

Bedford County Fair
2024 Vendor Policy and Guidelines

1. **VENDOR SPACE:** The Fair reserves the right, in its sole discretion, to accept, to reject, to move, reposition or exclude any vendor or Exhibitor as it deems necessary.. Vendor spaces will be reserved only after payment is received in full. Each vendor space is 12x12, food vendors may be given additional space if required for a mobile kitchen. Food Vendors will have an allotted amount of space 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 3PM on Friday at 3PM and Food Vendors must be prepared for inspection by 1PM if onsite inspection is required. The Fair Board will notify you prior to the fair with a move in schedule. No Vendors are allowed to set up or move allotted space without supervision of the Fair Board. Teardown may begin at 6:30PM on Sunday and must be completed by noon on Monday, August 26th. Our first priority is safety. Absolutely no vehicles will be permitted inside fairgrounds during any part of the fair including to tear down early. Vendor spaces need to be clear of any trash or debris at the conclusion of the fair. Violating this policy may result in not being accepted as a vendor at future fairs.

3. **VENDOR VEHICLES AND PARKING:** Vehicles will only be permitted in the fairgrounds during the set up period. Vehicles may be used for restocking or deliveries before the fair begins daily; however, all vehicles must be moved to a designated parking area at least one hour before the fair opens to the public. Limited vendor spaces will be available, only vehicles with a designated parking pass will be permitted in vendor parking. Violating this policy will result in immediate towing at the expense of the owner and may result in not being accepted as a vendor at future fairs. Vendors are not permitted to operate any recreational vehicles, four wheelers, mopeds, etc within the fairgrounds.

4. **VENDOR AND EXHIBIT HOURS:** Vendors must be open and staffed each and every day at published opening and remain open until 9PM Friday and Saturday (with the option of staying open until 10PM when the fairground closes on Friday and Saturday.) Vendors must remain open until 6PM on Sunday. The Fair reserves the right to adjust the closing time based on certain conditions. i.e. attendance, weather, crowd size, etc.

5. **ELECTRICAL AND WATER CONNECTIONS:** Electricity and exclusive, constant water access will not be provided. We highly recommend vendors provide some sort of lighting within their vendor spaces. Please use quiet generators rather than the standards. Standard generators are disruptive to the fair grounds and other vendors. Water hoses running through the fairground are a safety hazard and will not be permitted to used throughout public areas during the fair. There will be a designated site for waste water removal. Do not dump waste water at any other location.

6. **CHARACTER OF EXHIBIT:** Vendors recognize and acknowledge the unique reputation of the Fair in the community. The Fair is dedicated to the production and presentation of wholesome, family entertainment. Exhibitors shall not exhibit, sell, or display any product or goods contrary to that described in the Agreement. Exhibitors shall not exhibit, sell or display weapons such as

Chinese stars, guns, knives, etc., or nuisance items such as laser pointers, pepper spray, stink bombs, etc. No roving concessions or exhibits are permitted, and no agent, employee, volunteer, or other representative of Exhibitor shall be permitted to roam about the Fairgrounds as part of the exhibit or concession. Other prohibited exhibits include the sale of permanent tattoos, body piercing, pornographic materials, vaping products, tobacco and alcohol. The sale and/or exhibit of any live animal must be approved by the Fair.

7. MEDIA MACHINES AND LOUD SPEAKERS: If audio and/or video equipment is used they must run without lecture or speaker noise reaching beyond ten (10) feet of exhibit space and video screens must be placed in the exhibit space so that spectators watching them will not block the aisle. In addition, no sound may be amplified by an Exhibitor, which can be heard clearly more than ten (10) feet from exhibit space. No drones are allowed on premises.

8. TV AND RADIO SHOW: Any Exhibitor who desires to have a regular or special radio or TV broadcast or, televise directly from an exhibit or concession space, shall first obtain the Fair's written approval, which approval may be arbitrarily withheld or conditioned.

9. FREE SAMPLES AND DRAWINGS: No free samples of food, beverage or any other product may be given away or otherwise distributed without prior written approval of the Fair.

10. TRASH REMOVAL: Trash removal will be provided by Fair staff throughout the fair. However, exhibitors are responsible for providing trash bags and trash cans. Trash cans will not be provided for vendors. Vendors are not permitted to move fair trash cans.

11. PETS: Animals of any kind, except those involved in exhibitions, demonstrations or those used as licensed service animals, are not allowed. Please make other arrangements for your pets.

12. ALCOHOLIC BEVERAGES/TOBACCO PRODUCTS: No alcoholic beverages or illegal substances as defined by Virginia or Federal Law, are permitted to be brought, consumed or distributed on the Fairgrounds by any Vendor. No tobacco products are allowed to be sold on the fairgrounds and must be consumed in designated smoking areas.

13. FIRE EXTINGUISHERS: All concessionaires cooking in deep fat fryers or ordinary fryers must have, at a minimum, a multipurpose dry chemical extinguisher rated at least 2A-15BC, or a CO2 extinguisher with at least a 15C rating, and otherwise comply with the requirements of law, rule and ordinance of any governmental agency having authority over such matters. If applicable, high-pressure CO2 cylinders should be secured to a permanent wall or partition.

14. OVERNIGHT CAMPING: No overnight camping, tent camping, sleeping or any such act on the Fairgrounds, or in any building or in any other area controlled by the Fair without the prior written consent of the Fair, which approval may be arbitrarily withheld, in the sole discretion of the Fair Board. Vendors shall not allow or permit any open fires on the Fairground.

15. SECURITY: The Fair will provide security at the fairgrounds. The Fair does not warrant or insure against theft, vandalism, or any loss due to natural consequences such as hurricane, flooding, etc. or any other loss, such as fire, to a vendor and the Exhibitor shall obtain insurance to provide for any such loss and waives any claims for loss or damages against the Fair. Vendors are solely responsible for the safety and security of its own tangible personal property or tangible personal property owned by a third party but within the vendor's possession, custody

or control. Vendor expressly waives any claim against Fair, its officers, employees and agents for any loss or damages.

16. FOOD VENDORS: All food vendors must operate within all health codes and it is the vendors responsibility to obtain any necessary permit.

17. SUCCESS: The Exhibitor agrees that it is solely responsible for its success. The Fair makes no warranty or representation as to historic or anticipated attendance, or revenue, from the Event.

18. BEHAVIOR: All vendors are expected to behave in a respectable manner and work willingly with all Fair staff and volunteers. NO HARASSMENT OF FAIR GOERS, FAIR STAFF OR OTHER VENDORS will be permitted and will result in the expulsion from fair grounds by law enforcement. The Fair Board reserves the right to remove any vendor at any time for inappropriate behavior, violation of vendor policy or violating health or safety codes.

19. FLAGGING & PRINT MATERIAL: Only American, State and county flags are permitted to be displayed by vendors on fair grounds. All print material present and distributed by vendors need to be community minded, positive and family oriented. The Fair Board reserves the right to ask any inappropriate material to be removed from fairgrounds. Promotional flagging is permitted.

19. VENDOR FEES: Vendor fees are nonrefundable after August 1, 2024.

20. INCLEMENT WEATHER: Please prepare appropriately for wind, rain and other inclement weather. Tents, inventory and vendor property are not the responsibilities of the fairground owner or the Bedford County Fair. Tents should be secured and reinforced. Inclement weather plans will be announced fair week as needed.

21. FAIR BOARD: The Fair Board is the only authority which may speak on behalf of the Fair and regarding any decisions regarding the fair grounds during the duration of the fair and fair set up and tear down. Please see a Fair Board representative with any questions or concerns prior to, during or after the fair.

22. FOOD VENDORS: All food vendors must comply with all local and state health department guidelines. Please submit all necessary applications to the Bedford Health Department by July 15 if an event permit is required. If you are a food vendor with a current permit please include a copy of it and a recent inspection alongside your vendor application.

By completing a Vendor Application you are agreeing to the conditions of the full Vendor Policy agreement. If you have any questions please contact Joy Powers at BedfordVAFair@gmail.com