



*Chesterfield County Fair Association*

*10300 Courthouse Road*

*Chesterfield, VA 23832*

**August 27<sup>th</sup> thru September 4<sup>th</sup>, 2021**

**2021**

# **Chesterfield County Fair**

**10300 Courthouse Road**

**Chesterfield, VA 23832**

**Mailing Address**

**P.O. Box 801, Chesterfield, VA 23832**

**“Catch the Fun!”**

**August 27 – Sept. 4, 2021**

**Information Packet & Application for Outdoor Vendors and**

**Food Concessionaires**

**Please Read Carefully**

**Brenda White, General Manager**

[generalmanager@chesterfieldcountyfair.org](mailto:generalmanager@chesterfieldcountyfair.org)

**804-586-1028**

Virginia Association of Fairs

International Association of Fairs & Expos ~~~~~ National Independent Concessionaires

Chester Business Association ~~~~~ Chesterfield Chamber of Commerce

## TO ALL OUTSIDE VENDORS AND FOOD CONCESSIONAIRES

Welcome to the 2021 Chesterfield County Fair! Thank you so very much for your interest this year. We so appreciate all of 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  
Campground Information/Parking Information  
Information Concerning your Chesterfield County Business License  
Information concerning your Temporary Restaurant Permit (food vendors)  
Exhibitor Passes & How to Purchase Additional Passes  
Stock Truck Parking Information  
Check-In Information  
Contact Information  
General Rules & 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 & regulations as you will be required to sign a copy stating so upon check-in. Please be aware that ALL rules & regulations will be enforced.

### APPLICATION PROCESS

Complete ALL fields on the application & return it via USPS, include your **TOTAL** payment in full PLUS a **SEPA-RATE \$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 & any other trash.

Please note the application dates & the fees associated with them. The early bird price is for those who pay on or before June 1, 2021. NO space is guaranteed until payment is made in full.

There will be a vendor's meeting (optional) on Wednesday, August 25, 2021 at 7:00 p.m. in the Dining Pavilion (across from the Exhibition Building). It is strongly encouraged & suggested that you plan on attending this meeting as it will offer you the opportunity to ask any questions & gain information about the 2021 fair. There will also be county officials there to assist you with your business license & food permit.

ALL checks are made payable to Chesterfield County Fair (CCFA).

ALL mail for outdoor vendors & food concessionaires goes to:

**Brenda White, General Manager**  
**Chesterfield County Fair**  
**P.O. Box 801**  
**Chesterfield, VA 23832**

## OUTSIDE VENDORS & FOOD CONCESSIONAIRES

ALL outside spaces are available at a pre-fixed price in 10' increments. \*\*Special consideration can be made for additional 5' increments but there is a 10' minimum space size. The space will be calculated on the greatest length of the stand that you are operating, including side awnings, trailer tongues, etc. All structures must meet the State of Virginia & the Chesterfield County building, electrical, fire & health code & requirements. Failure to do so may/will cause a forfeiture of your space until everything is up to code & approved.

### OUTDOOR SPACE RENTAL

ON OR BEFORE JULY 1, 2021:	JULY 2-30:	AFTER AUGUST 1:
10 ft.: \$550	\$650	\$750
20 ft.: \$1100	\$1300	\$1500
30 ft.: \$1650	\$1950	\$2250

\*\*Please call for pricing for other sizes

ALL outside vendors are responsible for providing their own electrical cable/extension cords (those with adequate length and power) for power to reach the electrical poles located at the Fairgrounds. IF power cord extends across ANY walkway, vendor is responsible for providing a heavy, skid-proof protective mat/cover to ensure the safety of pedestrians.

ALL food vendors **MUST** provide the fire extinguisher required by fire officials. Failure to do so WILL result in you not being allowed to operate your booth until this is complied. \*\*SEE separate page for fire safety regulations for complete details.

ALL vendors are responsible for having the tent/trailer/means of operation 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.

NO vendor will be allowed to set up until FULL payment and Certificate of Insurance\* (complete details below) are received.

### CHECK IN INFORMATION

You are required to check IN upon arrival and check OUT upon departure at the General Manager's office, located to the left side of Gate 3. \*You must enter thru Gate 4 with any vehicles. Please make sure that you have made a copy of your application & any other paperwork with you upon check-in. Friday, August 27. DO NOT automatically expect/think 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 & that of others.

### EXHIBITOR and VENDOR PASSES

For each ten (10) feet of contracted, purchased space – vendor shall receive TWO (2) Exhibitor's Passes. These are good for each day of the fair & must be presented at the Vendor Gate #3 daily for admittance. These will not be replaced if lost. Vendor will also receive five (5) one-day passes to be used for your employees (per 10' of space). These will be distributed upon check-in with the General Manager. You may also purchase up to TWENTY (20) additional one-day adult passes for your workers at the discounted price of \$7.00 (reg. \$10) UP UNTIL NOON of opening day, Friday, August 27. NO child passes may be purchased. Passes are for workers only & anyone caught abusing this can/may be asked to vacate the premises, thus forfeiting all monies thus paid.

### 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 General Manager PRIOR to setting up. They may be mailed/emailed prior. COIs are NOT OPTIONAL except for special approval from the Chesterfield County Risk Management Department. If you are under the umbrella of another company, you must notify the General Manager prior to setting up & you must present a copy of such COI. If you will not be receiving your 2021 COI until a later date than when your paperwork is submitted, please notify the General Manager.

## PARKING

Parking is across the street at L.C. Bird High School 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 shall be subject to towing at their own expense.

## STOCK TRUCK PARKING

A fee of \$10 per day per stock truck shall be assessed. This should be included on your application and fees. If added electrical services are needed, added fees may/will be charged by the electrician.

## CAMPING INFORMATION

Camping space(s) with water, sewer & electrical service will be \$40 per day for EACH day that you occupy the campgrounds, including before, during and after the conclusion of the fair. Your contact will be Ben Coe. He may 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 & 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. The campground application may be found at the end of this information.

## 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. Almost anyone who SELLS merchandise at the fair must have such. Anyone who is only displaying goods or services (but NOT selling anything), will not need such. 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/food AND you currently hold a business license, you will NOT need to get this – as long as 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 & to obtain a license application, please visit <http://www.chesterfield.gov>, call 804/748-1281 or see the application at the end of this packet.. Your license must be displayed during the fair at all times. **DO NOT MAIL THIS APPLICATION TO THE FAIR!**

## TEMPORARY FOOD/RESTAURANT PERMIT INFORMATION

Such permits are needed AT LEAST 10 days in advance from the VA Dept. of Health, Chesterfield Health District. Questions and over phone payments can be processed at 804/748-1610, ext. 1. Please contact them for the required paperwork. The fax number is 804/717-6106. The Environmental Health Supervisor is Dennis J. O'Connor, 804/748-1696. You MUST send a COPY of your permit application along with your vendor application to the General Manager, including ALL food and drink that you are requesting to sell. Please note that you may not be allowed/able to sell everything on your list; and would be notified.

## CHESTERFIELD COUNTY FIRE SAFETY REGULATIONS PER THE OFFICE OF CHESTERFIELD COUNTY FIRE & EMS

Chesterfield, with regards to fire safety, is regulated by the County Fire Prevention Code. All activities within Chesterfield County shall abide by these regulations. Some of the more common questions or problems that have arisen in past years are addressed in the excerpts from the codes on this sheet. Fire & Life Safety Division personnel will make inspections prior to & during activities to ensure compliance with the fire code. If you have questions prior to the event, please contact the Fire & Life Safety Division office at 804/748-1426.

The erection & construction of tents & air-supported structures shall be governed by the Uniform Statewide Building Code. A building permit is required for the erection of a tent greater than 900 square feet. Contact the Building Inspection Office at 804/748-1058 or 1057.

## LIQUID FUEL VEHICLES AND EQUIPMENT:

- Not more than one gallon of fuel will be allowed in the fuel tank while vehicles are housed inside buildings/tents.
- The fuel tank(s) shall be sealed w/a locking type cap or securely taped closed.

- The battery/electrical source shall be disconnected & the wires to such shall be taped/remotely located so as not to accidentally make contact with the electrical source. Both positive & negative cables of all batteries on vehicles & equipment shall be disconnected & secured.
- No LPG fueled vehicles or equipment will be displayed inside the buildings or tents.

**COMBUSTIBLE MATERIALS:** Hay, straw, shavings or similar combustible materials shall not be allowed within any tent or air supported structure used for public assembly other than what is necessary for the daily feeding/care of animals. Sawdust/shavings may be used for a public performance or exhibit when kept damp. Combustible materials shall not be permitted under stands or seats at any time. The area within & adjacent to the tent or air-supported structure, shall be maintained clear of all flammable material or vegetation which will create a fire hazard within a distance of 20 feet (6.10m) from the structure. All combustible trash shall be regularly (daily) removed from the structure during the period that the structure is used by the public.

**SPOT LIGHTING:** Spot or effect lighting shall be powered by electricity only & all combustible construction within six feet (1.83m) of such equipment shall be protected with approved noncombustible insulation no less than ¼ inch thick (6mm).

**SAFETY FILM:** Tents/air-supported structures shall not be used for the display of motion pictures unless safety film is used.

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

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

**STORAGE & USE OF CYLINDERS:** All compressed gas cylinder (as defined by the Fire Prevention Code) in storage or in service shall 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 & 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 EXTINGUISHERS** be installed in conjunction with TYPE 1 Grease exhaust hoods be installed in food concession trailers that prepare foods that produce grease laden vapors at any location in Chesterfield County. The fire suppression systems shall have valid inspection by a qualified individual.

**COOKING UNDER OPEN WALLED TEMPORARY TENTS:**

- Tents where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.
- Tent walls shall not be deployed or used while cooking under a tent.
- Combustible materials not in use such as extra supplies for food handling shall 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 & mounted outside of the concession stand.
- Flame resistance of the tents shall be documented in accordance with the provisions of the VA Statewide Fire Prevention Code and NFPA 701. Documentation shall be retained onsite and available for review by the representatives of the Fire Marshall's office.

**PLEASE NOTE: THESE ARE RULES & REGULATIONS SPECIFIED BY THE FIRE MARSHALL'S OFFICE AND ARE NOT OPTIONAL FOR VENDORS. FAILURE TO COMPLY = NO SET UP, NO OPERATION!**

**2021 RULES & REGULATIONS – CHESTERFIELD COUNTY FAIR**

Please read carefully as you will be required to sign that you have read, understand & agree to comply to the below upon check-in at the 2020 Chesterfield County Fair.

1. The rights & privileges granted by the fair in the contract are only those stated here; no part of which shall 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 may/will result in termination of contract & 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 passage ways, 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 shall conform to & be operated in compliance with requirements of the fair, Chesterfield County, Health Department, Building Officials & 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 & privileges granted by the fair & 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 shall, at the expiration of the contract term, be returned by vendor in the same condition as issued. Any/all parts of the buildings, stand(s), equipment/supplies belonging to & used by the vendor during the time of this contract & not removed from the fairgrounds by **8:00 p.m. MONDAY**, following the closing date of the fair, shall revert to & 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 & worker's compensation insurance with limits, coverage & carrier's satisfactory to the Chesterfield County Risk Management. **BOTH** Chesterfield County Fair **AND** the County of Chesterfield shall be named as added insureds on the general liability policy (COI).
8. Fair management, or any representative of the County of Chesterfield, shall have access to the leased premises & to the structures thereon at all times.
9. A **SEPARATE** \$100 cleaning deposit for **EACH** 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 11:00 pm (closing time or a designated earlier time approved either by the GM or the Indoor Vendor Sales 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 & set to the front of your leased space. **DO NOT LEAVE USED OIL!!!** Anyone doing such **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 Sales Manager (IVSM), located to the right of Gate 3. **No space can be occupied until FULL payment of all fees is received.** Bring & keep a copy of your contract with you to the fair. The GM/IVSM reserve the right to accept only payment in the form of cash/money order made out to CCFA.
11. Any space assigned but not set up & ready for business by 12:00 **NOON** on opening day of the fair may/will be cancelled, with all fees previously paid for – forfeited as liquidated damages.
12. **INDOOR** booth space should be attended & maintained daily – **NO STILL DISPLAYS** (unmanned) unless approval by the GM and the IVSM. Indoor booths shall remain open & presentable until 10:00 pm nightly. Indoor vendors will be required to vacate the Exhibition Building at 10:00 pm nightly. Same space rental contracts may not be cancelled by vendor without the written notification & such **MUST** be in the hands of the GM/IVSM no

later than August 1, 2021. Refunds on cancelled space(s) will NOT be made unless the above provisions are met. No refunds after August 1, unless approved by GM and IVSM.

13. All exhibitors must keep the leased space, plus the area immediately surrounding them, in a clean & sanitary condition at ALL times, removing any trash & 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 containers for used cooking oil. Any vendor found abusing this or placing the wrong oil in the wrong container will be subject to removal/fined.**
14. Vendors and their hired personnel must be clean & neatly attired & must present themselves at all times as a representative of their company & 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.
15. Fire extinguishers are required by all outside vendors. \*See attached fire/safety info in this packet.
16. The Exhibition Building will be open to vendors ninety (90) minutes prior to opening time with the exception of opening day.
17. 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.
18. 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.
19. Parking within the inner fence of the fairgrounds is prohibited. All trucks/motorized vehicles must complete their deliveries thru GATE 4 & be out of the interior fairgrounds NO LATER than 3:30 weekdays & by 9:30 am on Saturdays and by 9:30 am on Sunday. **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 & impounded. Parking (other than campground parking) is across the street at L.C. Bird High School OR in the back lot of the fairgrounds (not the horse arena area). NO EXCEPTIONS!
20. The GM reserves the right to assign parking spaces for any/all vehicles.
21. Stock trucks may be parked on the fairgrounds near/close to your concession stand for an additional fee. The GM will assign the space & the truck must remain parked for the duration of the fair. Stock trucks are also subject to any/all electrical service fees.
22. Any/all persons/companies who conduct prize drawings MUST submit to the GM, prior to 11:00 pm closing night, a written statement that contains a list of all names, addresses, phone numbers & what prize was/will be awarded/delivered to each winner.
23. No moving vehicles are allowed on the property after the opening of the fair. This shall 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).
24. The confirmed dates/times have been granted via a Chesterfield County permit & 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 & 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.
25. **No alcohol, drugs, firearms or animals are permitted on the fairgrounds (including campground area & parking lots). Animals are allowed in the campground area with the appropriate paperwork & permission.**
26. Applications, when received & accepted by the GM are a commitment to SHOW UP & 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.
27. 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.
28. Check in dates for ALL vendors will start on Wednesday, August 25 at 9:00 a.m. You MUST obtain special permission to check in on an earlier date. The Exhibition Building will close on Aug. 25 at 8 p.m. and will close on Aug. 26 at 6:45 pm. ALL offices will open at 8:00 a.m. on Friday, August 27 (opening day).
29. The GM's and IVSM's offices, and the fair office will be open daily at 9:00 a.m. for assistance (unless otherwise noted).

#### **GENERAL INFORMATION:**

Physical Address: 10300 Courthouse Road, Chesterfield, VA 23832

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

General Fair Info: 804/768-1555

**General Manager Info:**

Brenda White  
804/586-1028

[generalmanager@chesterfieldcountyfair.org](mailto:generalmanager@chesterfieldcountyfair.org)

**Indoor Vendor Sales Mgr. Info:**

Tammy Ridout  
804/539-5764

[ccfaindoorvendor@gmail.com](mailto:ccfaindoorvendor@gmail.com)

**Campground Info:**

Ben Coe  
571/643-2742

[seniorgopher@gmail.com](mailto:seniorgopher@gmail.com)

**2020 Chesterfield County Fair Dates: August 27 – September 4**

**Monday thru Friday – 5:00 pm til 11:00 p.m.**


**Saturdays – 11:00 a.m. til 11:00 p.m.**

**Sunday: 11:00 a.m. til 11:00 p.m.**

**HOST HOTEL: TBD (please check back @ website)**

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

-  Outdoor Vendor Space Rental Application \_\_\_\_\_
- SEPARATE \$100 cleaning deposit per space \_\_\_\_\_
- Electrical Service Information \_\_\_\_\_
- Campground Space Application \_\_\_\_\_
- Rules & Regulations Signed Agreement Form \_\_\_\_\_
- COPY of your temp health permit w/food/  
Drink listed \_\_\_\_\_
- 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.

**OUTDOOR VENDOR SPACE RENTAL APPLICATION – PLEASE PRINT**

**YOU MAY EITHER PAY VIA CHECK PAYABLE TO CCFA (VIA USPS) OR BY CREDIT CARD BY CALLING BRENDA WHITE @ 804/586-1028.**

**This agreement shall be a legal & 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 & acknowledges that failure to do so can/will result in forfeiture of all spaces & monies. If all charges (including rental, electrical, campground, etc.) plus clean up deposit & required permits are not collected by Fair, then vendor will NOT be allowed to set up & 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 shall retain all monies/securities in its possession as liquidated damages & has the sole right or release os said rights, privileges & 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 & agreed upon by both parties that under no circumstances or conditions whatsoever shall 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 & hold harmless Chesterfield County & the Chesterfield County Fair, their agents, servants, officials, volunteers & employees from all claims, demands, suits, fees, liabilities, costs, 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.

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPACE LENGTH: \_\_\_\_\_ SPACE DEPTH: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

ELECTRICAL: (FORM AND FEE MUST BE INCLUDED): FEE: \$ \_\_\_\_\_

CAMPGROUND: (FORM AND FEE MUST BE INCLUDED): FEE: \$ \_\_\_\_\_

STOCK TRUCK W/ELECTRICAL (FORM AND FEE MUST BE INCLUDED): FEE: \$ \_\_\_\_\_

TOTAL AMOUNT/FEEES INCLUDED: \$ \_\_\_\_\_

**Please return ALL forms via Mail or in person  
OFFICE USE ONLY:**

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

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

Deposit Check # \_\_\_\_\_ Returned? \_\_\_\_\_ Destroyed? \_\_\_\_\_ 2021 Deposit? \_\_\_\_\_

Electrical Required: \_\_\_\_\_ Campground? \_\_\_\_\_ Stock Truck? \_\_\_\_\_

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

**ELECTRICAL SERVICE INFO/APPLICATION**

The following electrical service charges will be effective at the Chesterfield County Fair. Please designate which service/hookup(s) you will need PER LOCATION to conduct your business effectively & efficiently. **Please use a SEPARATE FORM per location & return ALL forms with your paperwork/fees.**

The Fair will have electrical personnel on hand that will hook up your equipment to the designated electrical pole(s). It is your responsibility to provide any/all cable/extension cords/mats to cover cords. Any cords crossing walking pathways MUST be covered by a mat to prevent tripping. Failure to do so will result in an additional electrical labor & 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 = \$25 x \_\_\_\_\_ location =\$ \_\_\_\_\_**  
Stock Truck @ \$ 10 per location per day = \$10 x \_\_\_\_\_ days = \$ \_\_\_\_\_

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 a \$35 per check fee.

**CAMPGROUND SPACE RENTAL APPLICATION – PLEASE PRINT!**

Campground space rental is \$40.00 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 SUPERVISOR 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 \_\_\_\_\_ SLIDEOUTS: \_\_\_\_\_ 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: WA-  
TER \_\_\_\_\_ ELECTIRCAL \_\_\_\_\_ SEWER \_\_\_\_\_

You are required to provide a list of each/every occupant who will be staying in your campsite & working with you for the duration of your stay. Also, if you have pets staying with you in the CAMPGROUND (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 & current vaccine records attached): PLEASE PRINT ON THE BACK SIDE OF FORM.

<b>OFFICE USE ONLY:</b>	
Assigned Space: _____ for _____ Spaces.	TOTAL DUE: \$ _____
Form of Payment: Check # _____ Cash _____ CC _____	
Payment Received on: _____	20 _____
CAMPGROUND SUPERVISOR SIGNATURE: _____	DATE: _____
APPROVED: _____	DATE: _____

## Rules & Regulations Agreement

**ALL outdoor AND indoor vendors MUST sign and date this indicating that they have read, understand and will adhere to the aforementioned rules and regulations for the Chesterfield County Fair and that they understand are in agreement with any/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 Sales Manager.**

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

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

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Vendor Signature

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Date

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General Manager

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Date

Brenda White

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Indoor Vendor Sales Manager

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Date

Tammy Ridout

# Temporary Food Establishment Application

 <p><b>VDH</b> VIRGINIA DEPARTMENT OF HEALTH <i>Protecting You and Your Environment</i></p>	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.</p>	
<input type="checkbox"/> \$40.00	<b>Temporary Food Establishment Application Fee</b>	
<input type="checkbox"/> \$0.00	<b>Temporary Food Establishment application fee for churches, fraternal, school and social organizations, and volunteer fire departments and rescue squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i>.</b>	
<input type="checkbox"/> \$0.00	<b>Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.</b>	
<input type="checkbox"/> \$0.00	<b>Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.</b>	

<p><b><u>Event Information</u></b></p> <p>Event Name: _____</p> <p>Event Coordinator/Phone Number/Email Address: _____</p> <p>Event Location Address and Phone Number: _____</p> <p>Dates of Event: _____ To _____ Rain Dates: _____ To _____</p> <p><b><u>Vendor Information</u></b></p> <p>Vendor Business Name (include any trade, fictitious or "doing business as" names): _____</p> <p>Name of Owner: _____</p> <p>Booth Name (if different from vendor name): _____</p> <p>Vendor Address: _____</p> <p>Vendor Phone Number/Email Address: _____</p> <p>Onsite Person Name and Contact Email and Cell Phone: _____</p> <p>Set-up Date and Time: _____</p> <p>Dates of Operation: _____</p>	
<p><b>For Office Use Only</b></p>	<p><b>Approved by:</b></p>
<p><b>Signature:</b></p>	<p><b>Date:</b></p>

**Food Preparation and Menu**

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41 <sup>0</sup> F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135 <sup>0</sup> F or above)
<i>Sausage</i>	<i>Raw, On-site</i>	<i>Cold/on ice</i>	<i>Ice Chest</i>	<i>Grill, 175<sup>0</sup>F</i>	<i>Steam Table</i>
For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.					
Permitted Food Establishment Name:			Name of Owner/Operator:		
Food Establishment's Physical Address:			Owner/Operator Phone Number:		
Signature of Permit Holder:			Permit Number:		Date:

## Temporary Food Establishment Construction

<b>Overhead Covering</b>	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
<b>Floor:</b>	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
<b>Walls(if applicable):</b>	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:

<b>Water Source</b> <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Wastewater Disposal (provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Disposal Method:
<b>Utensils and Equipment (check all that apply):</b> <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils	<b>Handwashing Facilities(provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator
<b>Type of Utensil Washing Setup:</b> <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink(if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment	<b>Type of Handwashing Facilities</b> <input type="checkbox"/> Self-contained portable unit(with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket
<b>Utensil sanitizer to be used:</b> <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____	<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>

<b>Food Storage or Display Equipment:</b> Identify all holding equipment (hot/cold) that will be used:	<b>Cooking Equipment:</b> Identify all cooking equipment that will be used:
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<b>Toilet Facilities for Food Employees:</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):	<b>Electrical Supply:</b> <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available
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<b>Food Transportation:</b> Identify how food will be transported to events:	<b>Refuse Removal(provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):
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I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_