



2012 Rules and Regulations

In order for the Loudoun County Fair (LCF) to operate in a safe, clean and friendly environment, the following rules and regulations are required by all participants. Failure to comply with these rules will be grounds for immediate expulsion from the LCF property. In fairness to all, the LCF will not accept requests for exceptions.

1. All rental spaces are to be set up in full by **4:00 on July 23, 2012**. ***Each vendor MUST check in by 12:00 pm on July 23, 2012 for space assignment.*** We encourage set up on either Saturday (21st) or Sunday (22nd) if desired.
2. Breakdown of space **will not be permitted until after 9:00 PM, July 28, 2012**. Violators of this rule will not be allowed to return the following year. This rule is mandated due to the heavy pedestrian traffic on the grounds.
3. All rental locations are assigned by LCF Management and may NOT be changed without the prior approval of same.
4. We welcome the use of a public address system, recorders, bells, music, etc., or other means of attracting attention, but *must be approved by Fair management before they can be used. Please also keep in mind your neighboring vendors with volume and sound.*
5. All participants MUST be confined to the specific rental space. There will be no soliciting or distribution of written materials by any organization or individual outside of the space that has been leased from the Loudoun County Fair, without prior approval. If individuals are found walking the grounds distributing material or disturbing patrons, you will be asked to stop. Non compliance with this request will result in removal from the grounds immediately by security.
6. All signage must be clear, neat, and professional in appearance and is subject to approval by the LCF management.
7. No sexually explicit, racially charged or other materials deemed inconsistent with the mission of the LCF is to be displayed or sold. Failure to comply will result in immediate expulsion.
8. Bicycle riding is not permitted on the grounds, with the exception of police security. Bicycles must be secured in designated areas.
9. Exhibitors and Concessions must keep rental space clean and free of trash at all times. Keeping the grounds free of debris for safety and sanitation is very important, and vendors are required to use provided dumpsters on grounds to keep their area neat. LCF Management will speak directly to any vendors not complying.

10. Parking is NOT permitted in or around your designated spot. Participants will be permitted to unload equipment on July 21st, 22nd & 23rd for set up, but all remaining days vehicles MUST be parked in the provided parking areas. Failure to comply with this rule may result in towing of your vehicle. All fines resulting from towing will be your responsibility.
11. Fair operating hours are as listed.
Monday: 5:00 pm – 11:00 pm
Tuesday thru Saturday: 9:00 am – 11:00 pm

All exhibitors and concessions are expected to be open during the following hours.

Monday 4:00 pm – 9:00 pm

Tuesday 12:00 pm – 9:00 pm

Wednesday 10:00 am – 9:00 pm (Children's Day)

Thursday 12:00 pm – 9:00 pm (Senior Citizen's Day)

Friday 4:00 pm – 9:00 pm

Saturday 9:00 am – 9:00 pm (crowds arrive early on Saturday)

Vendors are approved and encouraged to open earlier or stay open later if desired.

12. No dogs allowed on grounds, with the exception of those covered by ADA regulations & Pet Show participants.
13. Any political party wishing to participate in the fair must purchase a booth space. Again, please see #5 that enforces each participant to stay within their designated space. LCF Management has the right to remove any parties disrupting patrons and not staying within their designation areas.
14. Electricity – This request will be granted on a first come first serve basis. Due to the size of our fairgrounds, the LCF does not guarantee all requests will be granted.

Electrical needs:

110V service will be provided at a central location. Vendors must provide their own approved heavy duty outdoor extension cord with a minimum of 200 feet. Electric is provided for lights, fans, and small electrical devices only. Vendors requiring hook-up service must use the Loudoun County Fair electrician. Vendors are not permitted to complete the hook-ups themselves. Please contact assistantsuperintendent@loudouncountyfair.com if you require assistance from the LCF electrician.

Cost:

A fee of \$100.00 will be charged for electrical service during the entire week of the fair. A \$150.00 fee is applied for all food vendors. All payments **must** be made to the Loudoun County Fair and included in your vendor payment within 10

days of application submission. Electric fees for hook up by fair electrician will be handled between the electrician and the vendor. Any fees applied will be your responsibility.

15. All items left on the grounds overnight will be the sole responsibility of the vendor. We encourage all vendors to secure any loose items in bins and safely place under your table after each day.
16. **Cancellation Policy:**
No refunds of space fee after July 1, 2012.

I Hereby acknowledge that I have read and fully understand the above rules and regulations stated by the Loudoun County Fair. Failure to comply with any of the above items may result in immediate removal from the Loudoun County Fairgrounds.