



## Amherst County Fair Retail Vendor Application

Thank you for your interest in joining the Amherst County Fair. This very special event will provide your business with exposure to a large audience.

Join us October 19-22, 2023 at the Amherst County fairgrounds on Sweet Briar Drive. Fairground hours will be:

Thur: 5pm-10pm (optional vendor day)

Fri: 5pm-10pm; (optional vendor day) Sat: 12pm-10pm; Sun: 12pm-6pm

**After reading the Vendor Guidelines & Policy Agreement**, please complete the form below and return with payment (check or money order) payable to Amherst County. Completing this application means you agree with all vendor policies.

Mail to: **Amherst County Fair - Attn: Eric Bowen, PO Box 580 Amherst, VA 24521 by September 22, 2023.**

Spaces are assigned on a first come, first come basis. Only a select number of similar vendors will be accepted. The Fair Committee reserves the right to refuse any application.

Application fees are non-refundable after 7 days of the dated written approval letter. To ensure the opportunity for a booth space at the Amherst County Fair please submit your application and payment as soon as possible to avoid delays.

Applications are for consideration of space only, and do not guarantee you a location at the Fair. If accepted into the fair you will be notified in writing. If your application is not approved, you will receive written notification and your previously submitted payment for vendor fees returned.

Local Vendor Preference may be given to Amherst County businesses and organizations that apply by September 8, 2023.

Retail Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Mailing Address \_\_\_\_\_

Type of Exhibit and Sales \_\_\_\_\_

Past Events/References:

1. \_\_\_\_\_

2. \_\_\_\_\_

▪ How many vendor spaces (12'x12' retail vendors) do you require? \_\_\_\_\_

### **VENDOR FEES per space:**

▫ Non-Food Vendors:

▫ Four days \$175 for (1) 12'x12' space or ▫ \$300 for (2) spaces

▫ Sat/Sun only : \$100 for (1) 12'x12' space or ▫ \$150 for (2) spaces

▫ Non-Profit Vendors. ▫ \$75 for (1) 12'x12' space OR ▫ (2) spaces for \$115

Contact Eric Bowen, Coordinator, with any questions

Email: [contact@amherstcountyfair.com](mailto:contact@amherstcountyfair.com)

Cell Phone: (434) 394-4858

**By completing this application, you are agreeing to all vendor policies**

Description of Booth Set-up:

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Items being sold/Services being advertised:

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Items being given away: *(Only commercially processed and sealed food/beverage items by non-inspected vendors)*

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Vendors must show proof of insurance:

Insurance Carrier Name: \_\_\_\_\_

☐ Need to purchase insurance through VACORP

## Amherst County Fair 2023 Vendor Guidelines & Policy Agreement

### GENERAL POLICIES

The County of Amherst retains control and management of the Amherst County Fair at all times and shall have the right at all times to enforce all rules and regulations described hereto and shall have the right to eject all persons who fail or refuse to comply with the guidelines. All vendors must comply with Virginia Statewide Fire Prevention Code.

1. **VENDOR SPACE:** The Fair reserves the right, in its sole discretion, to accept, to reject, to move, reposition or exclude any vendor or Exhibitor as it deems necessary. Vendor spaces will be reserved only after payment is received in full. Each non-food vendor space is 12x12, food vendors space is 15x15 (additional space may be given if required for mobile kitchen). Food Vendors will have an allotted amount of space at the discretion of the Fair Coordinator. Please make any special requests in your vendor application.

2. **SET UP AND TEAR-DOWN:**

Vendors (Non-Food) must have exhibits and products in place by 4:00pm on Thursday, Oct. 19, by 4:00pm on Friday, Oct. 20 or by 12pm Saturday, Oct. 22. Fairgrounds will open for set up at 12:00pm on Thursday and Friday and at 11 am on Saturday. If you need to set up at a different time you may make a request to the Fair Coordinator. No Vendors shall be permitted to set up or move allotted space without supervision of Fair Coordinator. Tear down may begin at 6:30pm on Sunday and must be completed by noon on Monday, October 23rd. Vendor spaces need to be clear of any trash or debris at the conclusion of the fair. Violating this policy may result in not being accepted as a vendor at future fairs.

**VENDOR VEHICLES AND PARKING:** *Vehicles, with the exception of Food Trucks, will only be permitted in the fairgrounds during the set-up period. Vendor passes will be issued and must be displayed on the dashboard of the vehicle to access the fairground. Vehicles may be used for restocking or deliveries before the fair begins daily, however, all vehicles, with the exception of Food Trucks, must be moved to a designated vendor parking area outside the fair grounds at least one hour before the fair opens to the public. Violating this policy will result in immediate towing at the expense of the owner and may result in not being accepted as a vendor at future fairs. Vendors are not permitted to operate any recreational vehicles, four wheelers, mopeds, etc. within the fairgrounds.*

3. **VENDOR AND EXHIBIT HOURS:** Vendors must be open and staffed each and every day (Friday, Saturday, Sunday with Thursday being optional) at published opening and remain open until 10:00pm on Thursday, and 10:00pm on Friday and Saturday, and on Sunday until 6:00pm. The Fair reserves the right to adjust the closing time based on certain conditions. i.e. attendance, weather, crowd size, etc.

4. **INSURANCE:** Each licensee must provide the Amherst County Fair with proof of general liability insurance of no less than \$1,000,000. There may be an exception made for the insurance requirement for activities with limited liability exposure. If you would like an exclusion for this insurance coverage requirement, request the exclusion and provide a written description of service that will be rendered at the fair along with the application. Include any information you want considered in this request. \*Name of insured business must match business name on this application. Proof of insurance will be required upon approval for vendor space.

Amherst County Fair will determine if an exclusion will be made based on liability exposure. All decisions are final.

You may provide your own carrier (by having Amherst County named as an additional Insured on the General Liability policy) or you may purchase through VACORP; VACORP website: [www.VACORP.org](http://www.VACORP.org). Reference Amherst County – Fairground venue code: 4809 – 428

5. **ELECTRICAL AND WATER CONNECTIONS:** Electricity and exclusive, constant water access will not be provided. We highly recommend vendors provide some sort of lighting within their vendor spaces. If electricity is needed, quiet generators with intact muffler systems are required. Generators must be located 20 feet from tents. We highly recommend vendors provide some sort of lighting within their vendor spaces. Exclusive, constant water access will not be provided. A water truck will be on-site and accessible for filling containers.

6. **CHARACTER OF EXHIBIT:** Vendors recognize and acknowledge the unique reputation of the Fair in the community. The Fair is dedicated to the production and presentation of wholesome, family entertainment. Exhibitor shall not exhibit, sell, or display any product or good contrary to that described in the Agreement. Exhibitor shall not exhibit, sell or display weapons including those such as Chinese stars, firearms, guns, knives, etc., or nuisance items such as laser pointers, pepper spray, stink bombs, etc. No roving concessions or exhibits are permitted, and no agent, employee, volunteer, or other representative of Exhibitor shall be permitted to roam about the Fairgrounds as part of the exhibit or concession. Other prohibited exhibits include the sale of permanent tattoos, body piercing, and pornographic materials. The sale and/or exhibit of any live animal must be approved by the Fair Coordinator.

7. **MEDIA MACHINES AND LOUD SPEAKERS:** If audio and/or video equipment is used the noise must not reach beyond ten (10) feet of exhibit space and video screens must be placed in the exhibit space so that spectators watching them will not block the aisle. In addition, no sound may be amplified by an exhibitor, which can be heard clearly more than ten (10) feet from exhibit space. No drones are allowed on premises.
8. **TV AND RADIO SHOW:** Any Exhibitor who desires to have a regular or special radio or TV broadcast or, televise directly from an exhibit or concession space, shall first obtain the Fair Director's written approval, which approval may be arbitrarily withheld or conditioned.
9. **FREE SAMPLES:** Free samples of food, beverage or any other product may be given away so long as it does not impede the sales of food and beverage vendors, is approved by the Fair Coordinator is required and subject to VDH approval and inspection.
10. **TRASH REMOVAL:** Trash removal will be provided by Fair staff throughout the fair. However, exhibitors are responsible for providing trash bags and trash cans or boxes of at least 30 gallons in size. Trash cans will not be provided for vendors.
11. **PETS:** Animals of any kind, except those involved in exhibitions, demonstrations, Amherst County Humane Society, or those used as licensed service animals, are NOT Allowed. Please make other arrangements for your pets.
12. **ALCOHOLIC BEVERAGES/TOBACCO PRODUCTS:** Vendors are not allowed to consume alcohol in the area of their rented space during the hours of operation of the fair. Alcohol must be consumed in the beer garden and purchased from the beer garden. No tobacco products are allowed to be sold on the fairgrounds and must be consumed in designated smoking areas.
13. **TENTS:** Tents must be set-up properly and secured with tent stakes (not pins) and rope or appropriate weights and rope at each corner. Failure to comply will result in the vendor being asked to shut their down operations until compliance is made or being asked to leave the fair with no reimbursement of the application fee.
14. **FIRE EXTINGUISHERS:** All concessionaires using propane or any flammable type device must have at a minimum a multipurpose dry chemical extinguisher rated at least 2A-15BC, or a CO2 extinguisher with at least a 15C rating. All concessionaires cooking in deep fat fryers or ordinary fryers creating grease vapors must have, at a minimum a Class K fire extinguisher in addition to a multipurpose dry chemical extinguisher rated at least 2A-15BC, or a CO2 extinguisher with at least a 15C rating, and otherwise comply with the requirements of law, rule and ordinance of any governmental agency having authority over such matters. If applicable, high-pressure CO2 cylinders should be secured to a permanent wall or partition. All fire extinguishers must be in the booth space provided and readily accessible to the vendor as an inspection by the Fire Marshal will occur. Failure to comply will result in the vendor being asked to shut their down operations until compliance is made or being asked to leave the fair with no reimbursement of the application fee.
15. **OVERNIGHT CAMPING:** No overnight camping, tent camping, sleeping or any such act on the Fairgrounds, or in any building or in any other area controlled by the Fair without the written consent of the Fair Coordinator, which approval may be arbitrarily withheld in the sole discretion of the Fair Coordinator. Exhibitor shall not allow or permit any open fires on the Fairground.
16. **SECURITY:** Night time security consists of a single sheriff's deputy patrolling. The Fair does not warrant or insure against theft, vandalism, or any loss due to natural consequences such as hurricane, flooding, etc. or any other loss, such as fire, to a vendor and the Exhibitor shall obtain insurance to provide for any such loss and waives any claims for loss or damages against the Fair. Vendors are solely responsible for the safety and security of their own tangible personal property or tangible personal property owned by a third party but within vendor's possession, custody or control. Vendor expressly waives any claim against Fair, its officers, employees and agents for any loss or damages.
17. **WEAPONS AND FIREARMS:** Weapons and Firearms are prohibited on the Fairground. Sweet Briar College has graciously provided this space for the Amherst County Fair and parking. The College has a policy of prohibiting firearms, crossbows, knives other than jack-knives and buck knives, and other weapons from its property. If you have weapons of any kind, you will be denied entry to the Fairground and parking areas. **ALL WEAPONS AND FIREARMS PROHIBITED.**
18. **SUCCESS:** The Exhibitor agrees that it is solely responsible for its success. The Fair makes no warranty or representation as to historic or anticipated attendance, or revenue, from the Event.
19. **BEHAVIOR:** All vendors are expected to behave in a respectable manner and work willingly with all Fair staff and volunteers. The Fair Coordinator reserves the right to remove any vendor at any time for inappropriate behavior, violation of vendor policy or violating health or safety codes.