

2017 Vendor Rules and Application

Department Contact: Tina Colvin

Home: (540) 948-6163 – Cell: (540) 727-5238

RULES

- a. All General Rules and Regulations of the Madison County Fair apply.
- b. Please take care to read all rules as some rules have changed. Pay close attention to the insurance section and requirements.

RIGHTS AND PRIVILEGES

- a. The rights and privileges granted by the Madison County Fair in the contract are only those stated here, no part of which shall be sublet, sold or transferred or assigned. Signs or advertising matter of any kind deemed objectionable by the Fair Board may be removed without liability for damage to the Fair.
- b. Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other. Further, in the sole discretion of the Madison County Fair Board, if the manner of operation of the vendor does not meet the requirements of this Agreement, or if vendor is in default of any terms of this Agreement, the Board may immediately terminate this Agreement.
- c. The Madison County Fair Board shall not be liable for any acts of vendor, its employees or agents in the performance of their duties.
- d. Personnel must be clean and neatly attired.
- e. No alcohol or drugs are permitted on the premises at any time.

BOOTH SPACE

- a. Spaces are available in two sizes: 10' x 10' or 10' x 20'. All spaces are outdoors. You are required to provide your own tables, electrical cords, canopies/tents, etc., and keep your space clean and free of trash at all times during the Fair. You are also required to clean your area before departure from the Fair Grounds on Saturday night. Trash receptacles are located throughout the Fair Grounds for your convenience.
- b. Booth pricing is \$200 for a 10' x 10' space or \$300 for a 10' x 20' space. To guarantee your booth, a non-refundable deposit of 1/2 the rental fee is due no later than May 26, 2017. The balance of the fee is due no later than June 23, 2017. There are NO EXCEPTIONS to the payment deadlines. If fees are not received by the required deadline, your space may be made available to another vendor. Booth availability is limited and is allocated on a first come, first serve basis.
- c. Once your space has been assigned, there will be NO changes or transfers. You may or may not be assigned the same location as last year. However, consideration will be given to requests.

SETUP

- a. The Madison County Fair begins on Wednesday, July 12th at 4:00 PM and ends Saturday, July 15th, 12:00 midnight. Booth setup may be completed during the following hours: Sunday (July 9th) 1:00 PM to 5:00 PM; Monday (July 10th) 8:00 AM to 5:00 PM; Tuesday (July 11th) 8:00 AM to 5:00 PM; and Wednesday (July 12th) 8:00 AM to 3:00 PM. Requests to setup outside of these hours MUST be approved by Tina Colvin. All spaces will be marked and identified with your business name by 1:00 PM on Sunday. All vendors must have completed setup and be available to conduct business by 3:00 PM on Wednesday, July 12th. In the event of an emergency, please contact Tina Colvin either at the Fair Grounds 540-948-7303 or at her home 540-948-6163. Absolutely NO vendor vehicles will be allowed through the gates for any

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reason during Fair hours. NO EXCEPTIONS. All vendors must vacate the Fair Grounds no later than 6:00 PM, Sunday, July 16, 2017.

- b. Per request of the Madison County Fair Board, all vendors should clearly post prices for merchandise. Failure to do so may result in your removal from the Grounds.
- c. All structures must meet with current building, electrical, sanitation, health, county, State, and Federal regulations. The Madison County Fair Board reserves the right to remove any items from display that do not comply. NO weapons (including toy) will be allowed on the Fair Grounds. This includes water pistols and toy knives.

HEALTH REGULATIONS (FOOD VENDORS ONLY)

- a. Vendors must be approved by the Health Department and receive a health permit. Food vendors will be required to submit Application for Temporary Restaurant Permit. You must apply through the Madison County Health Department, P.O. Box 67, Madison, VA 22727, or call 540-948-5481. All health forms must be received prior to the start of the Fair. The Health Inspector will be on the Fair Grounds on Wednesday (July 12th) to provide final approval for each vendor.

ELECTRIC

- a. All standard electrical equipment must meet health and safety requirements. Electricity is available (one 20 amp duplex receptacle) for an additional fee of \$100 per space for the week. This hookup and fee is for lights and operation of your booth only. NO vehicles, except those required to operate your booth, will be allowed in the vendor area once the gates have opened. Under NO circumstances will any vendor booth be allowed to hook directly into a power pole. All electricity must run from an extension cord to your designated outlet.

WATER

- a. Water hookup is available. If required, please indicate when completing the vendor application.

FIRE REGULATIONS

- a. All vendors are required to comply with the fire and safety regulations set forth by the Madison County Fire Department.

INSURANCE REQUIREMENTS

- a. The Madison County Fair Board requires proof of liability insurance coverage from all vendors. All vendors (food and non-food) must have coverage with a minimum of \$1,000,000 per occurrence for bodily injury and property damage. You must list Madison County Fair as an additional named insured on your policy. Vendors must provide the Fair Board proof of insurance along with your deposit to the Fair Board. Failure to provide the required documentation will result in loss of permission to setup and sell at the Fair. Proof of insurance coverage may be submitted in conjunction with the vendor application and deposit.

PARKING AND PASSES

- a. All vehicles must be removed from the vendor area by the time the gates open and parked in your designated area. All deliveries must be made no later than 1 hour before the gates open.
- b. Each vendor is reserved up to 2 weekly passes per booth for persons working the vendor booth. Please indicate the number of passes required when completing the vendor application. If passes required are not indicated on the application, passes may not be available at a later date.

ADDITIONAL INFORMATION

- a. For questions regarding the vendor rules or completing the Vendor Application, please contact Tina Colvin at 540-948-6163 or by email at tinacolvin@comcast.net

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2017 Vendor Application

Business Name: _____

Owner/Operator/Responsible Person: _____

Address: _____

Telephone #: _____ Alternate Telephone #: _____

Email Address: _____

Electric Hookup Required (*Check One*): Yes _____ No _____ Amps needed _____

Water Hookup Required (*Check One*): Yes _____ No _____

Booth Size Required (*Indicate # for each*): 10' x 10' _____ 20' x 10' _____

Will you be selling food (*Check One*)? Yes _____ No _____

Type of Concession Setup (*Check One*): Tent _____ Trailer _____

Passes Required (*maximum of 2*): _____

List all items you plan to sell at the Fair. Attach additional sheet, if needed. The Fair Board will notify you of approval and reserves the right to strike any items from the list that do not comply with our regulations:

I have read and agree to comply with the rules and regulations as set forth in the Vendor Rules and Application.

(Signature of Responsible Person)

(Date)

Please return completed Vendor Application, deposit, and proof of insurance to the following address. Application must be received no later than **May 26, 2017**. If approved, you will receive a confirmation email.

Madison County Fair
c/o Tina Colvin
217 Sandy Creek Dr., Brightwood, VA 22715

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