



AUG.28 THRU **SEPT.5**

CATCH the FUN!

POB 801, CHESTERFIELD, VA 23832

ATTENTION: New Outdoor Vendors

All outdoor vendor spaces are currently full. If you would like to be added to the waitlist, please email Brenda White Vaughn, General Manager, at generalmanager@chesterfieldcountyfair.org.

Include the following in your email:

- A description of your business.
- The products or services you offer.
- The amount of space (linear footage) you require.

Please **do not submit any applications or fees** until you are notified that space is available.

Note:

- This notice applies to **new vendors only**.
- Returning vendors for 2025 should submit their paperwork and fees as soon as possible to retain their space.



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POB 801, CHESTERFIELD, VA 23832

2026

Chesterfield County Fair

Outdoor Vendors and Concessionaires

Information Packet and Application

“Catch the Fun!”
As We Celebrate America250!
Aug. 28 – Sept 5, 2026

Brenda White Vaughn, General Manager
804-586-1028

generalmanager@chesterfieldcountyfair.org

Mailing Address: P.O. Box 801, Chesterfield VA 23832

Physical Address: 10300 Courthouse Rd., Chesterfield, VA 23832

General Fair Info: 804-768-1555

Website: www.chesterfieldcountyfair.org

Please like on Facebook and share our posts. Tag the fair when you make a post!

Proud Members of the Virginia Association of Fairs, the International Association of Fairs and Expositions, National Independent Concessionaires Association, Outdoor Amusement Business Association and Chester Community Association.



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Welcome

All outside vendors and food concessionaires - welcome to the 2026 Chesterfield County Fair, where we are celebrating not only 115 years of fun: but also, the 250th birthday of our nation! America 250, red, white and blue, Americana - that's our goal this year and we encourage you to join in the patriotic endeavor by decorating your booth(s) in Americana! We will be having a contest for the best Americana display. The winner will receive \$200 off their 2027 application fee! *Nontransferable and only good in 2027. The winner will be announced during Saturday, Sept. 5 opening announcements.

Contact Information

General Manager

Brenda White Vaughn
804-586-1028
generalmanager@Chesterfieldcountyfair.org

Indoor Vendor Manager

Carey Allen
804-640-3510
indoorvendors@chesterfieldcountyfair.org

Campground Manager

Brandon Chester 804-
895-3992
chesterbw@gmail.com

Fair Dates and Hours

Aug. 28 – Sept. 5, 2026

Mon. – Fri. 5 p.m. - 11 p.m.
Friday, Sept. 4 11 a.m. - 11 p.m.
Sat. and Sun. 11 a.m. - 11 p.m.

Fair patrons are required to adhere to our age and clear bag policy (found on our website).

Accommodations

Host Hotel Information

The host hotel for the 2026 Chesterfield County Fair is **Fairfield Inn Chester**, located at 12400 Redwater Creek Road, Chester, Virginia 23831. Don't miss out — use the link below to book your rooms now! Make sure to reserve early to secure this rate, as availability will go quickly!

[Fairfield Inn Chester Reservation](#)

Campground Information

Campground Contact: Brandon Chester, (c) 804-895-3992

- Campground spaces are very limited. It is highly recommended you reserve them early.
- Campground spaces are \$50 each/per day you occupy the campgrounds including before, during and after the conclusion of the fair. Must be paid in advance
- All vehicles must be registered for this area. Any non-registered will be towed at the owner's expense. All vehicles must be registered for this area. Any non-registered will be towed at the owner's expense.
- If you have a stock truck to be placed in the campground area, please refer to [page 15 - Stock Truck Parking Application](#).
- You are required to bring your own heavy duty electrical cords for the campground; electrical poles may not be close enough for your needs.
- Only the fair electricians can hook up your electricity. Do not attempt to do it yourself without consulting them.
- No loud music/noise/partying after the fair closes at 11 p.m., there are those who relish the quiet time after working all day/night.
- You are responsible for keeping your area clean (including any animal waste). Please bag all trash and put it out on the road by your campsite. If it contains food items that animals could get into, please take your trash to the dumpsters located at the rear of the fairgrounds. **Do not** use the small dumpster located by the K9 unit facility.

Do not automatically set up site without checking in with Brandon Chester or the GM, Brenda White Vaughn. Do not assume you will be assigned the same previous location(s). There will be signs posted as to whom has which site, the same spaces are not guaranteed year to year.

Anyone not abiding by the campground rules will be subject to removal from the fairgrounds with no monies returned.

Campground Rules and Regulations

- All campground residents must complete a campground space application and submit it along with fees to the GM for the Campground Manager. You may not set up until all fees have been paid.
- Pets are **only** allowed in the campground area and not on the fairgrounds proper. Please be considerate and clean up after your pet as this has been an issue previously. Do not allow your pets to run loose.
- No campfires, per county ordinance.
- Fire extinguishers are mandatory if grilling. Do **not** dump ashes on the ground.
- Absolutely and positively — **NO** loud music/noise/conversations, etc. anytime during the day/night. Be courteous to your neighbors as fair days are very long and people do want to sleep.
- No alcohol/weapons/illegal drugs/recreational drugs (including marijuana) are allowed on site/anywhere.
- Vehicles are not allowed to be parked on the roadway.
- Adhere to posted speed limit and others in the roadway.
- Park only in your designated space as noted on your parking pass, which must always be kept in your vehicle window as this allows you to re-enter the fairgrounds.
- If you leave the premises, please make sure that you have proper ID (badge, parking pass) to re-enter the fairgrounds. You may only enter/exit through Gate 4. Golf carts are allowed on the fairgrounds proper only during non-operational hours. This does not apply to the campgrounds.
- Due to the fact that there is a considerable amount of traffic, those with small/young children and/or animals, keep them away from the road for their own safety. Chesterfield County Fair Association, Inc. nor Chesterfield County are responsible for any injuries.
- All cardboard must be broken down. Please take it to the dumpsters located at the rear of the fairgrounds.
- Do not leave trash laying loose on the roadside.
 - Until opening day, and after closing day, there is not a janitorial staff to pick up trash. It is your responsibility to make sure that your trash is bagged and disposed of in the Fair dumpsters.
 - During the duration of the Fair, please bag your trash and set it out at the roadside for pick up
- If you leave trash out at your site and an animal gets into it, it is your responsibility for that clean up. You are more than welcome to dispose of it in the Fair's dumpsters.



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Application Process

Applications are for consideration of space(s) **only** and do not guarantee you a spot at the fair. Space is in great demand with very low turnover. You will need to complete **all** fields on the applications and either mail or email it back to the General Manager (GM). **Please note that applications are not considered accepted until you have a cancelled check.** You will also be required to include a **separate** \$100 cleaning deposit per space. This deposit will only be used if your spot is not cleaned up entirely at the conclusion of the fair. This includes boxes that are not broken down, containers of food oil or any other trash/food left on the premises. Bag your trash daily and you must bring your own (large) trash bags and put the trash beside the trash cans.

Should you wish to pay via **credit card** (a 3% service fee will be added) let the GM know so an invoice can be emailed to you for payment.

Please note the application dates and the fees associated with them. The **early bird price** is for those who pay on or before June 1, 2026. **No space is guaranteed until payment is made in full.**

All checks should be made out to CCFA (Chesterfield County Fair Association).

Mail to:
Brenda White Vaughn, General Manager
PO Box 801
Chesterfield, VA 23832

Email to:
Brenda White Vaughn
generalmanager@Chesterfieldcountyfair.org



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2026 Rules and Regulations

Please read carefully as you are required to sign that you have read, you understand and that you agree to comply with all rules and regulations relating to the Chesterfield County Fair.

1. The rights and privileges granted by the Chesterfield County Fair in the contract are only those stated here; no part of which will be sublet, sold or transferred/assigned by Lessee, hereby known as Vendor.
2. Signs or advertising matter of any kind deemed objectionable by the fair General Manager, hereby known as the GM, will be removed without liability for the damage to the fair/vendor.
3. You **must** confine your business to the specified area that you have leased (this applies to both indoor and outdoor vendors). There will be **no** soliciting or handing out materials outside of said leased space without prior approval by the GM. Failure to comply will result in termination of contract and loss of all monies paid. Harassment of visitors will also be grounds for immediate dismissal and a loss of all monies paid.
4. Any music being played **must** be at a level so as not to disturb the surrounding vendors or visitors. Complaints will be addressed on an individual basis by the GM. Failure to comply with lowering the sound can be grounds for dismissal and a loss of all monies paid.
5. Obstruction of a visitor's passageway, use of any public address systems, records, gongs, bells or excessively loud/offensive music/ noise with refusal to comply, will be grounds for dismissal and a loss of all monies paid.
6. Any items/structures placed upon a leased facility/area will conform to and be operated in compliance with requirements of the fair, Chesterfield County, the Health Department, building officials/ inspectors and all other county, state, or federal laws.
7. The fair reserves the right to regulate the commodities/services offered by the vendor, the price received from same, the type/location of price signs, which price signs vendor agrees to prominently post for the benefit of fair patrons. **Vendors must post pricing of all items in a conspicuous place within their lease space(s).** Vendor further agrees to honor all distribution rights and privileges granted by the fair and purchase from said distribution (should any company have exclusive rights for product sales), all products or services required for use/sale at the fair.
8. The premises occupied by vendor will, at the expiration of the contract term, will be returned by vendor in the same condition as issued. All parts of any building, stands, equipment/supplies belonging to and used by the vendor during the time of this contract and not removed from the fairground by 8 p.m. Monday, following the closing date of the fair, will revert to and become the undisputed property of the fair without further notice or argument.
9. Vendor agrees to furnish, by **July 27**, proof of general liability automobile insurance, and worker's compensation insurance with limits coverage, and carrier's satisfaction to the Chesterfield County Risk Management. **Both the Chesterfield County Fair and the County of Chesterfield will be named as added insureds on the general liability policy (COI).**
10. Fair management or any representative of Chesterfield County will always have access of the leased premises and to the structures thereon.
11. A \$100 separate cleaning deposit check (no credit cards) for **each** leased space will be required along with the application fee. This check should be made payable to CCFA. Said check will not be cashed with the stipulation that you have not dismantled your leased space **prior to 11 p.m. closing day** (or a designated earlier time approved by the GM of the Indoor

Vendor Manager (IVM) and that your leased space(s) have been left in its original condition (clean, free of debris, all boxes torn down and either set in front of your space(s) or taken to the back dumpster. **Do not** leave used cooking oil. Anyone doing so will be assessed their cleaning deposit.

12. You must check-in and out at the GM's office (located to the left of Gate 3 (all outdoor vendors). Indoor vendors must check in and out with the IVM, located to the right of Gate 3. **No space can be occupied until full payment of all fees is received.** Bring a copy of your contract with you to the fair. The GM/IVM reserve the right to accept payment only in the form of cash/money order made out to CCFA.
13. Any space assigned but not set up and ready for business/inspection by noon of opening day of the fair will be **cancelled**, with all fees previously paid for, forfeited as liquidated damages.
14. Indoor booth spaces should be attended and maintained daily. No still displays (unmanned) unless approved by either the GM or IVM. Indoor booths will remain open and presentable until 10 p.m. nightly. Contracted spaces may not be cancelled by vendor without the written notification, and such **must** be in the hands of the GM/IVM no later than August 1. Refunds on cancelled spaces will **not** be made unless the above provisions are met. No refunds after August 1, unless approved by the GM/IVM.
15. All exhibitors must keep their leased space(s), plus the area immediately around them, in a clean and sanitary condition always, removing any trash and refuse which may exist. Vendors must **not** throw any refuse or empty any water/other fluids on the ground. Used cooking oil must be placed/dumped in the proper containers provided by the fair, located beside Beach Community Grange. Any vendor discovered abusing this or placing the wrong oil in the wrong container will be subject to a \$500 fine plus removal from the fairgrounds with no refund of monies paid.
16. Vendors and their hired personnel must be clean and neatly attired. They must always present themselves as representatives of their company and of the fair. Foul/suggestive language/clothing will not be tolerated and there will be grounds for dismissal with no refunds of monies paid.
17. Fire extinguishers are required for all outside (food) vendors. [Refer to page 12 – Fire Marshall Regulations concerning fire/safety regulations.](#)
18. The Exhibition Building will be open to vendors 90 minutes prior to opening time daily except for opening day, which will be open at 8 a.m.
19. Indoor vendors will be given parking passes to park in the cell phone tower lot, located through Gate 4, to the left, of the fairgrounds. Helpers/ other indoor personnel may park at one of the schools lots across the street from the fairgrounds. They will **only** be admitted through Gate 3 prior to opening time of the fair. They must have either their vendor passes or a purchased ticket to enter. All personnel are required to have their passes scanned at the gate daily.
20. **No** vehicles are allowed on the midway during any time. All vehicles must adhere to the 5 mph for the safety of others. All vehicles onsite for any reason must remove said vehicles one hour prior to opening. Failure to do so will result in that vehicle being towed.
21. There is a charge for all electrical services/hook ups for outside leased spaces. This **must** be done by the licensed, fair electrical company. This includes the campground area and all ground acts. [Refer to page 18 – Electrical Service Application.](#)
22. Parking within the inner fence of the fairground is prohibited. All trucks/motorized vehicles must complete their deliveries through Gate 4 and be out of the interior of the fairgrounds no later than 4 p.m. on weekdays and by 10 a.m. on weekends. Absolutely no deliveries will be allowed (except for the ice company contracted by the fair) by motor vehicles after above-mentioned times. All violators of this rule will be subject to towing at the owner's expense and thus impounded. Parking (other than campground) is across the street at L.C. Bird HS (at designated start times), Gates Elementary, or Chesterfield Tech Center. **No onsite parking** except for Indoor Vendors with parking passes.
23. The GM reserves the right to assign parking spaces for all vehicles. Stock trucks may be

parked on the fairgrounds near/close to your leased space for an additional fee. Any such parking must be kept neat and clean, with a barrier surrounding it. Refer to [page 15- Stock Truck Parking Application](#). The GM will assign the space, and the truck must remain parked for the duration of the fair. Stock trucks are also subject to all electrical fees. Vendors must keep the area around the stock truck clean and free of debris. The fair assumes no liability for any damage to stock trucks.

24. All persons/companies who conduct prize drawings must submit to the GM/IVM, prior to 11 p.m. closing night, a written statement that contains a list of all names, addresses, phone numbers and what prize will be awarded to each winner.
25. No moving vehicles are allowed on the fairgrounds proper after the opening of the fair. This is to include golf carts, ATVs, cars, trucks and the like, unless prior approval has been given by the GM/IVM. Absolutely **no** moving vehicles are permitted on the midway at any time (open or closed) or along the front food court after opening hours.
26. The confirmed dates/times have been granted via a Chesterfield County permit and no other rain dates have/nor will be approved. Until notified, all leased spaces will remain open unless the GM/IVM/CCFA President/Chesterfield County Officials determine that the conditions are not safe/suitable.
27. It is required that vendors come prepared with suitable materials (tarps, roping, extension cords, etc.) to protect their merchandise or to make walkway safe for others. Any generator (outside only) **must** be of the quiet type (such as Honda) with no obtrusive odor. No exhaust or noise may infringe upon any other vendor/space/visitor.
28. **No** alcohol, drugs (recreational or otherwise), firearms, knives or animals are permitted on the fairgrounds (including campground area and parking lots). Animals are allowed in the campground area upon providing the appropriate paperwork (vaccines). You are responsible for cleaning up after your animal and disposing of all waste/trash.
29. Applications, when received with payment, by the GM/IVM, are a commitment to show up and participate. Please consider your cancelled check or credit card statement as your acceptance into the Chesterfield County Fair. *Just note that you will not be receiving an email/phone call as confirmation. **No refunds** will be made for cancellations after being confirmed of such acceptance due to inclement weather as this is a rain or shine event.
30. Vendors will be able to purchase ice thru the fair office, located inside of the Exhibition Building. Please come to the side window for assistance. Cash or credit card only (3% service fee applied). Price will be posted.
31. Check in dates for all vendors will begin on **Tuesday, Aug. 25 at 9 a.m.** *If you are traveling from another fair and need an earlier check-in date, please contact the GM/IVM for permission to do so. The Exhibition Building will close on Wednesday, Aug. 26 at 6:45 p.m. for the vendor meeting (7 p.m. at the dining pavilion). **You are strongly encouraged to attend this meeting!**
32. All offices will open Friday, Aug. 28 at 8 a.m. (opening day).
33. The GM and IVM's offices along with the fair office will be open daily at 9 a.m. for assistance (unless otherwise noted).
34. A \$50 fee will be assessed for any returned check.



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General Rules and Regulations with Compliance Agreement

Outside Vendors and Food Concessionaires

- All outside spaces are available at a pre-fixed price in 10' increments. Special consideration can be given for an *additional* 5' increment. The space will be calculated on the greatest length of the area needed, which must include all awnings, trailer tongues, etc.
- All structures must meet the State of Virginia and the Chesterfield County building, electrical, fire and health codes/requirements. Failure to do so will cause a forfeiture of your space until everything is up to code and approved.
- All outside vendors are responsible for providing their own electrical cables/extension cords (those with adequate length and power) for the power to reach the electrical poles located at their space. If power cords extend across **any** walkway, vendors are responsible for providing a heavy, skid-proof protective mat/covering to ensure the safety of pedestrians. *The Fair does **not** provide these!
- All food vendors **must** provide their own fire extinguished required by fire officials. Failure to do so will result in you being prohibited from operating your space until you comply. [Refer to page 12 – Fire Marshall Regulations concerning fire/safety regulations.](#)
- All vendors are responsible for having the tent/trailer/truck electrical- ready. An added fee from the electrician will be charged should their services be needed to bring any/all electrical needs up to code.

Outside Space Rental Fees

	On or before June 1	June 2-30	July 1 - 31	After Aug. 1
10 ft.:	\$ 550	\$ 600	\$ 650	\$ 750
20 ft.:	\$1100	\$1200	\$1300	\$1500
30 ft.:	\$1650	\$1750	\$1950	\$2250

Please email for pricing on other sizes.



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Certificate of Insurance (COI) Information

- All vendors are **required** to have a current Certificate of Insurance (COI) that names **both** the Chesterfield County Fair **and** the County of Chesterfield as added insureds. This must be received by the GM/ IVM no later than July 27 (unless permission for another date has been given). These may be either emailed/mailed.
- COIs are **not optional** except by special approval from the GM/ Risk Management Department. If you are under the umbrella of another company, you must notify the GM/IVM prior to August 1 and you must present a copy of such COI. If you will not be receiving your updated COI until after July 27, please notify the GM/IVM.

Parking

- Parking for all vendors (except for Indoor Vendors) is across the street at L.C. Bird High School, the Tech Center and/or at O.B. Gates Elementary School. There is also satellite parking at Salem Elementary and Middle Schools. There is **no** parking allowed at the Gate 3 (vendor) entrance nor anywhere onsite of the fairgrounds without a parking pass. Those that do so are subject to being towed at their own expense.
- Gate 4 is open for setting up and replenishing your space(s). You must remove your vehicle no later than one hour prior to opening. Gate 4 will close on weekdays at 4:30 p.m. and 10:30 a.m. on weekends plus the last Friday of the fair except for those having specified parking passes. Those arriving past this time (without a parking pass) must park in the public locations.

Check In Information

- No vendor will be allowed to set up until full payment and their COI are received.
- You are required to check in upon arrival (before setting up) and check out upon departure (at the closure of the fair) at the GM/ IVM office. The GM's office is to the left of Gate 3 and the IVM's office is to the right of Gate 3. Please make sure that you have made a copy of your application and any other paperwork upon check in. Do not automatically assume that you will be in the same location as before. Do not move any signage that marks space locations/numbers. You will be asked to leave if you do so and all you will forfeit all monies received. This is to protect your space and that of others.
- Enter through Gate 4 (located to the right at the end of the cul-du-sac).
- The guard will direct you to the appropriate office for check in. You will need to park your vehicle long enough to get checked in and then move it to your location. It is very important that you unpack your products/merchandise and move your vehicle before you start setting up. Indoor vendors check with the IVM concerning transportation to/from the cell phone tower lot. All other vendors may park either at one of the school locations or a space out of the way of vendor set up. Do not park your vehicle in the driveway by the GM's or IVM's office.
- You will be given a packet upon check in with pertinent information about your space, passes, a map, etc.

Exhibitor and Vendor Passes

- For every ten feet of contracted, purchased space, vendors will receive two Exhibitor passes. These are good for all 9 days of the fair and must be scanned daily at a gate for admission.

These will not be replaced if lost. *Gate 3 will be the only gate open until actual opening time.

- Vendors will also receive five (5) one-day passes to be used for your employees per 10' of contracted space. These will be distributed upon check-in with the GM/IVM. All passes are required to be scanned daily.
- All passes can only be scanned one time daily. Should you need to leave the fairgrounds, you will get your hand stamped.
- Vendors may also purchase up to 20 additional one day adult passes for your workers at the discounted price of \$8 each (regularly \$12) up until noon of opening day. No child passes may be purchased. Passes are for workers only and if caught abusing this privilege, you will be asked to vacate the prices, forfeiting all monies paid.
- All monies are to be paid to CCFA. Credit card purchase will incur a 3% service fee. If you wish to pay via credit card, please contact the GM/IVM.

Chesterfield County Business License Information

- Per the Office of the Chesterfield County Commissioner of the Revenue, businesses may need a business license if they intend to sell anything as a vendor at the fair. Almost anyone who sells merchandise at the fair must have a license. Anyone who is only displaying goods/services but **not** selling anything would not need a license.
- Most vendors will need an **Itinerant Merchant License** with a special "County Event" rate. If you own a business in Chesterfield, VA that sells merchandise/food **and** you currently hold a business license, you will not need to obtain one if your gross receipts earned at the fair are included in those reported for your regular Chesterfield County retail location(s). A few vendors may need a different type of license.
- For more information and to obtain a license application, please visit <http://www.chesterfield.gov> or call 804-748-1281. Your license must always be displayed during the fair. **Do not mail this application to the fair; but make sure you present a copy to the GM/IVM.**

Chesterfield County Temporary Food/Restaurant Permit Info

- Permits are needed at least 10 days in advance from the VA Dept. Of Health, Chesterfield Health District. Questions and over the phone payment can be processed at 804-748-1610, ext. 1. Please contact them directly about the required paperwork. The fax # is 804-717-6106.
- You must send a copy of your permit application (along with your vendor application) to the GM/IVM, including a list of all food/drink that you are requesting to sell.
- Please note that you may not be allowed to sell everything on your list and will be notified in advance.



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Fire Marshal Regulations

Please note that these rules and regulations must be adhered to and are specified by the Chesterfield County, VA Fire marshal's office and are not optional for vendors. **Failure to comply means no set up, no operation!**

Spot Lighting

Spot or effect lighting will be powered by electricity only and all combustible construction within six feet (1.83m) of such equipment will be protected with approved noncombustible insulation no less than 1/4 inch thick (6mm).

Safety Film

Tents/air-supported structures will not be used for the display of motion pictures unless safety film is used.

Clearance

- Proper clearance will be maintained between the fabric envelope and all material/equipment stored inside the air-supported structure.
- There will be a minimum clearance of at least three feet (0.82m) between the envelope and the inside contents.

Extinguishing Equipment

- Fire extinguishing equipment of approved types will be furnished by the owner/operator of tents or air-supported structures in such amount and in such locations as may be directed by the fire official.
- Such fire extinguishing equipment will be maintained in proper working order and will be operated by employees of said operation who will be properly trained for the purpose, and who will be required to exhibit their skill on order of the Fire Marshal.

Storage and Use of Cylinders

All compressed gas cylinders (as defined by the Fire Prevention Code) in storage or in service will be adequately secured to prevent falling or being knocked over.

Cooking

Very important for all food vendors to read and comply!

Concession Trailers

- The VA Statewide Fire Prevention Code and Chapter 10, Section 10-1, of the Statewide Fire Prevention Code as amended by Chesterfield County requires that hood, duct, cooking surface fire suppression systems, and a-listed Class K portable fire extinguisher be installed in conjunction with TYPE 1.
- Grease exhaust hoods should be installed in food concession trailers that prepare food that produce grease laden vapors at any location in Chesterfield County.

- The fire suppression systems will have a valid inspection by a qualified individual.

Cooking Under Open Walled Temporary Tents

- Tents where cooking is performed and will be separated from other tents or membrane structures by a minimum of 20 feet.
- Tent walls will not be deployed or used while cooking under a tent.
- Combustible materials not in use such as extra supplies for food handling will not be stored or kept within 20 feet of the cooking appliances.
- Provide at least one U.L. listed ABC type portable fire extinguisher for each. This extinguisher should have a minimum rating of 2A-10BC.
- All compressed gas cylinders are to be properly secured and mounted outside of the concession stand.
- Flame resistance of the tents will be documented in accordance with the provision of the VGGA Statewide Fire Prevention Code and NFPA 701. Documentation will be retained onsite and available for review by the representatives of the fire marshal's office

All matters covered or not covered in these Rules and Regulations are subject to the decision of the Chesterfield County Fair Association, Inc., General Manager or designated representative, in their official capacity, which shall be final.

The event organizers reserve the right to review, evaluate and restrict Vendor booths, products, signage and conduct to ensure compliance with these Rules and Regulations



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Campground Space Rental Application

A separate form is required for each site that you occupy! You must check in with the campground manager prior to setting up.

Business Name: _____

Owner's Name: _____

Cell Phone: _____ Email: _____

Description of RV: _____

State Registered: _____ License #: _____

Year: _____ Make/Model: _____

Tow _____

Vehicle: _____
Make/Model State License #

Need: Water _____ Electrical _____ Sewer _____

Persons staying in this RV: _____

Pets/type/Current Vaccination Record Required _____

Golf Cart? _____

Office Use Only:

Assigned Space: _____ for _____ Days

Campground Total Due for _____ Days: \$ _____

Form of payment:

Check # _____

Cash Amount \$ _____

Credit Card Amount \$ _____

Date Paid _____

Approved by _____ Date: _____



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Stock Truck Parking Application

A fee of \$15 per day per stock truck will be assessed (whether by vendor space or in campground). Include completed application when submitting all applications and fees.

Business Name: _____

Owner's Name: _____

Owner's Cell: _____

Owner's Email: _____

Arrival Date: _____

Departure Date: _____

Stock Truck info:

Make/Model	Year	License #

Electricity required? _____ Voltage/Amps needed _____

****An Fair's electrician *must* be the one to hook up *all* electrical needs.**

Stock truck to be located in: Campground? _____ Vendor Space? _____

Office Use Only:

Total monies due for _____ days x _____ stock trucks = \$ _____

Approved by: _____ Date _____



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POB 801, CHESTERFIELD, VA 23832

Chesterfield County Fair Outdoor Vendor Application

You may either pay by credit card (3% service fee) or check. All forms must either be emailed or sent via mail. This agreement shall be a legal and binding contract between Chesterfield County Fair and the applicant.

Name of Business: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip: _____

Email: _____

Cell #: _____

It is understood and agreed upon by both parties that under no circumstances/conditions whatsoever will the County of Chesterfield, VA, a political subdivision of the Commonwealth of VA, be liable for any damage/injury to vendor's property/ equipment, or to any person on its property and/or to other stored property, arising from vendor's negligence, including; but, not limited to the carrying on of illegal/unauthorized activities on the fairgrounds. Vendor agrees to save and hold harmless Chesterfield County, the Chesterfield County Fair, their agents, servants, officials, volunteers employees from all claims, demands, suits, fees, liabilities, cost, actions, expenses attorney's fees arising out of founded upon any alleged acts of negligence whether in whole or in part, of vendor or any of its agents, servants, officials or employees upon or in any way connected with vendor's use, occupation, conduct or operation in conjunction with the Chesterfield County Fair.

Vendors must list **all** items for approval (food/merchandise) that they request to sell:

Vendor Signature: _____ Date: _____

Space Width: _____ Space Depth: _____ Fee: \$ _____
Electrical (Form/Fee Must Be Included): Fee: \$ _____
Campground Fee (Form/Fee Must in Included: Fee: \$ _____
Stock Truck W/Electrical (Form/Fee Must Be Included): Fee: \$ _____

Office Use Only:

Total Amount/Fees Included: \$ _____

Form of Payment: _____

Received On: _____

Deposit Check #: _____

Returned/Destroyed/2026 Deposit?

Electrical Required: _____

Campground? _____ Stock Truck? _____

Returning Vendor? _____ New Vendor? _____

Approved By: _____ Date: _____



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Electrical Service Application

The following electrical service charges will be in effect at the Chesterfield County Fair. Please designate which service/hookup(s) you will need per location (**one per page**). Note: If you understate your electrical needs/fees, they will be adjusted by the electrician.

The Fair will have licensed electrical personnel on hand that will hook up your equipment to the designated electrical pole(s). It is your responsibility to provide **all** cable/extension cords/mats to cover cords. Any cords crossing a walking pathway **must** be covered by a mat to prevent tripping. Failure to do so will result in an additional electrical labor and materials charge.

120 Volt Services - Single Pole Services

30 Amp Service @ \$ 85 per location = \$ _____

50 Amp Service @ \$125 per location= \$ _____

230 Volt Services - Double Pole Services

30 Amp Service @ \$165 per location = \$ _____

50 Amp Service @ \$245 per location = \$ _____

60 Amp Service @ \$280 per location = \$ _____

70 Amp Service @ \$315 per location = \$ _____

100 Amp Service @ \$425 per location = \$ _____

Electrician hookup/inspection @ \$25 per location (Mandatory)
\$25 x _____ locations = \$ _____

Total Electrical Fees Due \$ _____

Electrician reserves the right to refuse to connect electrical service that they may consider unsafe/not up to code. **All** electrical equipment **must** be grounded and up to code.

Any check/payment returned for NSF will be charged \$50 per check fee.



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Vendor and Guest Code of Conduct

The Chesterfield County Fair is a nonprofit organization whose mission is to celebrate all things Chesterfield by promoting agriculture, education and community entertainment in a Family-friendly environment. We want to make sure that the Fair is a fun and safe place for all our fairgoers, vendors and CCFA Team members.

When you join us at the Fairgrounds by attending the Chesterfield County Fair, **all** fairgoers shall observe the guidelines listed below and can expect an environment where:

Fairgoers will:

- receive dutiful, caring and professional handling from the CCFA Fair Team who are ready and willing to address their needs and concerns.
- enjoy a fair-friendly environment that is mutually respectful to all participants.
- Remain “Fair Aware” reporting anything that doesn’t look right to the nearest CCFA Team member or law enforcement officer.
- **not** engage in troublesome running and disorderly, unruly, offensive, obscene or illegal behavior that may endanger others.
- safely operate motorized scooters within compliance of rules with CCFA assuming no responsibility.
- be properly attired, including shoes, and in a manner that does not elicit a disrupting, vulgar or unsettling response.
- **not** be allowed entry wearing any type of gang related clothing, including back pocket handkerchiefs. Groups arriving dressed in like clothing (with the exception of uniforms), may be subject to non-admission.
- **not be allowed entry** with weapons, knives (including pocket knives), drugs (illegal or recreational), animals (other than service animals), coolers, backpacks, any bags not adhering to the Clear Bag Policy. No concealed weapons.
- agree to adhere to the CCFA clear bags policy with all rules set forth.
- undergo mandatory weapon and prohibited item screening prior to entry onto the fairgrounds.
- **not** wear masks/coverings in any manner that obscures their face unless for medical reasons.
- observe hours of operation, leaving promptly at close of business and will always follow any instructions from the CCFA Fair Team.
- agree that upon entering the Fairgrounds, they agree to being possibly photographed for advertising/publicity purposes.
- **not** stage any public event/protest, solicit/distribute any literature, information or items of any kind without prior written approval by the GM/Indoor Vendor Mgr.
- be accompanied by a parent/guardian/chaperone over the age of 21 (proof of age will be required) beginning at daily opening time if 17 years of age and younger, with **no more** than four (4) minors in any given party.

By attending the Chesterfield County Fair, you agree to abide by these rules. Fairgoers who do not adhere to these rules can/will be subject to ejection without any refund and may be in violation of local/state/federal laws.



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POB 801, CHESTERFIELD, VA 23832

Rules and Regulations Agreement for Chesterfield County Fair

All outdoor and indoor vendors **must** sign and date this, indicating that they have read, understood and agree to adhere to the aforementioned Rules and Regulations **and** the Code of Conduct for the Chesterfield County Fair and that they are in agreement with all consequences should this not happen.

The signed agreement is to be returned along with your completed application(s) and fees. No vendor may set up until the signed copy is received either by the General Manager or the Indoor Vendor Manager.

It is understood that all vendors agree to adhere to all health restrictions and regulations put forth by Chesterfield County, the Chesterfield County Fair, the Commonwealth of Virginia and the CDC.

All vendors understand that they may or may not be in the same space as prior years and agree to set up by the rules, times and dates set forth in the Rules and Regulations agreement statement.

Failure to return this with your signed contract, with all information included, will result in GM/Indoor Vendor Manager assigning all spaces including width and depth.

I have read and understand all the current Chesterfield County Fair rules and regulations and the Code of Conduct and agree to all stipulations within. Failure to comply will result in a negation of all contracts signed and monies non-refundable. Should the fair be cancelled due to force majeure, prior to opening, all monies will be returned to the vendor. If cancelled due to force majeure during the operating period of the fair, fees will be returned on a prorated basis.

Vendor Signature: _____ Date: _____

Printed Name: _____

Date of Arrival: _____ Time of Arrival: _____

Brenda White Vaughn, General Manager, CCFA **Date**

Or: Carey Allen, Indoor Vendor Manager, CCFA **Date**



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Check List for Vendors

Please make sure that you only send in the appropriate paperwork and fees - not this entire packet.

Outdoor Vendor Space Rental Agreement Fees _____

\$100 cleaning deposit (separate check to CCFA) _____

Electrical Service Agreement Fees _____

Campground Space Rental Agreement Fees _____

Stock Truck Agreement Fees _____

Copy of your Business License (not the application) _____

Copy of your Health Permit w/food and drink listed (not the application) _____

Copy of your COI with CCFA and the County of Chesterfield listed as _____

added insured (may be emailed) by August 1 _____

Vendor Rules and Regulations Agreement Form - signed _____

Other- Please list below:

Thank you so much! We look forward to having a great Fair with you!

Please make sure that you read over the rules and regulations as you will be required to sign and return a copy. **Please be aware that all rules and regulations will be enforced.**

