

# 2011 Dinwiddie County Fair

August 18 – 21, 2011

Vendor Handbook

Member:  
Virginia Association of Fairs

April 11, 2011

To all Vendors:

Thank you for your interest in the 2011 Dinwiddie County Fair. Last year over 13,000 people attended and this year we look to set a new attendance record.

Enclosed is your vendor application for the 2011 Dinwiddie County Fair. Please read all pages carefully as there have been several changes made to the Rules and Regulations and other forms.

Please fill in all required information and return the Vendor Application for your space by **June 1<sup>st</sup>**. Applicants that submit their application in earlier will have higher priority of being selected. Once your application has been reviewed, Fair Management will decide if you are accepted into the Fair. Upon acceptance into the Fair, a contract will be mailed out, and your payment must be included when returning the signed contract. An additional \$100 will be required for food vendors as a clean-up deposit. As long as your space is left in the same condition that you found it, the \$100 will be refunded within 30 days of the conclusion of the Fair.

Please fill out your application and mail it in by June 1, 2011 in order to reserve this valuable space.

Dinwiddie County Fair  
C/O Jeff Bona  
7301 B Boydton Plank Rd.  
Petersburg, VA 23803

If you have any questions or concerns please feel free to contact me at [DinwiddieCountyFair@dinwiddieva.us](mailto:DinwiddieCountyFair@dinwiddieva.us) or in the office at (804)732-1100 or fax (804) 732-9921.

Sincerely,

Dinwiddie County Parks and Recreation

# FACTS ABOUT THE DINWIDDIE COUNTY FAIR

**PHYSICAL ADDRESS:**

Virginia Motorsports Park, 8018 Boydton Plank Road, Petersburg, VA 23803

**MAILING ADDRESS:**

Dinwiddie County Parks & Recreation 7301 B Boydton Plank Rd., Petersburg, VA 23803

**MAIN PHONE NUMBER:**

804-732-1100

**FAX:**

804-732-9921

**FAIR MANAGEMENT:**

Brian Mancini

Director

[BMancini@dinwiddieva.us](mailto:BMancini@dinwiddieva.us)

Ray Vines

Assistant Director

[jvines@dinwiddieva.us](mailto:jvines@dinwiddieva.us)

Jeff Bona

Facilities Coordinator

[JBona@dinwiddieva.us](mailto:JBona@dinwiddieva.us)

**FAIR DATES:**

Thursday, August 18<sup>th</sup> through Sunday, August 21<sup>st</sup>

**FAIR WEBSITE:**

[www.DinwiddieCountyFair.com](http://www.DinwiddieCountyFair.com)

**FAIR FACEBOOK SITE:**

[www.facebook.com/dinwiddiecountyfair](http://www.facebook.com/dinwiddiecountyfair)

\*Please contact us with questions about advertising your business on these sites.

**FAIR FEES:**

\$5.00 per car load entrance fee.

**DAILY FAIR HOURS:**

Thursday, August 18 <sup>th</sup>	Open 6:00pm – Close 11:00pm
Friday, August 19 <sup>th</sup>	Open 6:00pm – Close 11:00pm
Saturday, August 20 <sup>th</sup>	Open 12:00pm – Close 11:00pm
Sunday, August 21 <sup>st</sup>	Open 1:00pm – Close 11:00pm

**DINWIDDIE COUNTY FAIR  
GENERAL RULES AND REGULATIONS A-Z  
(PLEASE READ CAREFULLY)**

**ADA GUIDELINES:** The Office on the Americans with Disabilities Act has issued certain guidelines which must be considered when facilities are open to the public. The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment or is regarded as having such impairment. Dinwiddie County wants everyone to feel welcome while they are on our fairgrounds. We appreciate your cooperation in offering additional assistance to our guests if needed. The ADA is part of the U.S. Dept of Justice, Civil Rights Division; therefore, there are certain rules and regulations we must abide by. Thank you for your cooperation.

**ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES:** Alcoholic beverages and illegal substances are not allowed on the fairgrounds or in the parking areas. Any vendor or patron found under the influence or in possession of alcohol or illegal substance will be required to leave the fairgrounds immediately. They will not be allowed access to the fairgrounds for the duration of the Fair and will be subject to arrest. **NO REFUNDS WILL BE GIVEN TO ANYONE WHO IS REMOVED FROM THE PROPERTY. NO EXCEPTIONS.**

**ATMs:** Located at the edge of the carnival midway near the ticket booth.

**BALLOONS:** No balloons will be allowed for booth/stand decorations or to be passed out to the public.

**BEVERAGES SOLD:** No drinks are to be sold in glass bottles. Contact Fair Management regarding beverage brands permitted. All vendors must purchase bottled beverages (to include sodas & water) through the Dinwiddie County Fair Management. A beverage list will be provided with your contract if you are selected to the fair. There are no exceptions to this. Anyone found selling unapproved brands or not purchased from fair management will be asked to close for the duration of the fair.

**CONTRACT:** Every individual or company participating in the Dinwiddie County Fair must have a written contract. Vendors must have a contract signed by the County. Fair management must have a signed contract and payment in full by the specified date within the contract. If the full payment is not received by the due date stated on the contract, the vendor's space will be released and a contract will be generated for the next approved vendor on the waiting list. Please bring a copy of your contract with you to the Fair as a reference. **Contract space in NON-TRANSFERABLE and all payments are NON\_REFUNDABLE. NO EXCEPTIONS.**

The Dinwiddie County Fair reserves the right to cancel at any time all contracts made with vendors for any infraction of these rules or regulations made herein, with no refund, and to cancel or modify all contracts, whatever kind, by public notice, due to an act of providence or any occurrence beyond the reasonable control of the Dinwiddie County Fair, such as inclement weather, war, riot, terrorism, fire, flood, storm, or pestilence, which prevents holding the Fair for all or part of the time allotted for the Fair.

**DEFAULT:** In the event that any vendor fails to occupy leased space, by 2:00pm on Thursday, August 18, 2011, their contract may be terminated by Fair Management unless advance arrangements have been made to provide for a late arrival. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

**DELIVERIES:** All deliveries to vendor spaces must be made prior to 5:00pm but no earlier than 12:00am on Thursday-Friday. On Saturday deliveries must be made between 9:00am and 11:00am. On Sunday deliveries must be made between 10:00am and 12:00pm.

**DISPLAYS AND PRODUCTS:** Fair Management shall have control over all displays, booths and stands of every kind within the fairgrounds. This is a family-oriented Fair and your booth display **MUST** reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that Fair Management, in its sole and exclusive determination, deems inappropriate for a family oriented atmosphere.

**FIRE INSPECTIONS/FIRE EXTINGUISHERS:** All vendors will be inspected by the Fire Marshal to ensure that set-ups meet proper code including fire extinguishers as necessary.

**HEALTH INSPECTIONS:** All food vendors will be inspected by the Health Department to ensure that set-ups meet proper code.

**INCLEMENT WEATHER:** In the event of rain or severe weather vendors must follow directions given out by Fair Management **Immediately**. Failure to do so may result in vendors not being able to return back onto the fairgrounds or future fairs.

**INSURANCE REQUIREMENTS:** Each Food Vendor participating in the Dinwiddie County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair and shall indemnify and save Dinwiddie County harmless against any and all liabilities, claims, demands, actions, costs, and expenses of any kind and nature whatsoever, which may be sustained by Dinwiddie County by reason of Vendor's occupancy and/or activities at the Fair. A Certificate of Liability Insurance with company licensed to do business in Virginia must be on file in the Fair Office along with the vendor's contract prior to July 1, 2011. The Certificate of Liability Insurance **MUST list Dinwiddie County, its officers and employees, as additionally named insured's**, not just as a certificate holder. All required insurance shall be written on an occurrence basis and shall state that this coverage is primary to all other coverage Dinwiddie County may possess. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of their coverage without first giving the County 45 days' written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property.

**LIABILITY:** All property brought onto the fairgrounds will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms, corporations and other entities must make their own arrangements to protect their property at all times. The Dinwiddie County Fair will employ Sheriff Deputies who will promote the safety and protection of our patrons, vendors, exhibits and property on the fairgrounds. However, under no circumstances, will the County, the Fair, the Virginia Motorsports Park, or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes without limitation booths, stands, electronic equipment, automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other condition.

**PARKING:** Vendors will receive three parking passes for the duration of the Fair. You may purchase up to 3 more for \$5.00 per pass and an additional 3 after that for \$10.00 per pass. Passes must be displayed on the dashboard at all times. Any workers trying to enter the Fair without the proper pass will be required to pay the \$5.00 fee at the gate. **NO EXCEPTIONS.**

**PAYMENTS:** All signed contracts must be returned by the deadline listed on the contract with the total payment. We accept personal checks and money orders. All checks must be made out to Dinwiddie County Parks and Recreation, and mailed with the signed contract to Dinwiddie County Parks and Rec. 7301 B Boydton Plank Rd. Petersburg, VA 23803. All payments are Non-Refundable, Non-transferable, No exceptions. Note that pursuant to Section 2-1 of the Code of the County of Virginia, payments are subject to the following provision:

**“Sec. 2-1. Insufficient funds and stop payment fees.** (a) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which subsequently returned for insufficient funds or because there is no account or the account has been closed, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order. (b) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which is subsequently returned because of a stop-payment order, placed in bad faith on the check, draft, or order by the drawer, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order.”

**POWER:** Power will not be provided for any Non-Food Vendor. Non-Food vendors needing power may bring their own small quiet generator. If your generator is excessively noisy or takes away from the fair atmosphere Fair Management has the right to force you to turn it off or you will be escorted off the grounds. Power for food vendors is not guaranteed & will be evaluated on a case-by-case basis, please list your power requirements in your application for Fair Management to review and see if we can accommodate your needs.

**REFUNDS:** There are no refunds for any payments made to the Fair. All sales are final. **NO EXCEPTIONS.** Clean-up deposits will be refunded once your area has been left the way you found it and approved by Fair Management. This process will take up to 30 days for a check to be mailed to you.

**SELECTION OF VENDORS:** First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until May 1, 2011 to submit their application. After May 1<sup>st</sup> Fair Management will review all new vendor applications to determine who we can accommodate. We select new vendors based on the following criteria: 1) Does the vendor have a well rounded presentation and sell unique food in comparison to other selected vendors? 2) Can they provide a high level of customer service with the accommodations we

provide? 3) Can they fit within our space requirements? The Dinwiddie County Fair reserves the right to accept or reject any application it receives for space.

**SELLING vs. NON-SELLING VENDORS:** All vendors must fill out the Commissioner of Revenue Special Events Permit application which will be sent with your contract if you are selected to be a vendor. Selling vendors must also pay the separate fees associated with the application. Any vendor registering as a Non-Selling vendor **absolutely may not sell anything!** This will be strictly monitored and if you are found doing this you will be asked to leave the fairgrounds immediately.

**SET-UP:** Food vendors will be provided with a 30'x30' space with water access within 100'. Non-Food Vendors will be provided with a 20'x20' space. All tables, chairs, tents, tent anchors, etc. must be provided by the applicant. All food vendor spaces will be located on asphalt, and most non-food vendor spaces will be located on gravel. Please see the 'POWER' section of this packet for details on electricity.

**SPACE PLACEMENT:** Dinwiddie County Fair Management has sole discretion on placement and moving of the vendors booths/stands. You must confine your business to the specific area assigned. There will be no soliciting, signage or handing out of written materials by any organization/business, groups or individuals outside of the space that has been leased. Vendors are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by Fair Management. Vendors must provide, at their own expense, all cables, cords, pumps, hoses, fittings etc., which they require. Please see the attached diagrams for locations of food and non-food vendors. (Subject to change depending on number of applicants)

**STOCK TRUCK PARKING (Food Vendors Only): Personal Vehicles are prohibited from parking on the fairgrounds.** Stock trucks will be permitted as long as the truck fits inside the marked 30' x 30' space. At no point in time may the truck leave the space and drive through the fairgrounds during operating hours.

**SUBLEASING:** No subleasing or any other type of transfer of contracted space is prohibited. Once a space has been assigned you will not be permitted to move to a different location without written permission from Fair Management. There will be no prorated spaces. Full payment will be charged regardless of arrival time.

**TEAR DOWN:** Vendors may not drive on the fairgrounds to haul materials until 11:00pm each night unless approved by fair management. If you choose to tear down before closing you must haul your supplies by hand to your vehicle. Thursday and Friday all vendors must vacate the fairgrounds by 12:00am; failure to do so will result in a loss of your Clean-up Deposit. At the end of the Fair if you choose not to take your set-up with you on Sunday night, all supplies must be removed between the hours of 9:00am and 11:00am on Monday, August 22<sup>nd</sup>. If all supplies have not been removed by 11:00am Monday, August 22<sup>nd</sup> you will lose your \$100 Clean-up Deposit, and anything left on the premises will become the property of Dinwiddie County.

**TRAFFIC ON GROUNDS:** All vehicles must vacate the fairgrounds and park in the vendor lot by 5:00pm Thursday and Friday and 11:00am Saturday and 12:00pm Sunday. Once the gates open there will be no vehicle traffic allowed on the fairgrounds until 11:00pm each night unless approved by Fair Management. If vendors wish to vacate the grounds before that time they must make arrangements to haul their belongings by hand with a personal cart or hand-truck to the vendor lot.

**TRASH & GREASE DISPOSAL:** Fair Management requires you to keep your area clean and sanitary at all times by removing trash or refuse and placing same in trash receptacles. We appreciate your cooperation in keeping our fairgrounds clean and attractive. Trash barrels and grease bins will be located in the food vendor areas. Trash produced inside and around the vendor areas should be put into bags and tied off for easy transport. Grease must be placed in appropriate grease containers. Violators will forfeit the opportunity to be offered a contract for the next year and will also lose their Clean-up Deposit.

DINWIDDIE COUNTY FAIR  
VENDOR APPLICATION  
Do NOT send money with Application.

**ALL VENDORS COMPLETE THIS PORTION.**

DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_  
(Please Print)

FIRM OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PRICE RANGE OF PRODUCTS OR SERVICES TO BE SOLD OR OFFERED:

\_\_\_\_\_



**FOOD VENDORS ONLY COMPLETE THIS PORTION**

All spaces are 30' x 30'.

Is a water hook-up needed? Yes \_\_\_\_\_ No \_\_\_\_\_ (This is not guaranteed)

Is power needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes list requirements:

Stock Truck? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes; Power for stock truck needed?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Vehicle may not be in your space)

**DINWIDDIE COUNTY FAIR  
VENDOR APPLICATION CONT.  
Do NOT send money with Application.**

**ALL VENDORS COMPLETE THIS PORTION**

**PRODUCTS/DISPLAY**

Please attach a list all of the products which you will be selling during the Fair. Your contract space will be assigned on the basis of this list. Once a contract is signed you may not display or sell any additional items. Violations may mean immediate cancellation of contract and all rental money paid may be forfeited to the Dinwiddie County Fair.

---

**INCLUDE WITH APPLICATION:** Any literature pertaining to your product. Color photographs, sketch, plan or drawing of your proposed structure, area and/or display. This information must be returned with your application to be considered complete.

**REFERENCES**

Applicants must provide the following references: Two(2) recent Fairs or Shows where they were a vendor.

1. Fair/Show Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Fair/Show Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Total Services Requested:**

**Food Vendors Only**

Food Vendor Space =	\$350.00	_____
Extra Parking Passes (Up to 3) =	\$5.00 Each	_____
Extra Parking Passes (Up to 3) =	\$10.00 Each	_____
Clean-Up Deposit (Required) =	\$100.00	<u>\$100.00</u>

**Total Services Requested =** \_\_\_\_\_

**Non-Food Vendors Only**

Vendor Space Selling/Non-Selling =	\$200.00	_____
Extra Parking Passes (Up to 3) =	\$5.00 Each	_____
Extra Parking Passes (Up to 3) =	\$10.00 Each	_____

**Total Services Requested =** \_\_\_\_\_

**REMINDER! DO NOT SEND  
MONEY WITH THIS  
APPLICATION A CONTRACT  
WILL BE MAILED TO YOU IF  
YOU ARE ACCEPTED! YOU  
WILL MAIL YOUR PAYMENT  
IN WITH YOUR SIGNED  
CONTRACT ONCE YOU  
RECEIVE IT.**

**ACKNOWLEDGEMENT**

*ALL VENDORS*

I have read and understand the Vendor Handbook in its entirety and will comply with all terms and conditions within. I will make the handbook available to all persons operating my space and ensure their compliance as well. The individual executing below represents to Dinwiddie County and the Dinwiddie County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I hereby agree to all terms and conditions set forth in the Dinwiddie County Fair "2011 Vendor Handbook."

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGNATURE/AUTHORIZATION**

I certify that the information stated in this application is complete and true to the best of my knowledge. I understand that by submitting this application it does not guarantee me a space at the Dinwiddie County Fair.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

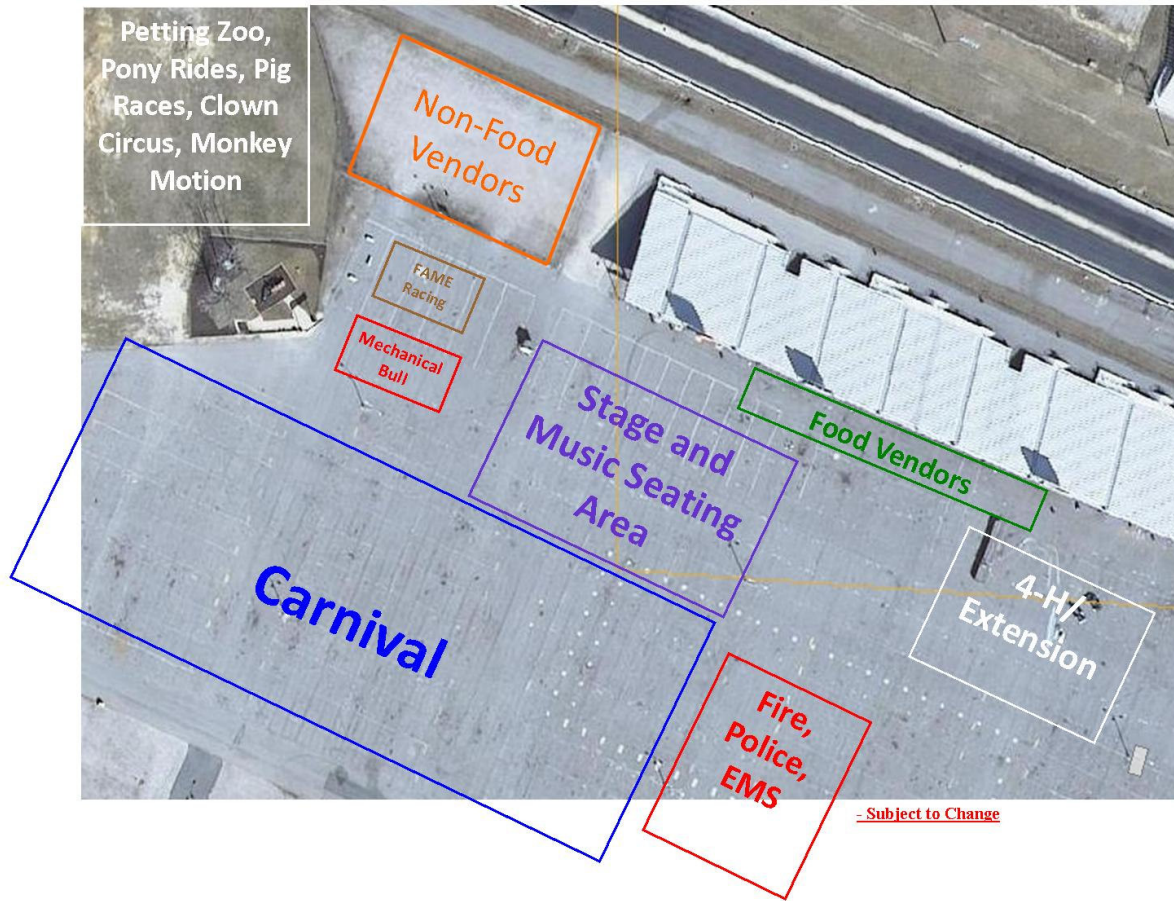
Print Name: \_\_\_\_\_

Return this application via mail or fax to:

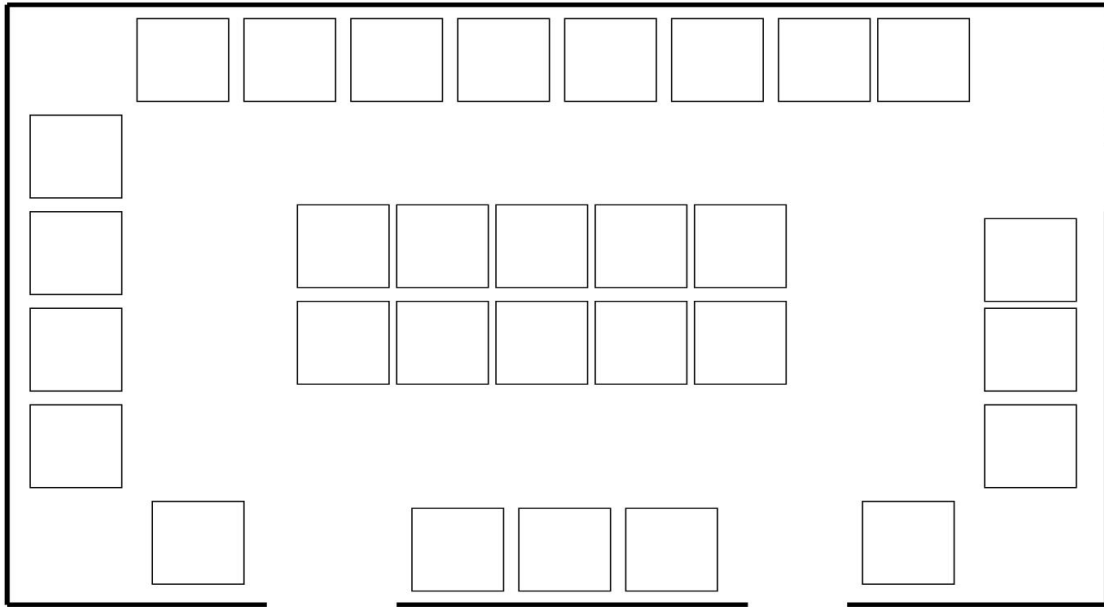
Dinwiddie County Parks and Recreation  
7301 B Boydton Plank Rd.  
Petersburg, VA 23803

Phone: (804) 732-1100  
Fax: (804) 732-9921

## 2011 Dinwiddie County Fair Layout



# Non-Food Vendor Area



- All Spaces are 20' x 20'
- Fenced in Area