

2010 Dinwiddie County Fair
Food Vendor Packet
Price Guide

Dinwiddie County Parks and Recreation Department
7301 B Boydton Plank Road
Petersburg, VA 23803

Phone: (804) 732-1100

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DinwiddieCountyFair@dinwiddieva.us

www.Dinwiddiecountyfair.com

www.PLAYDinwiddie.com



2010 Dinwiddie County Fair Virginia Motorsports Park

Wednesday, August 4th – 5:00 pm-11:00 pm
Thursday, August 5th – 5:00 pm – 11:00 pm
Friday, August 6th – 5:00 pm – 11:00 pm
Saturday, August 7th – 12:00 pm – 11:00 pm

Event Information

The Dinwiddie County Parks and Recreation Department is gearing up for the 1st annual Dinwiddie County Fair, our major attractions include a carnival midway by Cole Amusement Co., F.A.M.E. Remote Control Racing, Recon Paintball Arena, Mud Bogging & other racing exhibitions, fireworks, games, concessions, live music, helicopter rides, and Lambeth Petting Zoo with pony rides. We are thrilled to have the opportunity to host this event at the Virginia Motorsports Park located at 8018 Boydton Plank Road Petersburg, VA 23803. This location gives us numerous options for more attractions to give people a great fair atmosphere. If you are a food vendor equipped to serve large numbers of people, this event may be for you.

Who are we looking for?

Food vendors capable of serving large numbers of people in a carnival setting are encouraged to apply. Certain criteria must be met in order for your application to be considered. Power will be supplied during the fair hours, but you must be able to plug into standard 110v outlets. Also, food vendors are restricted from, and cannot sell the following items due to contracts with the carnival: Cotton Candy, Caramel Apples, Popcorn, Snow Cones, and Funnel Cakes. There are no exceptions to these restrictions, and they will be strictly enforced. Failure to abide by the above restrictions will result in your booth being closed for the duration of the four day event. Upon these circumstances happening, no refund (partial or full) will be given to the vendor.

Overnight Power

Overnight power is not provided, however there are limited options available if it is essential to your set-up. Please contact us directly at (804) 732-1100 to find out more about those options.

Event Times and Dates

This year's event will be held on four days; Wednesday, August 4th from 5:00pm-11:00pm, Thursday, August 5th from 5:00pm – 11:00pm, Friday, August 6th from 5:00pm – 11:00pm and Saturday, August 7th from 12:00pm – 11:00pm at the Virginia Motorsports Park located at 8018 Boydton Plank Road Petersburg, VA 23803.

Size of Vendor Areas

Vendor spaces will be 30’ x 30’ and your total setup must remain entirely within the box at all times during the event. If you have a vehicle, it must be unloaded then moved to the specified vendor parking area.

In order to be considered you must:

1. Provide a copy of your insurance certificate listing the Dinwiddie County Fair and the Virginia Motorsports Park as entities.
2. Provide a copy of your current health permit. If you do not have a health permit, you must fill out an application for one. If you need an application for a temporary food permit, the recreation department can provide you with one. If you have any questions about your health permit, you may contact Lisa Latham at (804) 469-3771 X 104. The application must be sent to the health department. Food Vendors will be inspected the first day of the fair and can be inspected anytime thereafter.
3. Fill out and turn in the special events permit enclosed in this packet to the Commissioner of the Revenue’s Office.
4. Provide payment and your menu with your vendor application.

Your application will not be considered unless all requirements are met.

Pricing Options

The pricing for this year’s fair is outlined below:

<u>Days</u>	<u>Total Hours</u>	<u>Cost</u>
Four Days	29 hours	\$350.00

References

References are not required but will be instrumental in being chosen to work the event. If possible, please send us a picture of your set-up. Once received, our Concessions Committee will consider all applicants and then select vendors based on value to our guests, quality, menu variety, appearance and past fair experience.

Deadlines

We have a limited number of spaces for vendors available. If chosen to become a vendor at the fair, you must supply a copy of your current health permit and/or filled out health permit application at least three weeks prior to the event. Also, all food vendors must be set-up and in place at least 30 minutes prior to the fair beginning each day. Vendors may not leave early, unless they vacate the grounds on foot or with their supplies on a cart. You will not be able to drive vehicles into the fairgrounds during operating hours to load or unload food. Please apply early. All applications will be accepted on a first come, first served basis, and will be taken as long as space is available. We are looking forward to working with everyone on our first annual fair and future fairs to come! Thank you for your interest in Dinwiddie County, we look forward to making this first fair a success!

Refund Policy

All refund requests will be evaluated on a case-by-case basis. If your space cannot be filled the request will more than likely be denied.

Checks Payable To: Dinwiddie County Parks and Recreation Department
 Attention: Brian Mancini
 7301 B Boydton Plank Road
 Petersburg, Va. 23803

Phone Number 804-732-1100 Fax: 804-732-9921



Food Vendor Application

Dinwiddie County Fair
Virginia Motorsports Park

Please print clearly or type

This application does not guarantee space. All questions must be answered completely before consideration will be given. Applications are held for one calendar year only.

Business / Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

Contact Person: _____ Phone: _____

Email: _____ Website: http://_____

Other events at which you have participated as a food vendor: _____

List all items you wish to sell during this event. Vendor space, if granted will be on the basis of this list (or attach a printed menu).

How much space do you require for your set-up? Include awning, hitches, etc. Be specific:

Do you have insurance for this event and how much? _____

Are you a licensed food Vendor (caterer or mobile unit)? ___yes ___no If so, please provide a copy of your current permit. (If not, you must acquire a permit covering the festival and submit it no later than July 1, 2010)

Fair Cost = 4 Days Wednesday-Saturday \$350.00 _____

Do you have any special needs or requests? _____

Do you require 24 hour power (This is not guaranteed)? Yes No

Signature of Responsible Party _____ Date: _____

Return this application to: Dinwiddie County Parks and Recreation Department
C/O Brian Mancini
7301 B Boydton Plank Road
Petersburg, VA 23803 Phone: 732-1100 Fax: 732-9921