

**RICHMOND COUNTY FAIR ASSOCIATION, INC.**  
*"Serving the Northern Neck Region"*

**NON-FOOD COMMERCIAL VENDOR APPLICATION**

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**RATES:**

Outside (provide own cover), with electricity, 15' x 12' is \$175.

**EXHIBIT TIMES:**

Exhibitors will have the option to participate for all five days or any of the five. The fee is the same (no prorating). The Fair Board is stipulating the set-up and release times for your convenience and the safety of our guests. Following are the times for exhibits to be in place and the release times:

**Tuesday - in place by 5:30 p.m., Released at 11 p.m.**  
**Wednesday - in place by 5:30 p.m., Released at 11 p.m.**  
**Thursday - in place by 5:30 p.m., Released at 11 p.m.**  
**Friday - in place by 5:30 p.m., Released at 11 p.m.**  
**Saturday - in place by 9:30 a.m., Released at 11 p.m.**

**INFORMATION:**

1. The fairgrounds, located on Rt. 3 bypass, Warsaw (Community Park), will be open for set-up Tuesday, at 9 a.m. for setting up displays. We will open the gates at 6 p.m. on Tuesday.
2. The Richmond County Fair Association will have security available at all times but will not be responsible for items lost, stolen or any damage to your displays and/or goods. We would suggest that your booth be adequately staffed and securable.
3. The hours of the fair (vendors) are from 6 p.m. until 11 p.m. on Tuesday thru Friday, and on Saturday from 3:00 p.m. until 11:00 p.m.
4. Gate admission is \$3.00 per person. Each vendor will receive 5 free admission tickets.
5. There will be no parking in the display area during operating hours unless a part of the display.
6. There will be a \$50 fee on all returned checks.
7. If you have any special needs, please specify them on the form.

**RULES:**

A certificate of insurance for combined single limit of \$500,000 comprehensive general liability from an acceptable carrier, including products and completed operations, naming as additional insured the Richmond County Fair Assoc., Inc., its officers, directors and representatives, and the Richmond County Board of Supervisors, its members and employees, must be provided to the fair office one week before in order for the signed contract to be considered complete.

Said concession agrees to handle, display, sell or operate only such articles or devices as may be specified in this contract, and only upon the space and at the stand or booth assigned him; unless otherwise specified herein, or permitted by prior approval of fair management. The Fair Board of Directors reserves the right to restrict merchandise or activity being offered at any booth or at any other place on the Fair property. This is a family event and all efforts will be made to keep the overall atmosphere appropriate for such an audience.

For any damages or injuries that may be done to or suffered by said concessionaires, he or she, or they, shall have redress against the person or persons causing the damage or injury, and not against the Richmond County Fair Assoc., Inc. or the Richmond County Board of Supervisors, it being understood that the Richmond County Fair Assoc. Inc. guarantees nothing except what is expressly contained in this contract.

The concessionaire agrees hereby to hold harmless, to indemnify and to defend the Richmond County Fair Assoc., Inc., its officers, directors and representatives, and the Richmond County Board of Supervisors, its members and employees, from any and all claims, demands or lawsuits of any nature whatsoever made against them and arising out of preparation, setting up, installation, operation, taking down or removal of

concession by concessionaire or for any actions by concessionaires employees.

The Richmond County Fair Assoc., Inc. shall have the right to re-sell the assigned space if the concessionaire does not occupy same by the opening of the fair or a mutually agreed upon late arrival.

An economic impact study is being conducted this year. **Your participation in the survey process is required as a term of this agreement.**

No privilege or concession shall be considered Exclusive unless so stipulated in this contract.

Any authorized representative of the Richmond County Fair Assoc., Inc. shall have free access at any time on the premises allotted to the concessionaire.

The concessionaire agrees to assume all state, county and city licenses and taxes that shall be required by law, of the concessionaire for the privileges granted in this contract.

No subletting by any concessionaire will be permitted. Only goods, services or causes listed on the contract shall be allowed to be sold, advertised or promoted.

The use of loudspeakers of any type or the use of other devices creating noises objectionable to Fair management will not be permitted.

**Final decision as to location of any concession rests with fair management.**

No refunds will be made if cancellation of this agreement is not mutually consented for any reason including weather, transportation, or personal circumstance.

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**AGREEMENT**

I understand and do agree to abide by the rules and conditions set by the Richmond County Fair Association. Enclosed is my check for \$\_\_\_\_\_ made payable to: "Richmond County Fair Association" for:

Size of space(s) needed \_\_\_\_\_

Arrival/Set-up Date & Time: \_\_\_\_\_

Description of items to be displayed/sold \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City/State/Zip

**Return to Richmond County Fair, P.O. Box 152, Warsaw, VA 22572.  
Please attach a copy of your insurance certificate.**