Powhatanfair.org)

Contact:  
Fair Office  
[runda.harris@gmail.com](mailto:runda.harris@gmail.com)  
PO Box 511, Powhatan VA 23139  
Tel: 804-598-9808  
Fax: 804-598-5603

**Americas #1 Carnival Company that operates the STATE  
FAIR of VA Deggeller Attraction is coming to  
Powhatan.  
It will be like having the State Fair in our backyard!!**

**Friday, May 15 through Sunday, May 17**

APPLICATION FOR CRAFT OR EXHIBITOR SPACE AND FOOD CONCESSIONAIRE SPACE

Dear Prospective Exhibitor:

We are pleased to offer you the opportunity to participate in the Annual Powhatan county Fair to be held May 16 through May 18 at the Powhatan County Fairgrounds.

Visitors will enjoy agriculture, exhibits, toe tappin music, art and crafts, blue ribbon competitions, circus and thrilling motorsport weekend and more. Plan to be a part an annual tradition since 1917.

**HOURS OF OPERATION:**

Friday, May 15	5:00 PM to close
Saturday, May 16	12:00 PM to close
Sunday, May 17	1:00 PM to 6:00 PM

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 the fair office 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  
Powhatan County Advisory Council

Office Use Only:  
Date Received \_\_\_\_\_  
Amount Paid \_\_\_\_\_

## Powhatan County Fair Arts & Craft Vendor Application

Business Name of Vendor: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Cell phone \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Person in Charge: Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

### Vendor Schedule

Fri: May 15: 5:00 PM to Close

Sat: May 16: 12:00 PM to Close

Sun: May 17: 1:00 PM to 6:00 PM

Standard Booth size: 10x10 \$100. Spaces rented on 3 day basis only. Footage includes trailer hitch, etc.  
additional cost. **Select one: Single Space**  \$ \_\_\_\_ **Double Space**  \$ \_\_\_\_ **Triple Space**  \$ \_\_\_\_

### Regulations:

1. Vendors will be assigned space taking into consideration space needs; past practice and seniority of participation.
2. Vendor must pay for space prior to set-up. \$20 Service charge for returned checks.
3. 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.
4. Vendor set up time will be provided at a late date.
5. Vendors will be permitted to unload supplies/equipment during appropriate times, then vehicles must be moved outside the event area.
6. Vendors may not share space. Only one business may be indicated on the application and on signage.
7. Vendor must provide their own tents, chairs, tables, extension cords, power strips, lighting, and generator for electricity.
8. Electricity is not provided unless stipulated in writing. Power will cost an additional fee.
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. NO PART OF THIS DOCUMENT MAY BE CROSSED-OUT OR OTHERWISE ELIMINATED OR MODIFIED.
13. This Agreement is for rain or shine. Any such interruption, postponement or cancellation shall not affect the space rental fees.

14. 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.
15. The facilities kitchen shall be used by person(s) to which it is 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.
16. The PFA will not be responsible for any item or equipment vendors leave on the grounds.

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:**                      Attn: Charlotte Jackson  
Powhatan Fair Association  
PO Box 511, Powhatan, VA 23139

Booths will be confirmed upon receipt of application and check. We will do everything possible to make it a pleasant and profitable show for you.

**Thank you. We will respond within 7 days of receiving your application. Questions call 804-598-9808**

Review by : \_\_\_\_\_ Paid in Full: \_\_\_\_\_ Partial Payment: \_\_\_\_\_  
Approved  Denied