

**To: Exhibitors of Washington County Fair**

**From: Henry Snodgrass - Outside Exhibits  
Mike Overstreet - Food Vendors  
Vickye Hall - Inside Exhibits  
Irene Meade - Inside Exhibits**

The Washington County Fair will be held September 10 - 15 at the Fairground west of Abingdon, Virginia. Improvements and changes to the Fairground have been made during the past year that are sure to benefit you as an exhibitor and everyone that attends the Fair. The professional & local entertainers will perform this year outdoors. Exhibits and other events will be in main building.

The theme for the 2018 Fair will be (**"AN ALL AMERICAN FLAIR AT THE WASHINGTON COUNTY FAIR"**.) Exhibitors are requested to decorate their booth with pride to represent their organizations or business. The exhibitor's booth will be judged on the following criteria: overall appearance, appeal to the general public, informational value, uniqueness/individuality, relation to overall theme of the year and cash prizes awarded. Prior to the Fair, each exhibitor will be provided guidelines that the individual judging the booths will use in the selection of the winners. Emphasis will be placed on the Fair Theme in the judging criteria.

The Fairground Association has one goal and that is to present the best Fair ever in Washington County that will be a profitable, enjoyable, and educational experience for all participants. Preparation for the Fair is a twelve-month project that involves many people from throughout Washington County.

Rules and Regulations attached to this letter will provide you with an outline of how the exhibitors are requested to prepare their exhibit for the Fair and the rules that will guide the exhibitors as they participate in the 2018 Fair.

We invite you to participate in the festival as an exhibitor. Please complete the attached exhibitor application. If you have questions you may contact Henry Snodgrass (276-356-2994), Outside Exhibits, Mike Overstreet, 276-356-3129) Food Vendor, Vickye Hall (276-608-4744), Irene Meade (276-628-6233), Inside Exhibits.

Mail applications to: Washington County Fair  
P.O. Box 711  
Abingdon, Virginia 24212  
Fax #276-628-1010

Washington County Fairground  
Exhibitor Guidelines  
P.O. Box 711  
Abingdon, Va. 24212  
Fax 276-628-1010

1. Please notify the Fairground Office of any problems that might exist during the Fair that you as an exhibitor feel will result in a bad experience for either the exhibitor or the participants at the Fair.
2. Washington County Fairground is not responsible for loss, damage to any merchandise, supplies, and etc. contained in the exhibitors' spaces. Fair personnel, guards or deputies will be on premises 24 hours a day during the Fair to provide the best security possible.
3. Passes will be allocated as indicated below for exhibitors:

10 x 10 Exhibit Space:	2 Passes
10 x 20 Exhibit Space:	4 Passes
Outside Exhibit Space:	4 Passes

Each exhibitors pass allow only one person to enter the gate.

4. All exhibitors will be required to park in the designated exhibitors parking area or in the public parking area. No vehicles will be allowed in the fenced area due to Insurance Purposes.
5. No exhibitors will be allowed to have automobiles inside the fenced areas after opening the Fair.
6. All trash from set-up and operation of the exhibit must be placed in the dumpsters at the end of the building at the close of business each day.
7. LOCATION OF EXHIBITORS IS SUBJECT TO CHANGE EACH YEAR.  
Assignment of space is made in attempt to provide the best overall appearance for the Fair. Special consideration is given to exhibitors from previous years and in order of the date their application is received by the Fair. However, this does not guarantee you will receive the same space as the previous year.  
\*We will now be using the portable booth concept. Exhibitors will revolve to a different location each year.  
We ask for your cooperation and help with this endeavor to keep our Fair an exciting, fresh atmosphere.
8. Exhibit Committee and Fair Management have the right to refuse any exhibitor and to ask any exhibitor to leave at any time. Any such action will be made after extensive review with exhibitor and attempt to correct any problems that might exist.

## Exhibitors Guidelines

9. Please alert Fair Personnel to any situation that exists with individuals attending the Fair that conduct themselves in a manner that is not appropriate.
10. A completed rental application is required prior to setup. Payment for Fair space is required at the beginning of the week after set-up of your exhibit is complete unless billing arrangements have been approved by Fair Management. See Fairground workers in the office for passes at the time payment for the booths are received.
11. All decisions related to the Fair will be made by the Board of Directors and Officers of the Washington County Fairground, Inc.). This is a non-profit organization with Officers and Directors serving without compensation, attempting to provide the best Fair possible with the lowest possible cost to those attending the Fair.
12. No distribution sales, raffle sales, or displaying of advertising matter (political, religious, charitable or other) will be allowed upon the ground except within the designated exhibitors rented space.
13. The exhibitor will provide all items used in the booths. The Fairground will not furnish tables, chairs, etc. Any damage to Portable booths will be responsibility of the exhibitors.
14. All booths will have at least one person in the booth during all open hours of the Fair. It is requested that you have at least one person in your booth during the school day tours and Tuesday 9/11/18 Senior Citizens Day. These tours will be conducted on Wednesday & Thursday Sept. 12 & 13 9:30 A.M. - 1:00 P.M. Friday Sept. 14, 2018 we also will have School Day 1:00 P.M. - 3:00 P.M. Commitment to be an exhibitor requires that your booth will not be dismantled and removed from the building until after the closing of the Fair.  
All booths & belongings must be removed by Monday after the Fair.
15. Food Vendors will not be allowed to sell certain food items due to our carnival contract. Food vendors will be advised of these items if you choose to exhibit.
16. Weekly passes are available for \$50.00 each if you would like to purchase passes for your family, employees, or friends.
17. Any/all pets are prohibited on the grounds during Fair operating hours, (with the exception being pets entering the grounds to participate in the Pet Show on the second Saturday, and which are to be kept on a leash or contained; and with exception being service dogs for the visually/hearing impaired).
18. Exhibitors will not be allowed to move after set-up.

Washington County Fairground  
Exhibit Space Rental Application  
P.O. Box 711  
Abingdon, Va. 24212  
Fax #276-628-1010

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Person in Charge of Exhibits: \_\_\_\_\_

Telephone # to Contact Exhibitors: \_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space Requested:

Inside Spaces - Circle One

10 x 10	Price \$200.00
10 x 20	Price \$400.00

Outside Space                      Price \$400.00

Type of Product or Merchandise to be promoted: \_\_\_\_\_  
\_\_\_\_\_

Description of Products to be sold from the Exhibit Space: \_\_\_\_\_  
\_\_\_\_\_

Items to be Given Away for Promotion: \_\_\_\_\_  
\_\_\_\_\_

Special Accommodations Required (Electrical Hook Ups, Water, Etc.): \_\_\_\_\_  
\_\_\_\_\_

Special Requests: \_\_\_\_\_  
\_\_\_\_\_

I have read the guidelines established for the exhibitors by Washington County Fairground and my signature on this document I agree to abide by these guidelines.

Signature: \_\_\_\_\_

Washington County Fair  
P.O. Box 711  
Abingdon, Va. 24212  
Fax #276-628-1010

September 10 - 15, 2018

Food Vendors  
Application

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Food Sold: \_\_\_\_\_

\_\_\_\_\_

Your Special Food Item:

\_\_\_\_\_

Utilities Hook-Up Required (Water/Elect./Etc.):

110 \_\_\_\_\_, 220 \_\_\_\_\_, Water \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_ Vendors equipped to use gas are encouraged  
to use it as electrical capacity is limited!

Size of Space Required: \_\_\_\_\_ (Picture of Trailer,  
Tent, is requested, if possible)

Food Vendors to furnish certificate of insurance showing Washington County  
Fairground, Inc. as additional insured with this application. Minimum  
liability One Million Dollars.

Person in Charge of the Concession that will be at Fair during Festival:

\_\_\_\_\_ I have read the  
guidelines established for food vendor by Washington County Fairground and  
by my signature on this document I agree to abide by these guidelines.

Sign Here: \_\_\_\_\_

COMPLETED APPLICATION DUE DATE AUG. 1, 2018.

(Vendors)

FOOD VENDORS  
TERMS & CONDITIONS

- (1) PASSES TO THE FAIR WILL BE LIMITED TO FOUR (4); ANY VARIANCE FROM THIS IS TO BE APPROVED BY CONCESSION COMMITTEE CHAIRMAN.
- (2) CONCESSION IS TO BE IN PLACE BY MONDAY AT 12:00 A.M.
- (3) ELECTRICAL CORDS & WATER HOSES ARE NOT ALLOWED IN WALKWAYS. ALL PROBLEMS WITH POWER ARE TO BE REPORTED TO FAIR OFFICIAL.
- \* USE OF GAS FOR COOKING IS RECOMMENDED AS OUR ELECTRICAL CAPACITY IS LIMITED. VENDORS WILL BE REQUIRED TO LIMIT ELECTRICAL USE IF BREAKERS BEGIN TRIPPING.
- (4) TRASH FROM PREPARATION OF FOOD IS TO BE PLACED IN DUMPSTER AT LOCATION DIRECTED BY FAIR OFFICIALS. NO GREASE WILL BE ALLOWED TO BE DUMPED ON FAIRGROUNDS (THIS INCLUDES SEWER, GARBAGE CONTAINERS OR GRASS). LARGE CARDBOARD BOXES MUST BE PLACED IN DUMPSTER AND NOT IN TRASH CANS LOCATED IN CONCESSION AREA.
- (5) RECORD OF SALES IS TO BE MAINTAINED AND A DAILY REPORT COMPLETED PRIOR TO LEAVING FAIRGROUND EACH DAY. THE BALANCE DUE TO THE FAIRGROUNDS IS PAYABLE DAILY AT THE FAIR OFFICE AND A DAILY LOG OF SALES ATTACHED IS TO BE COMPLETED.
- (6) APPROVAL MUST BE OBTAINED TO PLACE ANY TABLES, CHAIRS OF OTHER ITEMS OUTSIDE THE AREA DESIGNATED FOR THE CONCESSION.
- (7) ALL VEHICLES USED TO BRING FOOD TO THE CONCESSIONS MUST BE OUTSIDE THE FENCED AREA BY 4:00 P.M. DAILY.
- (8) ALL VEHICLES BELONGING TO OWNERS & CONCESSION WORKERS MUST BE PARKED IN THE DESIGNATED AREAS FOR EXHIBITORS AND OUT OF CONCESSION AREA BY 4:00 P.M.
- (9) FAIRGROUND HAS RIGHT TO ASK ANY VENDOR TO LEAVE THE FAIRGROUND AT ANY TIME.
- (10) LOCATION OF THE FOOD VENDORS WILL BE DETERMINED BY THE FAIRGROUND CONCESSION COMMITTEE. PREFERENCE WILL BE GIVEN TO PRIOR EXHIBITORS, BUT NOT GUARANTEED.
- (11) FOOD VENDORS ARE REQUIRED TO PROVIDE A COPY OF THEIR INSURANCE CERTIFICATE SHOWING WASHINGTON COUNTY FAIRGROUND, INC. AS ADDITIONAL INSURED THAT VERIFIES COVERAGE IS IN PLACE TO PROTECT THE FAIRGROUND IN LIABILITY RESULTING FROM FOOD, DRINKS, OR OTHER PRODUCTS SOLD THROUGH YOUR CONCESSION BEFORE SET-UP. MINIMUM LIABILITY, ONE MILLION DOLLARS.
- (12) COMPENSATION TO WASHINGTON COUNTY FAIR WILL BE 20% OF GROSS SALES TO BE REPORTED AND PAID DAILY. DUE TO SIGNIFICANT DIFFERENCES IN VENDORS COMPENSATION TO WASH. CO. FAIR THE FOLLOWING PROCEDURE WILL BE A CRITERIA USED IN SELECTING RETURNING VENDORS FOR 2015. VENDOR LOCATION, CROWD SIZE, AND FINAL TOTAL COMPENSATION FOR THE WEEK.
- (13) WASHINGTON COUNTY FAIR ASSUMES NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE WHATSOEVER.
- (14) CONCESSIONS WILL NOT BE ALLOWED TO MOVE AFTER SET-UP.
- (15) UPON CONFIRMATION OF ACCEPTANCE, A \$75.00 NON-REFUNDABLE DEPOSIT WILL BE REQUIRED WITHIN 5 DAYS. DEPOSIT WILL BE DEDUCTED FROM SALES RECEIPTS. (FIRST TIME VENDORS).
- (16) FOOD VENDOR SPACES ARE LIMITED. SELECTION IS MADE TO PROVIDE A VARIETY OF FOOD FOR FAIR GOERS. VENDORS APPLICATIONS SHOULD SHOW SPECIAL ITEMS FOR SALE TO ASSIST THE CONCESSION COMMITTEE IN THE SELECTION PROCESS. WE ENCOURAGE VENDORS TO CONCENTRATE ON QUALITY RATHER THAN QUANTITY OF ITEMS SERVED. VENDORS SHOULD KEEP THEIR SPACE CLEAN AND NEAT. IT IS TO EVERYONE'S BENEFIT TO MAKE THE FOOD COURT APPEALING TO OUR CUSTOMERS AND THE PUBLIC IN GENERAL.
- (17) SELECTED FOOD VENDORS MUST SUBMIT APPLICATION 30 DAYS BEFORE EVENT TO WASHINGTON COUNTY HEALTH DEPARTMENT (15068 LEE HIGHWAY, BRISTOL, VA. 24202). FOOD PREPARERS WILL ALSO NEED PERMIT FROM HEALTH DEPARTMENT.