



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

March 16, 2011

**Contact:**

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

**Thursday, May 19 through Sunday, May 22, 2011**

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 19 through May 22, 2011 at the Powhatan County Fairgrounds.

Visitors will enjoy agriculture, exhibits, toe tappin music, art and crafts, blue ribbon competitions, and thrilling motorsport weekend such as Demolition Derby, Tractor Pulls, Mud Bogs and more. Plan to be a part an annual tradition since 1917.

**HOURS OF OPERATION:**

Thursday, May 19	5:00 PM to 11:00 PM
Friday, May 20	5:00 PM to Midnight
Saturday, May 21	11:00 AM to Midnight
Sunday, may 221	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 Runda Harris [runda.harris@gmail.com](mailto:runda.harris@gmail.com) 804-284-1501 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 Food Vendor Application

### All Information on this 2 page application must be completed

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

Thur: May: 19 5:00 PM to 11:00 PM (must be set up by 11AM for inspection)

Fri: May 20: 5:00 PM to Midnight

Sat: May 21: 10:00 AM to Midnight

Sun: May 22: 1PM to 8:00 PM

Standard Booth size: 10x10 \$ 50 a day Extra space can be reserved at 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. 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 Tuesday 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:**

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