



Chesterfield County Fair Association

*10300 Courthouse Road
Chesterfield, VA 23832*

2024 Chesterfield County Fair

“Catch the Fun!”

Aug. 23 – Aug. 31, 2024

**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

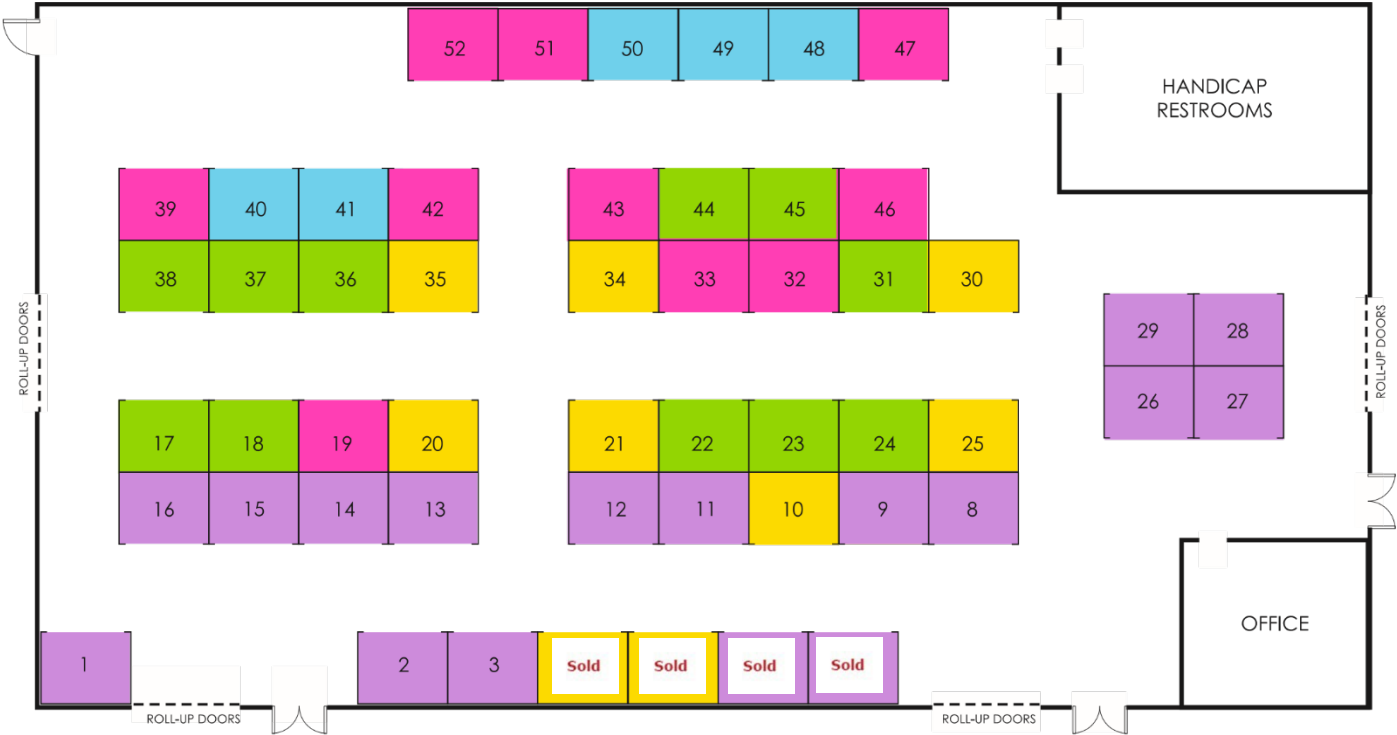
**Carey Allen, Indoor Vendor Manager (IVM),
indoorvendors@chesterfieldcountyfair.org, 804-640-3510**

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

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 2024 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)
- Information Concerning your Chesterfield County Business License
- Information Concerning your Temporary Restaurant Permit (food vendors)
- Exhibitor Passes and How to Purchase Additional Passes
- Check-In Information
- Contact Information
- General Rules and Regulations with Compliance Agreement
- Vendor Meeting (Optional)
- How to Make Your Payment (check or credit card)

To apply for a booth at the fair:

- Fill out all fields on the application.
- Mail the completed application via USPS.
- Include the full payment along with a separate \$100 non-refundable check to reserve your spot (deducted from the total booth cost).
- Take note of application dates and associated fees:
- Early bird pricing is available until July 1, 2024.
- Attend the optional vendor's meeting on Aug. 21, 2024, at 7 p.m. in the Dining Pavilion for information and assistance with licenses and permits.
- Make checks payable to Chesterfield County Fair (CCFA).

For credit card payments (with a convenience fee), contact Carey Allen, Indoor Vendor Manager, at indoorvendors@chesterfieldfair.org or by USPS 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 July 1, 2024. After that, fees will raise by \$25.**

Vendor Guidelines:

- Bring your own (small) floor fans and electrical cords, as they are not provided. Ensure cords are covered with a heavy-duty mat to prevent harm/damage; non-compliance may result in removal.
- Choose to bring your own table and chairs or rent them at a nominal charge. Do not hang items from the standing pipe and drape. Canopies must stay within the assigned vendor space, and no balloons are allowed inside the building.
- All structures must meet VA and Chesterfield County codes, including building, electrical, fire, and health requirements. Non-compliance may result in space forfeiture until approval is granted by the IVM/GM. Continued non-compliance may lead to the forfeiture of all funds with no refund.
- No vendor may set up without submitting deposit checks, fees, and a Certificate of Insurance (COI) to the IVM.

Certificate Of Insurance Information

- All vendors must provide a current Certificate of Insurance (COI) listing the Chesterfield County Fair and the County of Chesterfield as additional insureds. Submit the COI to the IVM by August 1st, either through mail or email in advance.
- COIs are mandatory unless special approval is granted by the Chesterfield County Risk Management Department. If operating under another company's umbrella, inform the IVM in advance and provide a copy of the relevant COI. If your 2024 COI will be delayed, notify the IVM when submitting your paperwork.

Indoor Vendor Check-in Information

1. Set up is only permitted upon full payment and receipt of your Certificate of Insurance (COI).
2. Check in and out at the Indoor Vendor Manager's (IVM) office located to the right side of Gate 3. Remember to bring a copy of your application and any paperwork during check-in on Wed., Aug. 21 (9 a.m. - 5:45 p.m.), Thurs., Aug. 22 (9 a.m. - 9 p.m.), and Fri., Aug. 23 (8 a.m. - noon). Note that your location may change, and moving signage with space numbers is not allowed. Violations may lead to eviction and loss of fees.
3. Enter through Gate 4 with your vehicle, unload after registration, and then relocate your vehicle. This ensures space for other vendors to unload before setting up. Transportation will be provided to and from the indoor vendor lot (parking lot that the cell tower is located)

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 scanned at Vendor Gate 3 daily for admittance. These will not be replaced if lost.
- Vendors will also receive five one-day passes to be used by 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 \$8 (reg. \$12) **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. All passes must be scanned at the gate.

Chesterfield County Business License Information

- **Vendors intending to sell at the Chesterfield County Fair may need a business license, as per the Office of the Commissioner of Revenue. Those solely displaying goods or services without selling are exempt.**
- **Most vendors require an Itinerant Merchant License with a special "County Event" rate. If you already hold a business license for a Chesterfield County retail location and your fair earnings are included in reported gross receipts, no additional license is needed. Some vendors may require a different 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.**

2024- 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 2024 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 the 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 the vendor will, at the expiration of the contract term, be returned by the 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. The 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 the opening day of the fair will be cancelled, with all fees previously paid for being 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, 2024. 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. Vendors must **not** throw any refuse or empty any water/other fluids on the ground. **Used oil must be placed in proper disposal containers that are provided by the fair. There is a separate disposal located by Beach Grange 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 through Gate 3 – no exceptions! You must have your Exhibitor Pass/Vendor Pass for entry. All vehicles must enter through 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 through 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 the 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! All indoor vendors to park in lot that the cell phone town is located.**
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 GM and must present current insurance. **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, including any or all recreational 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 through the fair office located inside of the Exhibition Building. Please come to the side window for assistance. Price will be posted.
27. Check-in dates for all vendors will start on Wednesday, Aug. 21 at 9 a.m. You **must** obtain special permission to check-in on an earlier date. The Exhibition Building will close on Aug. 21 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. 23 (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).

Any vendors interested in staying at the campground or taking advantage of the rates offered by our partner hotel (Fairfield Inn, by Marriott) \$105 per night should contact the indoor vendor manager for more information.

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_____

Vendors must comply with all rules and regulations of the Chesterfield County Fair. Failure to do so may result in the loss of spaces and payments. If the fair does not collect all charges and required fees, the vendor cannot set up, and any money collected may be forfeited unless otherwise stated by the General Manager in writing. If the vendor defaults on the agreement, the fair retains all collected funds as liquidated damages and has the right to release rights, privileges, and facilities without notice. The agreement cannot be assigned, sublet, or disposed of without the written consent of the General Manager. Both parties agree that the County of Chesterfield, VA, is not liable for any damage or injury caused by the vendor's negligence or illegal activities on the fairgrounds. The vendor agrees to indemnify and hold harmless Chesterfield County and the Chesterfield County Fair, their agents, officials, volunteers, and employees from any claims, expenses, or fees arising from the vendor's actions during the fair.

Vendor Signature: _____ Date: _____

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

Electricity Needed? _____ Yes _____ No

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

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

Total Amount/Fees Included: \$ _____

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**OFFICE USE ONLY:**

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

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

Deposit Check # \_\_\_\_\_ Returned? \_\_\_\_\_ Destroyed? \_\_\_\_\_ 2024 Deposit? \_\_\_\_\_

Electrical Required: \_\_\_\_\_

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

\_\_\_\_\_

**Vendors, both indoor and outdoor, must sign and date this agreement to confirm their understanding and commitment to abide by the rules and regulations of the Chesterfield County Fair. Submission of this signed agreement, along with your application(s) and fees, is mandatory before setting up. A detailed list of requirements will be provided before the fair opens. By signing, vendors acknowledge their agreement to adhere to all current rules and regulations of the Chesterfield County Fair.**

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

Date\_\_\_\_\_

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

Date\_\_\_\_\_

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

Date\_\_\_\_\_