

2010 Dinwiddie County Fair
***Non-Food Vendor
Packet
Price Guide***

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

Phone: (804) 732-1100

Fax: (804) 732-9921

DinwiddieCountyFair@dinwiddieva.us

www.DinwiddieCountyFair.com

www.PLAYDinwiddie.com



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 first annual Dinwiddie County Fair! Our previous three Fall Festivals held in October featured a carnival midway, fireworks, games, concessions, live music, helicopter rides, a haunted hayride, Extreme BMX Stunt Shows, and a petting zoo with pony rides. This year we have the opportunity to host the fair at the Virginia Motorsports Park (8018 Boydton Plank Road Petersburg, VA 23803) in August and bring some of those exciting attractions along with new ones including the Lambeth Petting Zoo, F.A.M.E. Remote Control Racing, Recon Paintball Arena, & Mud Bogging along with us! If you are a vendor equipped to serve large numbers of people, this event might be for you.

Who are we looking for?

Business Booths

Vendors interested in setting up booths to sell different types of crafts, merchandise, T-shirts, etc. or for businesses interested in setting up a booth to hand out information about their business to the public.

Non-Business Booths

In order to be classified as a non-business group you must meet the listed specified criteria. These are for churches, Boy/Girl Scout Troops, Ruritan Clubs, Dinwiddie School System groups or boosters directly associated and located in Dinwiddie County. These groups may function as a business or just come out and pass out information about their groups.

Vendors will be provided a space to set-up in. You may not hand out materials outside of your designated area, if caught you will be forced to leave the fair immediately without refund. All supplies needed must be provided by vendors. Also, all 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 festival during operating hours to load or unload supplies. Also, once your set-up is complete, your vehicle will need to be moved to the vendor parking area.

* Power will not be provided for booths. Arrangements must be made for small personal generators if needed.

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.

Size of Vendor Areas

Vendor spaces will be 20' x 20' 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 and then moved to the specified vendor parking area.

In order to be considered you must:

1. Provide the attached application by the set deadline giving specific detail on what you will be selling along with your payment.
2. Fill out and turn in the special events permit enclosed in this packet to the Commissioner of the Revenue's Office.

Any application can be denied if deemed inappropriate or not conducive to the fair atmosphere.

What is included in my cost?

1. 20' X 20' Booth for set-up during fair
2. Business listing on "Fair Supporters" Handout that is distributed to all cars
3. Banner posted on fairgrounds if provided to us

Pricing Options

In purchasing a spot you are reserving it for all four days of the fair, whether or not you are present for the entire event. You are more than welcome to hang a banner and leave literature on what you are selling in your spot if you will not be present certain days. You cannot purchase individual days, but you also do not have to be in attendance all four days.

Business Booths

<u>*Potential Days</u>	<u>*Potential Hours</u>	<u>Cost</u>
4	29	\$200.00

**If you choose to be present all four days.*

Non-Business Booths

<u>*Potential Days</u>	<u>*Potential Hours</u>	<u>Cost</u>
4	29	\$100.00

**If you choose to be present all four days.*

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 Vending Committee will consider all applicants and then select vendors based on value to our guests, quality, appearance and past festival experience.

Deadlines

We have a limited number of spaces for vendors available. 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.

All applications must be submitted by July 26th.

We will be accepting applications as they come in making spots limited as time goes forward. Once all spots are taken, we will cut off applications at that point. Please don't wait until the deadline to submit an application as all spots may be reserved. We are looking forward to working with everyone and making our first ever fair a success.

Send all inquiries to: Dinwiddie County Parks and Recreation Department
 Attention: Jeff Bona
 7301 Boydton Plank Road
 Petersburg, Va. 23803

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

Non-Food Vendor Application

Dinwiddie County Fair
Virginia Motorsports Park
Wednesday, August 4, 2010
Thursday, August 5, 2010
Friday, August 6, 2010
Saturday, August 7, 2010

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 vendor: _____

List all items you wish to sell/distribute during this event. Vendor space, if granted will be on the basis of this list. (Continue on the back of this sheet if needed.)

Will you be providing us with a banner to post on the fairgrounds? YES or NO _____

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

Do you have any special needs or requests? _____

Signature of Responsible Party _____ Date: _____

Return this application to:

Checks Payable To: Dinwiddie County Parks and Recreation Department
C/O Jeff Bona
7301 B Boydton Plank Road
Petersburg, VA 23803 Phone: 732-1100 Fax: 732-9921

Your fee includes:

1. 20' X 20' Space for set-up
2. Business/Group Listing on "Fair Supporters Handout"
3. Provide us with your banner and we will post it on the fairgrounds