

Policies
&
Procedures

Powhatan County
Fairgrounds
and
Exhibit Hall

Access by Facility Personnel

PFA personnel shall have the right to enter the areas contracted by the Renter. Specific hours may or may not be designated.

Advertising

A signed and executed event rental agreement is required prior to any advertising or promotion of the event.

As required by Powhatan County, Renters should contact the county to obtain proper permits for posting signs or other forms of advertising on any public street or thoroughfare or property. Failure to do so could result in a fine from the County.

Air Conditioning and Heating

Air-conditional and/or heating are provided during published event hours only and included in the building rate. Renters are not allowed to adjust the AC/heating.

Alcohol

Renters must obtain their own alcohol license. The license must be posted during the event.

Animals

Animals **are allowed** on the Fairgrounds. The owner is responsible for the liability associated with animals and sanitary needs. Animals are **not allowed inside** the buildings.

ATM Service

ATM's shall be provided upon request. Renter must request ATM service at least 30 days prior to the event.

BOOKING POLICY

Competing Events: Trade Shows and Non-profit Events where more than 50% of the event is similar in nature shall not be scheduled within 30 days of each other. Public Consumer shows shall not be scheduled within 45 calendar days of each other.

Requested dates will be accepted 12 months in advance.

Once the date has been selected a rental agreement will be sent to the Renter. It is important to understand that an event is not considered approved until:

- 1) a final rental agreement has been signed by both the Renter and PFA personnel
- 2) the payment is submitted according to the terms in the rental agreement

Cancellations of Event Rental Agreement

Renter understands that if the event Rental Agreement is not returned in 10 business days upon receipt and payments are not made as detailed in the rental agreement, the PFA reserves the right to cancel the Rental Agreement without further notice.

Renter is required to submit all event rental agreement cancellation in writing by certified letter. This will designate the official date of cancellation.

Damages

Renter is responsible for all damage to carpets, floors & walls during an event. Understanding that temporary stains will occasionally occur, Renter shall be responsible for cleaning cost(s) associated with the removal (of?).

Renter shall not be permitted to use staples, pins, tacks and nails (or glue) to affix to any walls in the facility. Renter shall be responsible for any holes or marred wall surfaces from the use of tape.

Damages to the facility caused by the Renter's exhibitors, employees and patrons shall be the sole responsibility of the Renter.

Renter shall be charged according to current rate for any labor or equipment necessary for repair or removal of costs.

Electrical Cords

Cords are not permitted to run across any public access way including aisles and roadways.

Exhibitors Load in/Load out

Parking will be restricted to the sides and rear of all buildings and is limited, based upon the amount of equipment or supplies being loaded.

All vehicles and trailers are required to be removed from the loading areas before the event is open to the public.

General Pricing Information

Pricing and information regarding facility rental fees, etc. are included. Pricing is subject to change without notice.

Parking

No loitering in the parking lot(s).

Payments

All contractual payment shall be made on or before the due dates shown on the rental agreement. Payment can be made by cash, money order, or cashier's check. Made payable to the Powhatan County Fair Association. There is a returned check fee of \$35.

Refundable deposit

Minimum of \$50 or 20% of total fee whichever to be used to guarantee against expenses such as clean up, damages, etc.

Smoking

No smoking in the facility.

Tear Down

Renter agrees that items left after an event will be subject to a storage fee. Renter must clean up after the event within 2 hours.