



2025

Chesterfield County Fair

Outdoor Vendors and Concessionaires

Information Packet and Application

“Catch the Fun!”

Aug. 22 - Aug. 30, 2025

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.

Contents

Welcome	5
Contact Information	5
General Manager	5
Indoor Vendor Manager	5
Campground Manager	5
Fair Dates and Hours	5
Accommodations	5
Host Hotel Information	5
Campground Information	6
Check List for Vendors	7
Application Process	8
2025 Rules and Regulations	6
General Rules and Regulations with Compliance Agreement	11
Outside Vendors and Food Concessionaires	11
Outside Space Rental Fees	11
Certificate of Insurance (COI) Information	12
Parking	12
Check In Information	12
Exhibitor and Vendor Passes	13
Chesterfield County Business License Information	13
Chesterfield County Temporary Food/Restaurant Permit Info	14
Fire Marshal Regulations	14
Campground Space Rental Application	16
Stock Truck Parking Application	17
Chesterfield County Fair Outdoor Vendor Application	18
Electrical Service Application	20
Rules and Regulations Agreement	21

Welcome

To all Outside Vendors and Food Concessionaires please read all information to be informed of all changes!

Welcome to the 2025 Chesterfield County Fair, where we are celebrating 114 years of fun! Thank you so very much for your interest. We so appreciate all our loyal, long-time returning vendors and our new vendors as well who will help to make our fair a rousing success!

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

August 22 - August 30, 2025

Mon. – Fri.	5 p.m. - 11 p.m.
Friday, Aug. 29	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

Fairfield Inn by Marriott
12400 Redwater Creek Road
Chester, VA. 23831

804-778-7500

\$105 (plus tax) per night, includes breakfast Hotel link/special rate ends August 1

Use this link: [Book your group rate for Chesterfield County Fair](#)

Start Date: Friday, Aug. 15, 2025

End Date: Monday, Sept. 01, 2025

If you have questions or need help with the link, please do not hesitate to call. We appreciate your business and look forward to a successful event.

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.
- If you have a stock truck to be placed in the campground area, please refer to [page 18 - Stock Truck Parking Application](#).
- You are advised to bring heavy duty electrical cords for the campground, electrical poles that may not be close enough for your needs.
- No loud music/noise/partying after the fair closes, 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. There will be signs posted as to whom has which site, the same spaces are not guaranteed year to year.

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 (may be emailed) by August 1 _____
- Vendor Rules and Regulations Agreement Form - signed _____
- Other- Please list below: _____

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.**

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.

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, 2025. **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

2025 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 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. 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 as 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 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.

9. Vendor agrees to furnish, by **August 1**, proof of general liability automobile insurance, and worker's compensation insurance with limits coverage, and carrier's satisfactory 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. 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 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. Vendor 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 a representative of their company and of the fair. Foul/suggestive language/clothing will not be tolerated and will be grounds for dismissal with no refunds of monies paid.
17. Fire extinguishers are required for all outside (food) vendors. [Refer to page 15 – 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 thru gate 4, to the left, of the fairgrounds. Helpers/ other indoor personnel may park at one of the school lots across the street from the fairgrounds. They will **only** be admitted thru 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 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 must remove said vehicles one hour prior to opening. Failure to do so will result in that vehicle being towed.
21. There is a change for all electrical services/hook ups for outside leased spaces. These **must** be done by the licensed, fair electrical company. This includes the campground area and all ground acts. [Refer to page 21 – Electrical Service Application.](#)
22. 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 of the fairgrounds no later than 4 p.m. 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 specified 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 parking on the fairgrounds near/close to your leased space for an additional fee. Refer to [page 18 - 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). **No** moving vehicles are permitted 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 strongly suggested that vendors come prepared with suitable materials (tarps, roping, extension cords, etc.) to protect their merchandise. Any generator (outside only) **must** be of the quiet type 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 with the appropriate paperwork and permission. 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. 19 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. 20 at 6:45 p.m. for the vendor meeting (7 p.m. at the dining pavilion). **You are strongly encouraged to attend this meeting!** All offices will open Friday, Aug. 22 at 8 a.m. (opening day).
32. The GM and IVM's offices along with the fair office will be open daily at 9 a.m. for assistance (unless otherwise noted).
33. A \$35 fee will be assessed for any returned check.

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 made 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 15 – 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	July 1 - 31	After August 1
10 ft.:	\$ 550.00	\$ 650.00	\$ 750.00
20 ft.:	\$1100.00	\$ 1300.00	\$ 1500.00
30 ft.:	\$1650.00	\$ 1950.00	\$ 2250.00

Please email for pricing on other sizes.

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 August 1 (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 August 1, 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 set up and replenishing your space(s). You must remove your vehicle no later than one hour prior to opening. Gate 4 will close weekdays at 4:30 p.m. and 10:30 a.m. weekends plus the last Friday of the fair except for those having specified parking passes. Those arriving past this time (without a parking pass) will 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 expect 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 thru 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 office or do not block the entrance to the exhibition building.

- 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 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 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 for 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 **all** food/drink that you are requesting to sell.
- Please note that you may not be allowed to sell everything on your list and would be notified in advance.

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 VGGGA 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

Campground Space Rental Application

Campground spaces are \$50/day per hook up. All vehicles must be registered for this area. Any non-registered, will be towed at the owner's expense. **A separate form is required for each site that you occupy!** You must check in with the campground manager prior to setting up. Do not assume you will be assigned the same previous location(s).

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: _____

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: _____

Stock Truck info:

Make/Model	Year	License #
------------	------	-----------

Electricity required? _____ Voltage/Amps needed _____

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

This is for: Campground? _____ Vendor Space? _____

Office Use Only:

Approved by: _____ Date _____

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: _____

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 a \$35 per check fee.



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 these 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 negating 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**