



# STATE FAIR OF VIRGINIA

## Friday, September 23 thru Sunday, October 2, 2022

### NEW Vendor Space Application Form

**PLEASE PRINT**

PROFILE/BOOTH NAME:

REGISTERED BUSINESS NAME:

CONTACT NAME:

FED ID#:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

CELL:

EMAIL:

WEB SITE (if any):

Do you have (circle one):    Trailer set-up    Tent Set-up    Food Truck    Other

### SPACE RENTAL OPTIONS *(PLEASE CHECK ONE)*

**OUTDOOR FOOD VENDOR:**

Outdoor Food Vendor spaces are sold in 5' increments at \$800 per 5 ft. of frontage with 10 feet minimum. For example, if you require 13ft. of frontage, you will need to purchase three (3) 5' increments for your space plus 20% of net sales (minus taxes) once your guarantee has been met for your space. Water and sewer is included (if needed). Electrical hook-ups are additional. Should you require electrical you will need to complete a separate **Electrical Request Form**. Rates cover hook-up and electrical usage for the entire ten (10) days of the fair. Outside Concessions are responsible for all internal wiring required to operate, plus a minimum of 100 feet of cable to reach electrical panels.

**Please write in Vendor frontage space(s) needed:**

- \$800 per 5' of frontage guarantee

▪ Number of 5' increments \_\_\_\_\_ x's \$800 = \$ \_\_\_\_\_

Outdoor Food Vendor Total = \$ \_\_\_\_\_

Depth required (In feet): \_\_\_\_\_

**\*Please Note:** Footage must include all awnings, overhangs, trailer hitches, stakes or weights.

Do you require water (circle one)?      Yes       No

Do you require electrical power (circle one)?      Yes       No

- If you answered "Yes" to requiring electrical, please fill-out the separate Amenities/Electrical Request Form and send it with your completed application.

Please indicate which register/POS system you will be using during the SFVA (circle one):

Register       Square       Clover       Other: \_\_\_\_\_

- *New for 2022, all food and beverage Concessionaires must supply and use a Fair approved cash register or accounting system (i.e. point of sale) to record all sales transactions, including cash, credit/debit, and SFVA issued meal tickets. All POS systems and registers are subject to inspection at anytime by the SFVA Staff.*

**PRODUCTS:** (Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent.)

**OUTDOOR NON-FOOD OR COMMERCIAL SALES VENDOR:**

**Outdoor Non-Food or Commercial Sales Vendors are defined as selling "Commercial based consumer products or services that are commercially manufactured and/or have their own retail store or are a franchised business".** Electrical hook-ups are additional. Should you require electrical you will need to complete a separate **Electrical Request Form**. Rates cover hook-up and usage for the entire ten (10) days of the fair. Vendors are responsible for all internal wiring required to operate within their space, plus a minimum of up to 100 feet of cable to reach electrical panels. If additional power is needed, you can state requirements on the Electrical Request Form.)

**Please write in Vendor frontage space(s) needed:**

- \$700 per 5' of frontage guarantee
  - Number of 5' increments \_\_\_\_\_ x's \$700 = \$ \_\_\_\_\_
  - Outdoor Non-Food or Commercial Business Vendor Total = \$ \_\_\_\_\_

Depth required (In feet): \_\_\_\_\_

*\*Please Note:* Footage must include all awnings, overhangs, trailer hitches, stakes or weights.

Do you require electrical power (circle one)?      Yes       No

- If you answered "Yes" to requiring electrical, please fill-out the separate Amenities/Electrical Request Form and send it with your completed application.

**PRODUCTS:** (Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent.)

## INDOOR FARM BUREAU CENTER SPACE VENDOR:

Indoor Vendor spaces are sold in 10' x 10' spaces. All spaces include pipe and drape on three sides (if needed), and free Wi-Fi connectivity. Should you need electric power for your space you will need to complete a separate **Electrical Request Form**. Rates cover hook-up and usage for the entire ten (1) days of the event. All vendors are responsible for all internal wiring required to operate, plus a minimum of 50 feet of cable to reach electrical panels.

Please write in Vendor frontage space(s) needed:

• \$1,200 for Corner space    Number of Corner Spaces \_\_\_\_\_ x's \$1,200 = \$ \_\_\_\_\_

• \$1,000 for Interior space    Number of Interior Spaces \_\_\_\_\_ x's \$1,000 = \$ \_\_\_\_\_

Indoor Space Vendor Total = \$ \_\_\_\_\_

Do you require electrical (check one)? Yes  No

- If you answered "Yes" to requiring electrical, please fill-out the separate Amenities/Electrical Request Form and send it with your completed application.

**PRODUCTS:** (Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent.)

## OUTDOOR AGRICULTURAL BULK SPACE VENDOR:

**Agricultural Outdoor Bulk Space Vendors are defined as selling "Farm Equipment, Buildings/Sheds, Livestock Pens/Fencing & Trailers".** Agricultural Outdoor Bulk Spaces are sold as a dedicated 40' x 40' footprint for all ten (10) days of the Fair. Limited spaces are available. Should you need electric power for your space you will need to complete a separate **Electrical Request Form** If electrical is provided, Vendors are responsible for all internal wiring required to operate within their space, plus a minimum of 100 feet of cable to reach electrical panels. All Vendor Footage must include all awnings, overhangs, trailer hitches, stakes or weights.

Please write in Outdoor Agricultural Bulk Space Vendor space is needed:

\$1,000 for one (1) 40' x 40' space. Number of Outdoor Agricultural Spaces \_\_\_\_\_ x's \$1,000 = \$ \_\_\_\_\_

Outdoor Agricultural Space Vendor Total = \$ \_\_\_\_\_

Do you require electrical (check one)? Yes  No

- If you answered “Yes” to requiring electrical please fill-out the separate Electrical Request Form and send it with your completed application.

**PRODUCTS:** *(Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent.)*

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**ALL VENDORS:**

Please list Three other Fairs, Festivals, or events you have participated along with a contact name & number.

**ALL VENDORS:**

The applicant understands that this is an application **ONLY** and is not a space rental contract with the State Fair of Virginia: *“I certify that this information is complete and true to the best of my knowledge.”*

Signature of Applicant  Date

Comments about your space, if any:

**DEPOSIT:**

**A \$500 deposit is required for your site and must be accompanied with this application. Please check below which method you will be paying.**

**Credit Card (Preferred)** – Please e-mail your application back to us at [vendor@statefairva.org](mailto:vendor@statefairva.org) and we will send you an invoice for \$500.00 from Clover on behalf of the State Fair of Virginia/The Meadow Event Park/Virginia Farm Bureau Holding Corp. We accept Visa, MasterCard, & Discover. We **DO NOT** accept American Express.

**Check** – Please mail your application back to us along with your check. **Please make check(s) payable to Virginia Farm Bureau Holding Corp.** and send it to the address listed below.

**\*Please return signed Vendor space application & Amenities/Electrical Form by 07/22/2022 for consideration to:**

State Fair of Virginia  
Vendor Sales  
P.O. Box 130  
Doswell VA 23047  
[vendor@statefairva.org](mailto:vendor@statefairva.org)  
Phone: (804) 994-2800

**Thank you for your interest in vending at our event. We look forward to a having you here at the 168<sup>th</sup> State Fair of Virginia!**