



Chesterfield County Fair Association

*10300 Courthouse Road
Chesterfield, VA 23832*

Aug. 25th thru September 2nd, 2023

2023 Chesterfield County Fair

“Catch the Fun!”

Aug. 25 – Sept. 2, 2023

**10300 Courthouse Road
Chesterfield, VA 23832**

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

Information Packet and Application for Indoor Vendors

General Fair Info: 804-768-1555

Website: www.chesterfieldcountyfair.org

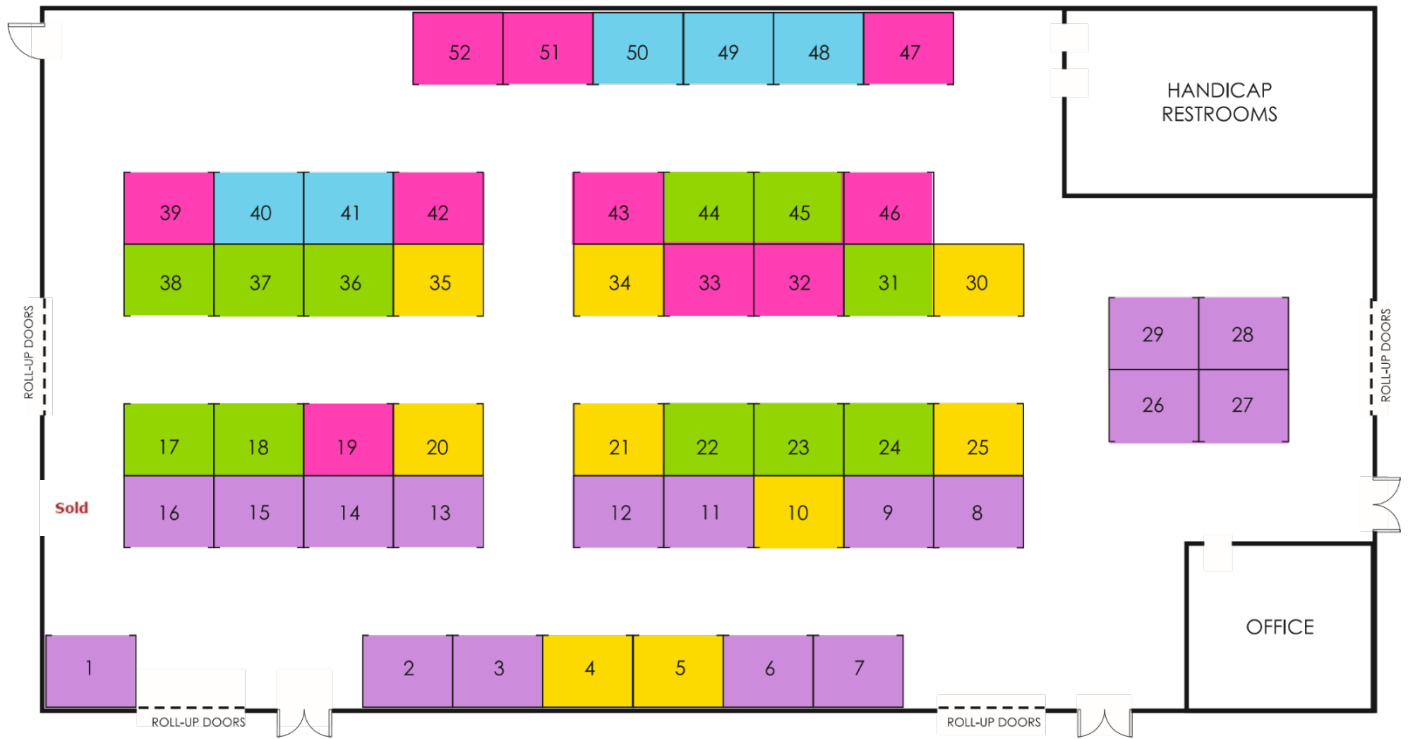
**Carey Allen, Indoor Vendor Manager (IVM),
indoorvendors@chesterfieldcountyfair.org, 804-640-3510**

Virginia Association of Fairs, International Association of Fairs and Expos, National Independent Concessionaires, Chester Business Association, Chesterfield Chamber of Commerce

Indoor Vendor Marketplace

GATE 3

Vendor Entrance / Will Call



All Booths 10-ft Wide x 8-ft Deep

SCALE: 1"=16'

Pricing:

- \$550
- \$525
- \$500
- \$475
- \$450

Carey Allen, Indoor Vendor Manager, indoorvendors@chesterfieldcountyfair.org

To all Inside Vendors

Welcome to the 2023 Chesterfield County Fair! Thank you so very much for your interest this year. We so appreciate all our loyal, returning vendors and our new vendors as well, who have and will help to make our fair a rousing success!

Included in this online packet you will find:

- Vendor Application
- Electrical Service Hook Up (for outdoor vendors)
- Campground Information/Parking Information
- Information Concerning your Chesterfield County Business License
- Information Concerning your Temporary Restaurant Permit (food vendors)
- Exhibitor Passes and How to Purchase Additional Passes
- Stock Truck Parking Information (for outdoor vendors)
- Check-In Information
- Contact Information
- General Rules and Regulations with Compliance Agreement
- Host Hotel Information - (TBD)
- Vendor Meeting (Optional)
- How to Make Your Payment (check or credit card)

Please make sure that you have read over the rules and regulations as you will be required to sign a copy stating so upon check-in. Please be aware that all rules and regulations will be enforced.

Application Process

Complete all fields on the application and return it via USPS, include your **total** payment in full plus a **separate \$100 check** for your clean up deposit. The cleanup deposit is used only if you do not clean up your spot at the conclusion of the fair. This includes boxes that are not broken down, **containers of food oil** left on the premises and any other trash.

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, 2023. No space is guaranteed until payment is made in full.

There will be a vendor's meeting (optional) on Wednesday, Aug. 23, 2023, at 7 p.m. in the Dining Pavilion (across from the Exhibition Building). You are strongly encouraged to attend this meeting; it will offer you the opportunity to ask any questions and gain information about the 2023 fair. There will also be county officials there to assist you with your business license and food permit.

All checks are made payable to Chesterfield County Fair (CCFA). For credit card payments (will incur a 2% convenience fee), please contact Brenda White Vaughn (GM) or Carey Allen (IVM).

All mail for inside vendors goes to Carey Allen, Indoor Vendor Manager at

Chesterfield County Fair
P.O. Box 801
Chesterfield, VA 23832

Indoor Vendors

All inside spaces are available at a first come, first served basis. Prices are determined by the location of your space, ranging from \$425 - \$550 for nine days and include electricity.

- Please note that all fees are due by **June 1, 2023**. After that, fees will raise by \$25 from June 2 - 30. After July 1, fees will raise again by additional \$50.

- Vendors are allowed and encouraged to bring their own (small) floor fans as they are **not** provided. You must provide your own electrical cords as they are **not** provided. They should be covered with a heavy-duty mat so as not to cause anyone harm/damage. Failure to do so will result in it being removed.
- Vendors may either provide their own table and chairs or they may be rented at a nominal charge. Absolutely **no** items can be hung from the standing pipe and drape. Any canopies must be within the assigned vendor space. **No** balloons are allowed inside the building.
- All structures must meet the State of VA and Chesterfield County code(s) including building, electrical, fire and health requirements. Failure to do so will result in the forfeiture of your space until everything is up to compliance and approved by the IVM/GM. If not rectified, the vendor is subject to forfeiture of all monies presented with no refund.
- No vendor may set up unless all deposit checks, fees, **and** their **Certificate of Insurance (COI)** has been received by the IVM.

Secure Your Indoor Vendor Space

Prior to sending in your application and monies,

- Please email the Indoor Vendor Manager (IVM), [Carey Allen](#), with your space(s) request. She will let you know if spaces that you have chosen are available, so you know the specific fees. Communication is done via email.
- Complete the enclosed application, returning it, along with your \$100 cleaning deposit.
- The Indoor Vendor Manager (IVM) will email you confirmation as to which spaces you have been allocated plus monies due for fees paid to CCFA in full via the USPS.
- Space fees may be paid via credit card (not cleaning deposits) by calling Carey Allen at 804-640-3510. Any check/payment returned for NSF will be charged a \$35 per check fee. Be sure to include your email address on all correspondence.

Certificate Of Insurance 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 given to the IVM **prior** to setting up. They may be mailed/emailed prior.
- COIs are **not optional** except by special approval from the Chesterfield County Risk Management Department. If you are under the umbrella of another company, you must notify the IVM prior to setting up and you must present a copy of such COI. If you will not be receiving your 2023 COI until a later date then when your paperwork is submitted, please notify the IVM.

Indoor Vendor Check-in Information

- Vendors will **not** be allowed to set up until **full** payment and their Certificate of Insurance (COI) are received.
- You are required to check in upon arrival and check out upon departure at the Indoor Vendor Manager's (IVM) office, located to the right side of Gate 3. **Please Note**, make sure that you have made a copy of your application and any other paperwork with you upon check-in, Wed., Aug. 23 from 9 a.m. - 5:45 p.m., Thurs., Aug. 24 from 9 a.m. - 9 p.m. and Friday, Aug. 25, 8 a.m. - noon. **Do not** automatically expect that you are in the same location as before. Please do not move any signage that marks space numbers. You **will** be asked to leave if you do so and forfeit your paid fees. This is to protect your space and that of others.
- You must enter thru Gate 4 with any vehicles. You are to unload after registration and then move your vehicle, thus allowing for other vendors to have space for unloading, prior to setting up.

Exhibitor and Vendor Passes

- For each ten feet of contracted, purchased space vendors will receive two Exhibitor's Passes/badges. These are good for each day of the fair and must be presented at the Vendor Gate 3 daily for admittance. These will not be replaced if lost.
- Vendors will also receive five one-day passes to be used for your employees (per 10' of space). These will be distributed upon check-in with the IVM.
- Vendors may also purchase up to 20 additional one-day adult passes for your workers at the discounted price of \$7 (reg. \$10) **up until noon** of opening day, Friday, Aug. 25. No child passes may be purchased. Passes are for workers only and anyone caught abusing this will be asked to vacate the premises, thus forfeiting all monies paid.

Parking

- Parking is across the street at L.C. Bird High School after 3 p.m. weekdays or all-day over the weekend **or** in the very back parking area of the fairgrounds.
- There is no parking allowed at the Gate 3 (vendor) entrance nor in the grassy area entrance by the horse arena.
- Those that do will be subject to towing at their own expense.

Stock Truck Parking

- A fee of \$10 per day per stock truck will be assessed. This should be included on your application and fees. If added electrical services are needed, added fees may be charged by the electrician.
- Stock trucks should not prohibit any traffic nor be eye sores. If so, they will be subject for removal or a change or placement.

Camping Information

- Camping space(s) with water, sewer and electrical service will be \$40 per day that you occupy the campgrounds, including before, during and after the conclusion of the fair. Your contact will be Ben Coe, he can be reached at 571-643-2742.
- There will be an additional charge of \$10 per day for any stock vehicles parked in the campground that are connected to the electrical service. **The fair electrician must be the one to approve/hook up all electrical services.**
- There are limited campground spaces, and they will be assigned on a first-come, first-served bases. Same spaces are not guaranteed year to year; **do not automatically set up without checking in with Ben Coe.** There will be signs posted as to whom has which site.

Chesterfield County Business License Information

- According to the Office of the Commissioner of the Revenue, businesses may need a business license if they intend to sell anything as a vendor at the Chesterfield County Fair. Anyone who sells merchandise at the fair must have one. Anyone who is only displaying goods or services but **not** selling anything, will not need one.
- Most vendors will need an **Itinerant Merchant License** with a special "County Event" rate. If you own a business in Chesterfield County, Va. that sells merchandise or food **and** you currently hold a business license, you will **not** need to get this, 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/content2.aspx?id=3091> 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 that you present a copy to the IVM.**

2023 General Rules and Regulations – Chesterfield County Fair

Please read carefully as you will be required to sign that you have read, understand, and agree to comply to the below upon check-in at the 2023 Chesterfield County Fair.

1. The rights and privileges granted by the 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. Signs or advertising matter of any kind deemed objectionable by fair General Manager, hereby known as GM, may/will be removed without liability for the damage to the fair.
2. 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 of 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 thus far. Harassment of visitors is grounds for immediate dismissal and a loss of all monies paid thus far.
3. Obstruction of visitor's passageways, use of any public address systems, records, gongs, bells, or excessively loud/offensive music/noise with refusal to comply, may/will be grounds for vendor removal with all monies thus submitted remaining the property of the fair.
4. Any items/structures placed upon a leased facility/area will conform to and be operated in compliance with requirements of the fair, Chesterfield County, Health Department, Building Officials and any/all other county, state/federal laws.
5. The fair reserves the right to regulate the commodities/services offered by 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. **Food vendors must post pricing of all items in a conspicuous place in their leased space. All other vendors must have pricing on items.** 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 as required for use/sale at the fair.
6. The premises occupied by vendor will, at the expiration of the contract term, be returned by vendor in the same condition as issued. All parts of the buildings, stand(s), equipment/supplies belonging to and used by the vendor during the time of this contract and not removed from the fairgrounds 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.
7. Vendor agrees to furnish, prior to entering the fairgrounds the following: proof of general liability automobile liability and worker's compensation insurance with limits, coverage, and carrier's satisfactory to the Chesterfield County Risk Management. **Both** Chesterfield County Fair **and** the County of Chesterfield will be named as added insureds on the general liability policy (COI).
8. Fair management, or any representative of the County of Chesterfield, will always have access to the leased premises and to the structures thereon.
9. A \$100 cleaning deposit for leased space will be required prior to accessing/setting up your space. This 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 time or a designated earlier time approved either by the GM or the Indoor Vendor Manager) on closing day of the fair **and** that your leased space has been left in its original condition (clean, free of debris, all boxes torn down and set to the front of your leased space. **Do not leave used oil!** Anyone doing so **will** be assessed their cleaning deposit.
10. You must check-in and out at the GM's office, located to the left of Gate 3 (outdoor/food vendors). Indoor vendors must check-in and out with the Indoor Vendor Manager (IVM), located to the right of Gate 3. **No space can be occupied until full payment of all fees is**

received. Bring and keep a copy of your contract with you to the fair. The GM/IVM reserve the right to accept only payment in the form of cash/money order made out to CCFA.

Any space assigned but not set up and ready for business by noon on opening day of the fair will be cancelled, with all fees previously paid for forfeited as liquidated damages.

11. **Indoor** booth spaces should be attended and maintained daily. **No still displays** (unmanned) unless approval by the GM and the IVM. Indoor booths will remain open and presentable until 10 p.m. nightly. Indoor vendors will be required to vacate the Exhibition Building at 10 p.m. nightly. Same space rental contracts may not be cancelled by vendor without the written notification, and such **must** be in the hands of the GM/IVM no later than Aug. 1, 2023. Refunds on cancelled space(s) will **not** be made unless the above provisions are met. No refunds after Aug. 1, unless approved by GM and IVM.
12. All exhibitors must keep the leased space, plus the area immediately surrounding them, in a clean and sanitary condition always, removing any trash and refuse which may exist. Vendor must **not** throw any refuse or empty any water/other fluids on the ground. **Used oil must be placed in proper containers that are provided by the fair. There is a separate container for used cooking oil. Any vendor found abusing this or placing the wrong oil in the wrong container will be subject to removal/fined.**
13. Vendors and their hired personnel must be clean and neatly attired and must always present themselves as a representative of their company and the fair. Foul/suggestive language will not be tolerated and can/will be grounds for dismissal with all funds thus received remaining the property of the fair.
14. Fire extinguishers are required by all outside vendors. *See attached fire/safety info in this packet.
15. The Exhibition Building will be open to vendors 90 minutes prior to opening time except for opening day.
16. All (walking) vendors **must** enter thru Gate 3 – no exceptions! You must have your Exhibitor Pass/Vendor Pass for entry. all vehicles must enter thru Gate 4. No vehicles are allowed on the Midway whatsoever at any time! all vehicles must adhere to the 5 mph for the safety of others.
17. There will be a charge for all electrical services/hook ups for outside leased spaces. These **must** be done by the licensed, fair electrician/personnel.
18. Parking within the inner fence of the fairgrounds is prohibited. all trucks/motorized vehicles must complete their deliveries thru Gate 4 and be out of the interior fairgrounds **no later** than 3:30 p.m. weekdays and by 9:30 a.m. on Saturdays and Sundays. **Absolutely no deliveries will be allowed (except ice companies contracted by the fair) by motor vehicles after specified times.** Any/all violators of this rule will have their vehicle towed at owner's expense and impounded. Parking (other than campground parking) is across the street at L.C. Bird High School (at the designated start times) **or** in the back lot of the fairgrounds (not the horse arena area). **No exceptions!**
19. The GM reserves the right to assign parking spaces for all vehicles.
20. Stock trucks may be parked on the fairgrounds near/close to your concession stand for an additional fee. The GM will assign the space and the truck must remain parked for the duration of the fair. Stock trucks are also subject to any/all electrical service fees.
21. All persons/companies who conduct prize drawings **must** submit to the GM or IVM, prior to 11 p.m. closing night, a written statement that contains a list of all names, addresses, phone numbers and what prize was/will be awarded/delivered to each winner.

22. No moving vehicles are allowed on the property after the opening of the fair. This will include golf carts, ATVs, cars, trucks and the like unless prior approval has been given by the GM. **No** moving vehicles are permitted in the food court after opening. Absolutely **no** moving vehicles are permitted on the midway at **any** time (open or closed).
23. The confirmed dates/times have been granted via a Chesterfield County permit and no other rain dates have/will be approved. Until notified, all leased spaces will remain open unless the GM/CCFA President/Chesterfield County Risk Management officials determine that the conditions are not safe. It is strongly suggested that all vendors come prepared with suitable materials (tarps, roping, extension cords, etc.) to protect their merchandise and supply their own generators* in case of a power outage.
*Generators **must** be of the quiet type so as not to disturb their neighboring vendors/public. All Exhaust must **not** infringe upon any other vendor/space.
24. **No alcohol, drugs, firearms, or animals are permitted on the fairgrounds (including campground area and parking lots). Animals are allowed in the campground area with the appropriate paperwork and permission.**
25. Applications, when received and accepted by the GM/IVM are a commitment to show up and participate! Please consider your cancelled check as acceptance into the Chesterfield County Fair. **No refunds** will be made for cancellations after notification of such acceptance due to inclement weather as this is a rain or shine event.
26. 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 only. Price will be posted.
27. Check-in dates for all vendors will start on Wednesday, Aug. 23 at 9 a.m. You **must** obtain special permission to check-in on an earlier date. The Exhibition Building will close on Aug. 23 at 6:45 p.m. for the vendor meeting (7 p.m. in the dining pavilion). All offices will open at 8 a.m. on Friday, Aug. 25 (opening day).
28. The GM's and IVM's offices, and the fair office will be open daily at 9 a.m. for assistance (unless otherwise noted).

General Information

LIKE US ON FACEBOOK, share our posts and create your own!

2023 Chesterfield County Fair Dates: Aug. 25th – September 2nd

Weekdays: 5 - 11 p.m. – Except for Friday, Sept. 1st, 11 a.m. - 11 p.m. (No School for Chesterfield County that day)

Saturdays: 11 a.m. - 11 p.m.

Sunday: 11 a.m. - 11 p.m.

HOST HOTEL: TBD (please check website)

All monies are to be paid to CCFA. To pay via credit card (will incur a 3% convenience fee), please contact (for outdoor), Brenda White Vaughn or (for indoor) Carey Allen.

General Manager Info:

Brenda White Vaughn

804-586-1028

generalmanager@chesterfieldcountyfair.org

Indoor Vendor Manager Info:

Carey Allen

804-640-3510

indoorvendors@chesterfieldcountyfair.org

Campground Manager Info:

Ben Coe

571-643-2742

seniorgopher@gmail.com

The following pages are the actual application(s) and forms that need to be returned along with your fee. Please do not mail in the previous pages – just the completed forms and fees.

CHECK LIST

Indoor Vendor Space Rental Application	_____
\$100 cleaning deposit	_____
Electrical Service Information	_____
Campground Space Application	_____
Rules and Regulations Signed Agreement Form	_____
Copy of your COI (may be emailed)	_____
Fees made payable to CCFA	_____

Do **not** send in your paperwork for your business license or your temporary food permit. Those should go to the appropriate Chesterfield County Department as stated in this paperwork.

Indoor Vendor Space Rental Application

You may either pay by mail via check payable to CCFA or by credit card (will incur a 3% convenience fee) by calling Carey Allen at 804-640-3510. Please return all forms via Mail or in person.

This agreement will be a legal and binding contract between Chesterfield County Fair Association, Inc. and

Business Name: _____

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

This agreement is hereby made on this _____ day of _____ 20____

Vendor agrees to abide by all rules/regulations set forth by the Chesterfield County Fair and acknowledges that failure to do so can/will result in forfeiture of all spaces and monies. If all charges (including rental, electrical, campground, etc.) plus clean up deposit and required permits are not collected by Fair, then vendor will not be allowed to set up and any/all monies thus collected can/will be forfeited to Fair unless otherwise stated in writing by the GM. Should vendor default on this signed agreement for any cause, Fair will retain all monies/securities in its possession as liquidated damages and has the sole right or release of said rights, privileges, and facilities without notice to vendor. No part of this agreement can be assigned, sublet, or otherwise disposed of without written consent of the GM. It is understood and agreed upon by both parties that under no circumstances or conditions whatsoever will the County of Chesterfield, VA, a political subdivision of the Commonwealth of VA, be liable for any damage or injury to vendor's property or 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 and the Chesterfield County Fair, their agents, servants, officials, volunteers and employees from all claims, demands, suits, fees, liabilities, costs, actions, expenses and 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.

Vendor Signature: _____ Date: _____

Booth Choices: _____ 1st _____ 2nd _____ 3rd Fee: \$ _____

Electricity Needed? _____ Yes _____ No

Tables Needed @ \$5.00 Each: _____ Fee: \$ _____

Chairs Needed @ \$2.00 Each: _____ Fee: \$ _____

Campground: (form and fee must be included): _____ Fee: \$ _____

Total Amount/Fees Included: \$ _____

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**OFFICE USE ONLY:**

Assigned Space #: \_\_\_\_\_ Footage: \_\_\_\_\_

Form of Payment \_\_\_\_\_ Received on: \_\_\_\_\_

Deposit Check # \_\_\_\_\_ Returned? \_\_\_\_\_ Destroyed? \_\_\_\_\_ 2023 Deposit? \_\_\_\_\_

Electrical Required: \_\_\_\_\_ Campground? \_\_\_\_\_

Notes: \_\_\_\_\_

## Campground Space Rental Application

Campground space rental is \$40 per day **per** hook up. all vehicles must be registered for the campground area. If a vehicle is not registered, it can/will be towed at the owner's expense.

**You must use a separate form for each site that you occupy! You must check in with the campground manager prior to setting up your space! Do not assume that you will be assigned the same space as previous.**

### Stock trucks with electrical hook up: \$10 per day per location

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Of Campsites: RVs \_\_\_\_\_ Slide outs: \_\_\_\_\_ Tents: \_\_\_\_\_

Description Of RV: \_\_\_\_\_  
Year                      Make                                      Model                                      Length

State Of Registration: \_\_\_\_\_ License Number: \_\_\_\_\_

Tow Vehicle: \_\_\_\_\_  
Make                                      Model                                      State                                      License Number

Additional Vehicle: \_\_\_\_\_  
Make                                      Model                                      State                                      License Number

Needs: Water \_\_\_\_\_ Electrical \_\_\_\_\_ Sewer \_\_\_\_\_

You are required to provide a list of each/every occupant who will be staying in your campsite and working with you for the duration of your stay. Also, if you have pets staying with you in the campground (they are not allowed on fairgrounds proper), a list is needed along with proof of current vaccine record(s). This should be submitted along with all paperwork.

Employees on site: please print on the back side of this form.

Pets:(description and current vaccine records attached): please print on the back side of form.

#### OFFICE USE ONLY:

Assigned Space(S): \_\_\_\_\_ For \_\_\_\_\_ Spaces.

Total Due: \$ \_\_\_\_\_

Form Of Payment: Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_

Payment Received On: \_\_\_\_\_ 20 \_\_\_\_\_

Campground Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules and Regulations Agreement

**All** outdoor **and** indoor vendors **must** sign and date this indicating that they have read, understand, and will adhere to the rules and regulations for the Chesterfield County Fair and that they understand and agree with all consequences should this not happen.

This signed agreement is to be returned along with your 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.

We will adhere to any/all COVID restrictions and regulations put forth by Chesterfield County, the Commonwealth of Virginia and/or the CDC. A complete list of these will be sent to all vendors later; but, **prior** to opening.

I have read and understand all the current Chesterfield County rules and regulations and agree to all stipulations within.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager, Brenda White Vaughn

\_\_\_\_\_  
Date

\_\_\_\_\_  
Indoor Vendor Manager, Carey Allen

\_\_\_\_\_  
Date