

Bedford County Fair

2025 Vendor Policy and Guidelines

(Applicable Liberty Lake Park Carnival)

1. **VENDOR SPACE:** The Fair reserves the right, in its sole discretion, to accept, reject, move, reposition, or exclude any vendor or exhibitor as it deems necessary. Vendor spaces will be reserved only after full payment is received. Each vendor space is 12x12. Food vendors may be allotted additional space for mobile kitchens at the discretion of the Fair Board. Please make any special requests in your vendor application.
2. **SET UP AND TEAR DOWN:** Vendors must have exhibits and products in place by 3 PM on Friday. Food vendors must be prepared for inspection by 1 PM if on-site inspection is required. The Fair Board will notify vendors with a move-in schedule prior to the event. No vendors may set up or relocate without Fair Board supervision. Teardown begins at 6:30 PM on Sunday and must be completed by noon on Monday, August 25, 2025. No vehicles are permitted inside the fairgrounds during operating hours. All vendor spaces must be left free of trash and debris. Violation may result in exclusion from future events.
3. **VENDOR VEHICLES & PARKING:** Vehicles are only permitted on fairgrounds during set-up and must be removed to designated parking one hour before the fair opens. A limited number of vendor parking passes are available. Unauthorized vehicles will be towed at the owner's expense. Recreational vehicles, four-wheelers, mopeds, etc. are not permitted within the fairgrounds.
4. **VENDOR & EXHIBIT HOURS:** Vendors must be open and staffed from fair opening through 9 PM on Friday and Saturday (with the option to remain open until 10 PM). Sunday hours are until 6 PM. The Fair may adjust closing times based on attendance, weather, or safety.
5. **ELECTRICAL & WATER CONNECTIONS:** The fair does not provide electricity or exclusive water access. Vendors are encouraged to bring quiet generators. Standard generators are discouraged due to noise. Water hoses running through public areas are prohibited. Wastewater must be disposed of only at designated sites.
6. **CHARACTER OF EXHIBIT:** All exhibits must be family-friendly and in line with the fair's values. The sale or display of weapons, nuisance items (e.g., laser pointers, stink bombs), permanent tattoos, body piercings, vaping products, tobacco, alcohol, or adult content is prohibited. No roving solicitors or displays are allowed. Live animal exhibits must be pre-approved by the Fair Board.
7. **MEDIA EQUIPMENT:** Audio and video must be limited to within ten (10) feet of the vendor's space. No drones allowed.

8. **MEDIA BROADCASTS:** Any vendor wishing to host a TV or radio broadcast must receive prior written approval from the Fair Board.
9. **FREE SAMPLES & DRAWINGS:** Free samples or giveaways require prior written approval.
10. **TRASH REMOVAL:** Vendors must supply their own trash bags and cans. Fair staff will conduct removal but will not provide trash cans. Vendors may not use or relocate fair-provided trash cans.
11. **PETS:** Only licensed service animals and animals used in approved exhibitions or demonstrations are allowed.
12. **ALCOHOL & TOBACCO:** No alcohol or illegal substances are permitted. Tobacco may only be used in designated areas and is not permitted for sale.
13. **FIRE EXTINGUISHERS:** Vendors using fryers must meet fire extinguisher requirements per state/local laws and ensure tanks are secured if applicable.
14. **CAMPING & OPEN FLAMES:** No overnight camping or open flames are permitted without written approval from the Fair Board.
15. **SECURITY:** Security will be provided, but vendors are responsible for their own property. The Fair is not liable for theft, weather damage, vandalism, or other loss. Vendors are strongly encouraged to carry insurance.
16. **FOOD VENDORS:** Must comply with all local and state health codes. Applications for temporary permits must be submitted to the Bedford Health Department by within deadlines, unless a current permit and recent inspection are included with your application.
17. **SUCCESS:** Vendors are solely responsible for their individual success. No guarantees are made regarding attendance or sales.
18. **VENDOR CONDUCT:** All vendors are expected to behave respectfully toward fairgoers, staff, and other vendors. Harassment of any kind is prohibited and will result in removal from the event by law enforcement.
19. **PRINT MATERIALS & DISPLAYS:** Only American, Virginia, and Bedford County flags may be displayed. All distributed materials must be positive, community-minded, and appropriate for all ages. Promotional flagging is permitted. The Fair Board reserves the right to ask for inappropriate material to be removed.

20. **POLITICAL VENDORS & ORGANIZATIONS:** Political candidates, campaigns, and PACs are welcome. All participants must maintain a family-friendly atmosphere, as families expect a positive, welcoming environment. No materials larger than 8.5" x 11" may be distributed. No roaming displays or soliciting is permitted outside of your booth.
21. **TOWN ORDINANCES:** All vendors and attendees must comply with applicable Town of Bedford ordinances at Liberty Lake Park and other locations. Violations may result in immediate removal from the grounds and disqualification from future events.
22. **VENDOR FEES:** Fees are non-refundable after August 1, 2025.
23. **INCLEMENT WEATHER:** The Fair is not responsible for damage to tents or merchandise due to weather. Vendors should come prepared with appropriate anchoring and weather protection. Weather plans will be communicated fair week.
24. **FAIR BOARD AUTHORITY:** Only authorized Fair Board members may make official decisions regarding vendor placement, operations, or disputes. Please direct all concerns or questions to a Fair Board member at any time before, during, or after the fair.

**By submitting a Vendor Application, you agree to all terms outlined in this document.
For questions, contact: BedfordVAFair@gmail.com**