



Loudoun County Fair 2008
July 28th – August 2nd
Loudoun County Fairgrounds
Leesburg, VA

The documents listed below are required for participation as a Craft Vendor in the 2008 Loudoun County Fair. Failure to submit all documents will result in denial of rental space. Deadlines for all submission are June 1, 2008.

- 1. Completed space application**
- 2. Signed rules and regulations**
- 3. Certificate of Insurance naming Loudoun County Fair as an additional insurer**
- 4. Payment in full for requested space**



CRAFT VENDOR APPLICATION

73rd Annual LOUDOUN COUNTY FAIR**JULY 28 - AUGUST 2, 2008

NOTE: this is an application for space. NOT A CONTRACT. Deposit must accompany this application. Application DOES NOT guarantee a space.

Name of Business: _____

Name & Applicant: _____ Telephone# _____

Mailing Address: _____
STREET CITY STATE ZIP

Type of Exhibit: (Check One)

- Textiles Jewelry Photography Wood Pottery/Paper Florals
- Fine Arts Personal Care Accessories Other (please explain)

Other: _____

Size of total space needed: (including awnings, doors, tent stakes and hitches) Below prices represent a 10x10 space.

Front Footage: _____ ft Depth _____ ft

Have you ever participated in the Loudoun County Fair? Yes No

Brief Description of Display or Menu: _____

Official Use Only
Amt Received: _____
Date: _____
Check#: _____
Space Assigned: _____
By: _____

Space Fees:

Craft Participants (3 day rate) \$ 75.00 (Craft vendors – Thursday, Friday & Saturday.)

Note: Generators are permitted and encouraged. All generators MUST be approved for use by the fair Superintendent before set up. Exhibits are to be set up and opened by 9:00 AM on July 31ST. No exhibitor/vendor will be permitted to set up after July 31ST without written permission from the fair Superintendent. All vendors must have a tent, booth, or trailer to display exhibit, with the exception of automobile and equipment vendors.

Certificate of Insurance with liability limits of at least \$1,000,000 and naming Loudoun Fair & Associates as additional insured, MUST accompany ALL applications.

Applications are due by June 1, 2008. All spaces will be assigned based on date received and logistic needs of the Loudoun County Fair. The Fair has the right to change site assignments at any time. We do have a no roaming policy in effect, excluding major event sponsors.



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 exclusions.

1. All rental spaces are to be set up in full by **9:00 am on July 31, 2008**.
2. Breakdown of space **will not be permitted until after 7:30 PM, August 2, 2008**. Violators of this rule will not be allowed to return the following year.
3. All rental locations are assigned by the LCF management and may NOT be changed without the prior approval of the same.
4. The use of a public address system, recorders, bells, music, etc., or other means of attracting attention are not allowed.
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 that space that has been leased from the Loudoun County Fair, without prior approval.
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. Bicycles are not permitted on the grounds, with the exception of police security.
9. Exhibitors and Concessions must keep rental space clean and free of trash at all times.
10. Parking is NOT permitted in or around your designated spot. Participants will be permitted to unload equipment on July 31st 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.
11. All exhibitors and concessions are expected to be open during the following hours.
Thursday – Saturday 10:30 am – 8:00 pm
Vendors may open earlier and stay later if so desired
12. No dogs allowed on grounds, with the exception of guide dogs.
13. Very strict NO ROAMING policy will be in effect the entire week of the fair. This includes all participants, including all politicians or those working for a particular political party. Failure to comply will result in an immediate removal of parties from the fairgrounds.
14. 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.

15. Electricity – If you request the need for electricity, **please initial** _____. 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. We suggest bringing additional electric cords in case needed. Electric is provided for lights, fans, and small electrical devices. Vendors requiring hook-up service must use the Loudoun County Fair electrician. Vendors are not permitted to complete the hook-ups themselves.

Cost:

A fee of \$50.00 will be charged for electrical service during the entire week of the fair. All payments must be made to the Loudoun County Fair. Electric fees for hook up by fair electrician will be between the electrician and the vendor.

16. All vendors **MUST DISPLAY AND SELL THEIR OWN ORIGINAL WORK**. The artist/craftsperson that designs and creates the work is required to be present to show their work. No dealers or sales representatives are allowed.
17. We do not allow imports, kits, items made from kits, items made using commercial patterns or commercial molds, items assembled from pre-manufactured components, commercial T-shirts or sweatshirts. The Loudoun County Fair reserves the right to ask vendors who have misrepresented their merchandise to leave the show.
18. All merchandise displayed must be for sale, and remain at the original price for the entire show. Items cannot be marked down for quick sales. No commission will be taken on sales.
19. All vendors are required to collect and pay Virginia State Sales Tax of 4.5% on all merchandise sold. Contact the Commonwealth of Virginia Department of Taxation for the appropriate forms: Department of Taxation, P.O. Box 1103, Richmond, VA 23208.

I/we _____ with _____,
(Name) (Organization)

have fully read and acknowledge 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 and failure to return for future events.

Signature

Date



- 1. Make check payable to: Loudoun County Fair**
- 2. Checks & certificate of insurance must be received with application**
- 3. All decisions of the Fair Superintendent are final**
- 4. All food vendors must comply with Virginia Department of Health by June 1st.**
- 5. Mail application and check to:**

**Loudoun County Fair
P. O. Box 4100
Leesburg, VA 20177
Attention: Tricia Corle**
- 6. Email your questions to: tlc327@hotmail.com or call 703-431-8744**
- 7. All vendors will receive confirmation/receipt letter with instructions once space in confirmed.**
- 8. Fair location:**
**Loudoun County 4-H Fairgrounds
17558 Dry Mill Road
Leesburg, VA 20178**

Thank you for your participation and see you at the Fair