

## Loudoun County Fair CRAFT Vendor Rules

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 vendors. 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. The following policies and procedures apply to all Loudoun County Fair vendors, including food, arts & crafts, political organizations/candidates, community and civic organizations, multi-level marketers, and commercial businesses. The Fair Board may alter these rules at any time. If changes are made, notification will be provided on our website and a reminder will be sent to the email address provided on your application. Questions regarding the vendor application or policies and procedures should be submitted to the Vendor Coordinator via email to [vendors@LoudounCountyFair.com](mailto:vendors@LoudounCountyFair.com) for clarification prior to submitting an application.

Fair Location: Loudoun 4-H Fairgrounds, 17558 Dry Mill Road, Leesburg, VA 20175  
(Between Route 9 and Route 7 in Western Loudoun)

### Fair Open:

Tuesday, July 23th through Sunday, July 28th  
9 am – 10 pm (M-T) 9am – 11pm (F, Sat), 10am – 6pm (Sunday)

### Vendors expected to be open:

- Tuesday, July 23rd 11 am – 8 pm
- Wednesday, July 24th 11 am – 8 pm
- Thursday, July 25th 11 am – 8 pm
- Friday, July 26th 11 am – 10 pm
- Saturday, July 27th 9 am – 10 pm
- Sunday, July 28th 10 am – 6 pm

### Vendor Fees:

	10'x10'	10'x20'
<b>Craft Vendors</b>		
Full Week	\$375	\$700
Half Week Tues.- Thurs.	\$175	\$325
Half Week Fri - Sun.	\$300	\$450

Electricity is an additional \$50 - \$150 based on vendor's electrical needs.

Booth fees may be paid by check, money order, or cash and must be received by June 15, 2019. No vendor will be allowed to set up unless payment has been received and cleared.

Discount applies to current Loudoun 4H families who would like to vend items they sell in their personally owned business.

#### How to Apply:

Complete the "Request for Vendor Application" Form on the Loudoun County Fair website. This is only an application, not a guaranteed admittance to the fair. The Vendor Coordinator will contact you with further instructions.

#### Application Confirmation:

Your application will be acknowledged via email to the email address provided on your application within 5 business days of receipt. If you do not receive an email in this time frame, please send an email to [vendors@loudouncountyfair.com](mailto:vendors@loudouncountyfair.com) so that we can check on your application. Cancellations: Full refunds will be made if you provide written notice of cancellation before June 1st. After this date, no refunds will be permitted. If you do not show up at the Fair, your vendor fee will be forfeited. Written notice may be provided by email to [vendors@loudouncountyfair.com](mailto:vendors@loudouncountyfair.com) or by US mail postmarked by the deadlines above to: Loudoun County Fair, PO Box 4100, Leesburg, VA 20177.

#### Insurance:

Vendors must provide their own liability insurance. A Certificate of Insurance or a letter from the vendor's insurance company evidencing liability insurance coverage in an amount not less than One Million U.S. Dollars (\$1,000,000.00) for any single occurrence and naming **Loudoun Fair & Associates, Inc. as the additional insured** must be furnished to the vendor coordinator prior to set up on the grounds. (Provide this paragraph to your insurance company to ensure proper coverage.)

#### Booth Assignments:

All rental locations are assigned by LCF Management and may NOT be changed without the prior approval. Booth assignments are given on a first-come, first-served basis and are not negotiable. Due to limitations on available space, the Fair Board cannot guarantee booth space for all applicants. We also cannot guarantee the same booth location as in prior years. Booth Sharing: Two organizations may share a booth. You must list both organizations in your application.

#### Booth Set-up Times/Requirements:

All rental spaces are to be set up in full by 9am on Tuesday, July 23rd, 2019. If you would like to set up earlier, please contact the Vendor Coordinator. Set up on Tuesday morning between 7am and 9am is an option but remember that no cars will be allowed on the grounds past 9am, without exception. **NO CARS WILL BE ALLOWED** on to the fairgrounds (past ticket booths) while the fair is open. Please arrange to have your booth set up outside of these times. Wagons or carts are recommended for transportation of items that cannot be left overnight.

#### Booth Equipment:

Vendors must provide any tenting, tables, and chairs for their own booths. Vendors must have all tents anchored down to assure tent stability during inclement weather. This means more than camping tent-like stakes. Large stakes and/or weights (40# minimum per corner) around tent legs are required. The Loudoun County Fair is not responsible for the security or protection of your booth or items.

#### Handouts:

Vendors are welcomed and encouraged to have literature, products, services, items for sale, raffles, and prizes, available to patrons visiting the Fair. These materials may be distributed from inside your booth space. Balloons are not permitted due to potential danger to the animals on the grounds. Roaming Solicitations: All participants must be confined to their specific rental space. There will be no soliciting or distribution of literature, products, services, items for sale, raffles, prizes, baked goods, etc. outside of the space that has been leased from the Loudoun County Fair. 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 immediate removal from the grounds and forfeiture of all vendor fees.

#### Booth Screening:

Throughout the Fair, Fair Board members will screen all booths. The Fair Board reserves the right to request the removal of inappropriate displays or adjustment of booth display/contents in order to comply with these guidelines. All vendors must display the name of their booth in a prominent place, either on a backdrop or table. All signage must be clear, neat, and professional in appearance and is subject to approval by the LCF management. All pricing must be displayed at all times. Loudoun County Fair is a kid/family friendly event. No sexually explicit, racially charged, gory displays 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.

#### Booth Breakdown:

Breakdown of space will not be permitted until after 6:00 PM, Sunday, July 28th. Vehicles will not be permitted to pull into the Fairgrounds to load items until after 7:00 p.m. Sunday, July 28th. 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.

#### Announcements:

The fairgrounds PA system is for Fair Board use only and will include announcements regarding emergencies, notifications to vendors and patrons, and updates on Fair programming. Announcements regarding vendor contests, promotions, and activities are not permitted.

#### Audio Devices:

We allow the use of audio devices as means of attracting attention. Any exhibitor using audio devices, such as televisions and radios, must ensure that the devices are adjusted so as not to interfere with nearby activities.

#### Contests, Raffles, Etc.:

All vendor contests including, but not limited to raffles, drawings, and contests with prizes to be awarded after the Fair must receive prior approval from the Fair Board. The Fair Board is not responsible for the management and administration of vendor contests. All raffles must comply with State law. Questions should be directed to the Virginia State Gaming Commission.

#### Electricity:

This request will be granted on a first come first served basis. Due to the size of our fairgrounds, the LCF does not guarantee all requests will be granted. 110V service will be provided at a central location. Vendors must provide their own approved heavy-duty outdoor extension cords. 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 the Vendor Coordinator if you require assistance from the LCF electrician. Electricity Cost: Advance payment is required. 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 requiring electricity. All payments must be made to the Loudoun County Fair and included in your vendor payment. Electric fees for hook up by fair electrician will be handled between the electrician and the vendor.

#### Vendor Passes:

Each vendor will be given two vendor passes per 10×10' booth space. Additional passes may be purchased for \$10 each. Only vendors and vendor employees with a vendor wristband will be permitted to enter the Fairgrounds.

#### Vendor Parking:

Due to limited space, one parking pass will be available to each vendor. This pass allows you access to the vendor parking lot. These passes are provided for working vendors only and are not to be shared with friends or family attending the fair. Anyone found to be sharing their pass will have their parking privileges immediately revoked. Due to repeated requests from vendors in the past, we have also retained a towing agency who will be working to clear the parking lots of any vehicles found not to have a proper parking pass. Please ensure you display this tag at all times. Additional passes will not be distributed if yours is lost or forgotten. Your Parking Pass must be displayed on the rear-view mirror of ANY vehicle parked in the vendor parking area. If the vendor lot is full, there is plenty of parking in the main lots close to the gates. Any car parked in the vendor parking lot without a pass will be towed at the owner's expense. All vehicles must be moved off the grounds and into the designated parking areas by 9:00am daily.

#### Ice:

Ice will be available on the grounds for purchase. The coolers are located by Sykes Hall and we plan to make deliveries at several times throughout each day. Payment is due at time of order.

#### Health permit:

Vendors who plan to serve any type of food or drinks are subject to Loudoun County Environmental Health guidelines and permit requirements. Such Vendors must complete the Application for a Department of Health Temporary Food Permit and submit it to the vendor coordinator by mail (PO Box 4100, Leesburg, VA 20177) or email (vendors@loudouncountyfair.com) no later than July 1. The application is available at: <http://www.loudoun.gov/DocumentCenter/View/114> It is the sole responsibility of the vendor to understand what is required of you to sell or give away food items. The vendor coordinator only submits your application as a service to you, and you are welcome to submit your application for yourself.

**Additional Space:**

If you need ANY additional space to park storage trucks or trailers, campers, additional equipment, etc. the vendor coordinator MUST be made aware of these needs prior to your arrival on the grounds. If arrangements are not made prior to your arrival, the vendor coordinator cannot guarantee there will be space for your unregistered equipment.

**Trash:**

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.

**Live Animals:**

No animals other than 4-H projects, those covered by ADA regulations and pet show participants will be permitted on the grounds unless pre-registered with the Fair Board.

**Security:**

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.

**Bicycles:**

Bicycle riding is not permitted inside the grounds, with the exception of police security. Bicycles must be secured in designated areas.

**Smoking Policy:**

Smoking is not permitted in any buildings or barns.

**Alcohol Policy:** The Loudoun County Fair is an Alcohol-free event.

**Firearms Policy:** Firearms are not permitted on the grounds unless carried by a sworn officer.

By completing and signing the attached Vendor Confirmation for the 2019 Loudoun County Fair, I hereby acknowledge that I have read and fully understand the above policies, 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.