



www.Powhatanfair.org

January 30, 2012

Contact:

Fair Office

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 18 through Sunday, May 20, 2012

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 18 through May 20, 2012 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 18	5:00 PM to Midnight
Saturday, May 19	11:00 AM to Midnight
Sunday, May 20	11:00 AM 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 Exhibitor or Concessionaires 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 18: open 5:00 PM to Midnight

Sat: May 19: open 11:00 AM to Midnight

Sun: May 20: open 11:00 AM to close

Standard Booth size: Spaces rented on 3 day basis only. **Select size:** **10x20 \$300** or **20x20 \$400**
Footage includes trailer hitch, awning, seating etc.

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. Before commencing any activity, all food vendors granted approval to operate on the premises shall provide a certificate of general liability insurance naming the Powhatan Fair Association, its employees, agents, representatives and volunteers as "an additional insured". You must complete Insurance Information below.
4. Vendor must be set up and be ready for inspection by 11:00 AM Friday morning. Vendor must be in total compliance with State and Local ordinances as does your product and equipment.
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.

Insurance Information required for concessionaires:

Vendor must provide copy of liability Insurance naming Powhatan Fair Association as an additional insured for agreed time period required.

Insurance carrier & Policy Number: _____

Address: _____

City, State, Zip Code: _____

Business Phone: _____ Fax _____

Insurance Contact Person E-mail: _____

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

Review by : _____ Paid in Full: _____ Partial Payment: _____

Approved Denied