

**Madison County Fair**  
**July 17-20, 2024**

**2024 Vendor Rules and Application**

Department Contact: Tina Colvin  
Home: (540) 948-6163 – Cell: (540) 727-5238

**RULES**

- a. All General Rules and Regulations of the Madison County Fair apply.
- b. All Federal and State Guidelines and Mandates will apply.
- c. Please take care to read all rules. Pay close attention to the insurance section and requirements.

**RIGHTS AND PRIVILEGES**

- a. The rights and privileges granted by the Madison County Fair in the contract are only those stated here, no part of which shall be sublet, sold or transferred or assigned. Signs or advertising matter of any kind deemed objectionable by the Fair Board may be removed without liability for damage to the Fair.
- b. Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other. Further, in the sole discretion of the Madison County Fair Board, if the manner of operation of the vendor does not meet the requirements of this Agreement, or if vendor is in default of any terms of this Agreement, the Board may immediately terminate this Agreement.
- c. The Madison County Fair Board shall not be liable for any acts of vendor, its employees, or agents in the performance of their duties.
- d. Personnel must be clean and neatly attired.
- e. No alcohol or drugs are permitted on the premises at any time.

**BOOTH SPACE**

- a. Spaces are available in two sizes: 10' x 10' or 10' x 20'. All spaces are outdoors. You are required to provide your own tables, electrical cords, canopies/tents, etc., and always keep your space clean and free of trash during the Fair. You are also required to clean your area before departure from the Fair Grounds on Saturday night. Trash receptacles are located throughout the Fair Grounds for your convenience.
- b. Booth pricing is \$200 for a 10' x 10' space or \$300 for a 10' x 20' space. To guarantee your booth, a non-refundable deposit of 1/2 the rental fee is due no later than June 10, 2024. The balance of the fee is due no later than July 10, 2024. There are NO EXCEPTIONS to the payment deadlines. If fees are not received by the required deadline, your space may be made available to another vendor. Booth availability is limited and are allocated on a first come, first serve basis.
- c. Once your space has been assigned, there will be NO changes or transfers. You may or may not be assigned the same location as last year. However, consideration will be given to requests.

**SETUP**

- a. The Madison County Fair begins on Wednesday, July 17<sup>th</sup> at 4:00 PM and ends Saturday, July 20<sup>th</sup>, 12:00 midnight. Booth setup may be completed during the following hours: Sunday (July 14<sup>th</sup>) 2:00 PM to 6:00 PM; Monday (July 15<sup>th</sup>) 8:00 AM to 5:00 PM; Tuesday (July 16<sup>th</sup>) 8:00 AM to 5:00 PM; and Wednesday (July 17<sup>th</sup>) 8:00 AM to 3:00 PM. Requests to set up outside of these hours MUST be approved by Tina Colvin. All spaces will be marked and identified with your business name by 2:00 PM on Sunday. All vendors must have completed setup and be available to conduct business by 3:00 PM on Wednesday, July 17<sup>th</sup>. In the event of an emergency, please contact Tina Colvin either at the Fair Grounds 540-661-2383 or at her home 540-727-5238. Absolutely NO vendor vehicles will be allowed through the gates for any reason during Fair hours. NO EXCEPTIONS. All vendors must vacate the Fair Grounds no later than 6:00 PM, Sunday, July 21, 2024.

# Madison County Fair

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- b. Per request of the Madison County Fair Board, all vendors should clearly post prices for merchandise. Failure to do so may result in your removal from the Grounds.
- c. All structures must meet with current building, electrical, sanitation, health, county, State, and Federal regulations. The Madison County Fair Board reserves the right to remove any items from display that do not comply. NO weapons (including toys) will be allowed on the Fair Grounds. This includes water pistols and toy knives.

### HEALTH REGULATIONS (FOOD VENDORS ONLY)

- a. Vendors must be approved by the Health Department and receive a health permit. Food vendors will be required to submit an Application for Temporary Restaurant Permit. You must apply through the Madison County Health Department, P.O. Box 67, Madison, VA 22727, or call 540-948-5481. All health forms must be received prior to the start of the Fair. The Health Inspector will be on the Fair Grounds on Wednesday (July 17<sup>th</sup>) to provide final approval for each vendor.

### ELECTRIC

- a. All standard electrical equipment must meet health and safety requirements. Electricity is available (one 20-amp duplex receptacle) for an additional fee of \$150 per space for the week. This hookup and fee is for lights and operation of your booth only. NO vehicles, except those required to operate your booth, will be allowed in the vendor area once the gates have opened. Under NO circumstances will any vendor booth be allowed to hook directly into a power pole. All electricity must run from an extension cord to your designated outlet.

### WATER

- a. Water hookup is available. If required, please indicate when completing the vendor application.

### FIRE REGULATIONS

- a. All vendors are required to comply with the fire and safety regulations set forth by the Madison County Fire Department.

### INSURANCE REQUIREMENTS

- a. The Madison County Fair Board requires proof of liability insurance coverage from all vendors. All vendors (food and non-food) must have coverage with a minimum of \$1,000,000 per occurrence for bodily injury and property damage. You must list Madison County Fair as an additional named insured on your policy. Vendors must provide the Fair Board proof of insurance along with your deposit to the Fair Board. Failure to provide the required documentation will result in loss of permission to set up and sell at the Fair. Proof of insurance coverage may be submitted in conjunction with the vendor application and deposit.

### PARKING AND PASSES

- a. All vehicles must be removed from the vendor area by the time the gates open and parked in your designated area. All deliveries must be made no later than 1 hour before the gates open.
- b. Each vendor is reserved up to 2 weekly passes per booth for persons working the vendor booth. Please indicate the number of passes required when completing the vendor application. If passes required are not indicated on the application, passes may not be available later.

### ADDITIONAL INFORMATION

- a. For questions regarding the vendor rules or completing the Vendor Application, please contact Tina Colvin at 540-727-5238 or by email at [tinacolvin@comcast.net](mailto:tinacolvin@comcast.net)

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**2024 Vendor Application**

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

**Owner/Operator/Responsible Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Alternate Telephone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Electric Hookup Required (Check One):** Yes \_\_\_\_\_ No \_\_\_\_\_ Amps needed \_\_\_\_\_

**Water Hookup Required (Check One):** Yes \_\_\_\_\_ No \_\_\_\_\_

**Booth Size Required (Indicate # for each):** 10' x 10' \_\_\_\_\_ 20' x 10' \_\_\_\_\_  
Total trailer length \_\_\_\_\_ Total size of tent \_\_\_\_\_

**Will you be selling food (Check One)?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Type of Concession Setup (Check One):** Tent \_\_\_\_\_ Trailer \_\_\_\_\_

**Passes Required (maximum of 2):** \_\_\_\_\_

List all items you plan to sell at the Fair. Attach additional sheet, if needed. The Fair Board will notify you of approval and reserves the right to strike any items from the list that do not comply with our regulations:

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I have read and agree to comply with the rules and regulations as set forth in the Vendor Rules and Application.

\_\_\_\_\_  
*(Signature of Responsible Person)*

\_\_\_\_\_  
*(Date)*

Please return completed Vendor Application, deposit, and proof of insurance to the following address. Application must be received no later than **June 10, 2024**. If approved, you will receive a confirmation email.

**Madison County Fair**  
c/o Tina Colvin  
217 Sandy Creek Dr., Brightwood, VA 22715