



# FACILITY RENTAL & SPECIAL EVENTS PLANNING GUIDE

Thank you for choosing **The Meadow Event Park**.

**Our goal** is to exceed your expectations!

Please closely review the guidelines, policies and property information. Not all policies and rules are applicable to every facility rental. Please review your contract for payment terms, deposits and cancellation policies.

## Contact Us:

 Meadow Event Park 13111 Dawn  
Boulevard Doswell, VA 23047

 **Office:** 804-994-2800

 **Fax:** 804-994-2927



**THE MEADOW**  
EVENT PARK

Website:

[meadoweventpark.com](http://meadoweventpark.com)



# KNOW WHAT'S INSIDE



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## Directions to Meadow Event Park

### FROM WASHINGTON, DC

Take I-95 South. Take the VA 30 exit, Exit 98 toward Doswell/West Point. Turn left onto VA-30 E/Kings Dominion Boulevard. Follow approximately 1.8 miles to The Meadow Event Park.

### FROM FREDERICKSBURG, VA

Take I-95 South toward Richmond. Take the VA-30 exit, Exit 98 toward Doswell/West Point. Turn left onto VA-30 E/Kings Dominion Boulevard. Follow approximately 1.8 miles to The Meadow Event Park.

### FROM I-95 RICHMOND, VA

Take I-95 North toward Washington. Take VA-30 E, Exit 98, toward Doswell. Merge onto VA-30 E toward West Point/Kings Dominion. Follow approximately 1.6 miles to The Meadow Event Park.



## TRANSPORTATION

### **RICHMOND INTERNATIONAL AIRPORT – RIC – (804-228-3000) –**

Approximately 30 minutes south (American Airlines, Delta, JetBlue, Southwest, United, and Allegiant)

### **DULLES INTERNATIONAL AIRPORT** – approximately 1 ½ hour North West

**HANOVER COUNTY MUNICIPAL AIRPORT** – approximately 15 minutes south (private charters, helicopter landings, etc.)

AMTRAK –..... 800-872-7245

**LIMOUSINE SERVICE** - Event Services Manager can provide

*\*\*Guide to street addresses – our property is split by Rt. 30 and connected by a tunnel.*

**EQUINE EVENTS** - 13048 Meadow Farm Road, Doswell, VA 23047 – Gate 6

**FARM BUREAU CENTER** - 13039 Dawn Blvd., Doswell, VA 23047 – Gate 3

**MEADOW HALL or MEADOW PAVILION** - 13191 Dawn Blvd., Doswell, VA 23047 – Gate 2

### **Mailing Address:**

P.O. Box 130  
Doswell, VA 23047



# THE MEADOW EVENT PARK

CAROLINE COUNTY, VA



## Map Key

- |   |   |
|---|---|
| 1 Farm Bureau Center  | 15 Britt-Watson Vet/Farrier Building                              |
| 2 Meadow Pavilion   | 16 Horse Show Office & Exhibitor Restrooms                        |
| 3 Administrative Offices  | 17 Southern States Legends Stable                                 |
| 4 Meadow Hall   | 18 Outdoor Ring 1   |
| 5 North Campground  | 19 Outdoor Ring 2   |
| 6 Ducks Unlimited Pavilions   | 20 Farm Credit Pavilion   |
| 7 Dominion Conservation Classroom                                       | 21 Outdoor Ring 4   |
| 8 Thrill Pit  | 22 Historic Secretariat's Foaling Shed, Meadow Farm Training Barn |
| 9 Festival Loop   | 23 South Campground   |
| 10 Harvest Landing Loop   | 24 Bold Ruler House   |
| 11 Historic Yearling & Stallion Barn Complex                            | Permanent Restrooms   |
| 12 Maintenance Complex  | gravel or stone dust area   |
| 13 Ticket Plaza   | paved area  |
| 14 First Bank & Trust Co. Pavilion and Southern States Clubmaster Arena | grass area  |

## **WELCOME – GENERAL GUIDELINES AND INFORMATION**

Thank you for choosing The Meadow Event Park! This guide outlines important rules and procedures for our events and communicates general property rules that apply to all facility rentals. Our goal is to work in conjunction with local governmental agencies to ensure that all events and rentals have appropriate safety plans in place. Please pay attention to special guidelines for events that will have 2,500+ at one time on MEP property.

It is the promoter's responsibility to know the rules and regulations contained in this handbook as they are an extension of your Lease Agreement. **IT IS CRITICAL THAT PROMOTERS COMMUNICATE ALL PROPERTY POLICIES AND RULES TO VENDORS AND/OR PARTNERS WHO ARE PART OF THEIR EVENT.** Failure to comply will result in forfeiture of security deposit. We encourage all promoters to conduct a site inspection and to plan for such in advance so we can prepare accordingly.

Management reserves the right to amend, add to and interpret the following Rules and Regulations, and determine all questions and differences with respect thereto, arising out of, connected with or incident to the Promoters use of the facility and/or grounds. Your signature on the facility contract represents your acceptance of our policies, operations guidelines and event services. It is your responsibility to communicate to exhibitors/vendors all MEP policies and guidelines.

Detailed Property Information can always be found at:

[www.meadoweventpark.com](http://www.meadoweventpark.com)

## THE MEADOW EVENT PARK TEAM

Vice-President of Operations

**Marlene Pierson-Jolliffe**

✉ [mjolliffe@meadoweventpark.com](mailto:mjolliffe@meadoweventpark.com)

☎ 804-994-2802

Farm Bureau Center and Large Outdoor rentals/  
Marketing and Promotions

Equine and Livestock Event Rentals

**Glenn Martin**

Director of Livestock & Equine Events

✉ [gmartin@meadoweventpark.com](mailto:gmartin@meadoweventpark.com)

☎ 804-994-2858

Meadow Pavilion and Corporate Events

**Stacy Davis**

Manager of Event Planning & Operations  
Assistant

✉ [sdavis@meadoweventpark.com](mailto:sdavis@meadoweventpark.com)

☎ 804-994-2891

Weddings

**Alexis Boyd**

Event Marketing & Planning Assistant

[aboyd@meadoweventpark.com](mailto:aboyd@meadoweventpark.com)

☎ 804-994-2800

Buildings and Grounds Support

**Doug Creekmore**

[dcreekmore@meadoweventpark.com](mailto:dcreekmore@meadoweventpark.com);

☎ 1-804-338-1600

Manager of Vendor Sales & Rental Services  
Assistant

**Melody Hill**

✉ [mhill@meadoweventpark.com](mailto:mhill@meadoweventpark.com)

☎ 804-994-2830

Buildings and Grounds Support

**Jamie Worsham**

[jworsham@meadoweventpark.com](mailto:jworsham@meadoweventpark.com);

1-804-971-2179

Director of Facility Management & Logistics

**Dean Smith**

[dsmith@meadoweventpark.com](mailto:dsmith@meadoweventpark.com);

1-804-994-2805/804-840-1755

Manager of Agriculture Education & Strategic  
Programming Partnerships

**Sarah Jane Thomsen**

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1-904-994-2743

## **WELCOME TO CAROLINE COUNTY, VIRGINIA**

### **COMMISSIONER OF THE REVENUE**

- 1) *Every person or entity engaged in the business of organizing, promoting or managing an organized event within Caroline County must submit, before the start of the event, a list identifying each and every peddler or itinerant merchant participating in the organized event to the office of the Commissioner of the Revenue. The list must include the name, trade name, federal tax identification number or social security number, mailing address, physical address, telephone number and email address. An excel spreadsheet is preferred and can be emailed to: [cooperc@co.caroline.va.us](mailto:cooperc@co.caroline.va.us).*
- 2) **Commissioner of the Revenue**  
PO Box 819, Bowling Green, VA  
22427 804-633-8042  
Physical Address: Caroline County Administration Building, 212  
North Main Street, Bowling Green, VA
- 3) Applicable Taxes:
  - Virginia State Sales Tax** (when completing forms reporting sales at the Meadow Event Park please note the sales took place in Caroline County, VA)
  - Caroline County Food & Beverage Tax**
  - Transient Occupancy Tax**

Detailed Property Information can always be found at:

[www.meadoweventpark.com](http://www.meadoweventpark.com)

## OUTDOOR EVENTS 2,500 +

**STEP 1:** All property users must complete the MEP Special Event/Rental Application and return to the facility address. Outdoor events that will have over 2,500 attendees on property at one time are required to submit a Caroline County Special Event application and submit a land use permit application with VDOT. This permit requires the submission of a Traffic Control Plan. MEP has traffic control plan templates in place and will work with the promoter to finalize.

**STEP 2:** All permit applications, special uses etc. and plans must have been obtained/filed 21 days in advance of an event. Some permits may also need to be obtained as much as 30 days in advance.

**STEP 3:** It is understood that outdoor events require more in-depth planning and lead time than straight indoor facility rentals.

- ❖ Review and comments will be submitted to event promoter and MEP.
- ❖ A letter of approval or denial with comments will be forwarded to the event promoter and MEP.
- ❖ All planning elements shall have a point of contact for communication.

### Timeline, Submittal and Approval

- ❖ Meadow Event Park VP of Operations will determine the appropriate channels for distribution of the SEA based on size and scope of event and to allow time for notification to police, VDOT, fire and EMS.

PERMITS REQUIRED	DAYS IN ADVANCE OF EVENT	PURPOSE
Caroline County Dept. of Building, Planning and Zoning, 233 West Broadus Ave., Bowling Green, VA 22427, 803-633-4303	21 – 30 business days	Electrical, Plumbing, Construction and Tents: tents, fences, bleachers, stage etc., erosion and sediment control.
<b>Kevin Wightman,</b> <a href="mailto:kwightman@colcaroline.va.us">kwightman@colcaroline.va.us</a> , 804-633-1457	21 business days	Any tent with a square footage in excess of 900 ' requires a building permit. Any use of inflatable bounce houses or similar item requires permit. <b>(APPLIES TO ANY EVENT REGARDLESS OF SIZE)</b>
<b>Caroline County Sheriffs Office</b> 804-633-1120		Security and Traffic Control
<b>Lisa Zech,</b> <a href="mailto:lzech@co.caroline.va.us">lzech@co.caroline.va.us</a> ,	30 business days	Zoning permit
Department of Fire-Rescue & Emergency Management, <b>Jason Loftus</b> <a href="mailto:jloftus@co.caroline.va.us">jloftus@co.caroline.va.us</a> <b>Mark Garnett</b> <a href="mailto:mgarnett@co.caroline.va.us">mgarnett@co.caroline.va.us</a> 804-633-9831	21 business days	Determine appropriate levels of Fire/EMS for large events. Determine if Emergency Action plans are necessary & conduct review of submitted plans. It is very important that complete plans are submitted for review. Fire officials conduct hazard assessments and issue Fireworks Permits
<b>Virginia ABC</b>	<a href="http://www.abc.state.va.us">www.abc.state.va.us</a>	
VDOT Land Use Permit & Traffic Control Plans, <b>Kyle Bates</b> District Engineer, (540) 654-1973, <a href="mailto:david.beale@vdot.virginia.gov">david.beale@vdot.virginia.gov</a>	60 business days	Traffic Control Plans: <a href="http://www.virginiadot.org/business/bu-landUsePermits.asp">http://www.virginiadot.org/business/bu-landUsePermits.asp</a>
<b>Jennifer Davies,</b> <a href="mailto:jennifer.davies@virginia.gov">jennifer.davies@virginia.gov</a> ; Rappahannock Area Health District; 1-540-507-7393	All permits filed no less than 10 days prior to event.	Food Vendor Permit Information





Caroline County, Virginia  
Commissioner of the Revenue  
P.O. Box 819  
Bowling Green, VA 22427  
804-633-8042  
Commissioner@co.caroline.va.us



## Special Event Application

**\*Completed Application is due 10 days prior to event / Please make checks payable to: Treasurer, Caroline County**

Please answer all questions, indicating N/A if the question does not apply to your event:

Event Title \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Applicants Name \_\_\_\_\_

Are you representing yourself? ☐ Yes ☐ No

Are you representing a for profit business? ☐ Yes ☐ No

Are you representing an organization? ☐ Yes ☐ No

Is the organization a non-profit with a 501(c) 3? ☐ Yes ☐ No

Attach a copy of the 501(c) 3 designation letter.

FEIN number \_\_\_\_\_

Business or Organization's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

On site communications during event. Name \_\_\_\_\_ Cell \_\_\_\_\_

Description of the event \_\_\_\_\_

Setup time \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

A vendor is classified as anyone who is selling food, beverages and/or merchandise. An exhibitor is classified as anyone displaying information. Some exceptions may apply. Please Complete the vendor/exhibitor list.

Number of Food and Beverage vendors \_\_\_\_\_

Caroline County has a 4% food and beverage tax that shall be applied to all sales in addition to the 5.3% sales tax. Forms will be available. Listing is required.

Number of Vendors/Exhibitors \_\_\_\_\_ (Listing is required)

Temporary sales tax forms (ST50) will be made available for all vendors not reporting a sales tax number on the list. When reporting sales tax the sales from this event should show Caroline County, VA as the locality where the sales occurred.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

All vendors/exhibitors are required to register and obtain a license from Caroline County with the exception of a promoter license required for certain events at the Meadow Event Park and the Caroline County Fair Grounds.



# Caroline County Commissioner of the Revenue

**Mailing** - P.O. Box 819 **Physical** - 212 N. Main Street, Bowling Green, VA 22427

Phone: (804) 633-8042 Fax: (804) 633-3480 E-mail: [businesslicense@co.caroline.va.us](mailto:businesslicense@co.caroline.va.us)

## Organized Event Registration Form

*Caroline County Code §103-108 requires every person or entity organizing, promoting or managing any event to submit, before the start of the event, a list identifying every vendor participating in the event to the office of the Commissioner of the Revenue. The list must include the name, trade name, federal tax identification number or social security number, mailing address, telephone number, and email address.*

### Event Information

Event Organizer Name	Event Name	Total # of Vendors
Mailing Address	Event Location	
Event Description	Event Start Date	Event End Date
Email	Contact #	On-Site/Alternate Contact

- All vendors selling prepared food and beverage must submit, within 10 days after the close of the event, a food & beverage filing form remitting the 4% tax paid by the consumer to the Commissioner of the Revenue's office.
- A 5.3% State sales tax must be charged on all retail sales and remitted to the VA Department of Taxation using the Caroline County locality code 51033.

### Certification

*By signing below, I declare that the statements and figures herein given are true, full and correct to the best of my knowledge.*

Name	Title	Signature	Date

### Office Use Only

Date Received	Notes
Received By	

## **Vendor Information**

**Instructions:** Please include the owner name, business name, FEIN/SSN, mailing address, contact #, and email for all vendors that are attending the event. If additional space is needed, you may either include additional copies of this page as needed or attach your own spreadsheet which includes the same information.

Owner Name	Business Name	FEIN/SSN
Mailing Address	Contact #	Email

Owner Name	Business Name	FEIN/SSN
Mailing Address	Contact #	Email

Owner Name	Business Name	FEIN/SSN
Mailing Address	Contact #	Email

Owner Name	Business Name	FEIN/SSN
Mailing Address	Contact #	Email

Owner Name	Business Name	FEIN/SSN
Mailing Address	Contact #	Email

## **FOOD VENDOR PERMITS**

Meadow Event Park is in the Rappahannock Area Health District. A temporary food vendor permit application is available at [www.vdh.virginia.gov/rappahannock](http://www.vdh.virginia.gov/rappahannock) or it can be obtained at the Caroline County Health Department. If your event includes food vendors above and beyond the contracted MEP concession, these permit rules must be followed.

### **Contact:**

#### **Jennifer Davies,**

Environmental Health Supervisor,  
Rappahannock Area Health District  
540-507-7393;  
[Jennifer.Davies@vdh.virginia.gov](mailto:Jennifer.Davies@vdh.virginia.gov)

- ❖ Anyone wanting to prepare and/or serve food should contact RAHD and ask if they are required to have a temporary food vendor permit.
- ❖ Some mobile units are permitted year-round and can operate without further inspection.
- ❖ Other mobile units do not have year-round permits in Virginia and may need temporary food permits.
- ❖ Mobile units that serve frozen desserts only such as ice cream and frozen yogurt should be inspected/licensed by the Virginia Department of Agriculture.
- ❖ Vendors preparing and/or serving food under a tent or at a booth inside one of the buildings may or may not need a permit depending on the types of foods they are serving. For example, someone opening containers of peanuts and serving samples would not need a permit but a vendor roasting peanuts on site would need one. Foods must be from approved sources (manufactured in a facility under regulatory inspection)".
- ❖ Temporary event applications must be submitted no later than 10 days before the start of the event (or when the vendor is requesting the inspection).
- ❖ Applications must be submitted for each event the vendor is participating in. Currently there is a \$40 annual fee charged. If a vendor has paid the fee for the calendar year, they do not need to pay again but they do need to attach a copy of their receipt with the application showing that they have paid.

It works best when event coordinators of large events provide a list of food related vendors in advance. Inspections are conducted by our department and permits issued before the vendor can start preparing or serving any foods.



## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

### Promote Your Event – Public Information

To have your Event Information included on our websites, local media calendar listings and social media outlets please provide the information below:

About the Event

Event Name: \_\_\_\_\_

**Event Location:** \_\_\_\_\_ Farm Bureau Center \_\_\_\_\_ Horse Complex  
\_\_\_\_\_ Meadow Pavilion \_\_\_\_\_ Meadow Hall \_\_\_\_\_ Other

**Event Dates:** \_\_\_\_\_

**Event Hours:** \_\_\_\_\_

**Open to the Public:** \_\_\_\_\_ Yes \_\_\_\_\_ No    **Admission Fees:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Admission Fees:** \_\_\_\_\_

**Tickets Available Through:** \_\_\_\_\_

**Discounts Available (if yes, please list):** \_\_\_\_\_

**Discounts Available Through:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

### For Additional Event Information

**Phone:** \_\_\_\_\_ **Name/Company:** \_\_\_\_\_

**Event/Promoter Website:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_ **Twitter:** \_\_\_\_\_

### Images

Please submit images by email in .JPG, .GIF or .TIF, minimum 300dpi (hi-res) preferred. Images will be displayed as space permits.

### Submit To:

#### **The Meadow Event Park**

P. O. Box 130

Doswell, VA 23047

**Phone:** 804.994.2800

**Email:** mjolliffe@meadoweventpark.com





## Consumer Shows Marketing Opportunity

### Consumer Shows Marketing Opportunity

The Meadow Event Park is owned by Virginia Farm Bureau, Inc. who has a membership of over **130,000** spread across the commonwealth. Our goal is to assist our partners with value added cross marketing opportunities.

## 3 Easy Steps!

**Step 1:** Confirm the type of discount you wish to offer

**Step 2:** Communicate via email the discount offer

**Step 3:** Follow up post show with analytics on the use of the discount

**Examples:** Offer a straight \$ amount off regular admission  
Offer half off during nonpeak hours  
10% off opening day

All members have a membership card that can be shown at on-site ticket sale locations. We can also add a coupon on Farm Bureau's Member's Deal plus portal if you wanted to do a mobile based option.

Members will receive information that promotes these new cross marketing initiatives!

Contact: **Marlene Jolliffe**  
804-994-2802  
[mjolliffe@meadoweventpark.com](mailto:mjolliffe@meadoweventpark.com)

## **RULES: LOGO USE, SIGNAGE, SPONSOR SIGNAGE**

**SIGNAGE** – MEP’s permanent graphics, sponsor signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building graphics. Exterior signs and banners may not be fastened to the building superstructure. Temporary exterior directional, information, shuttle bus signs, etc. must be approved in advance by Event Manager.

**EVENT ADVERTISING** - In advertising your event, always refer to our facility as The Meadow Event Park, Doswell, Virginia, Caroline County. False or incorrect advertising is strictly forbidden for any event at The Meadow Event Park. If you need our logo for printing purposes, please let us know in what format you need it. An Event Advertising/Public Information form will be sent along with your Rental Contract.



**MEP** provides a Calendar of events on our website and this will enable us to relay the right information about your show on our site. Please check The Meadow Event Park website to confirm that the correct information is listed for your event and keep us informed of any changes in phone numbers, event hours and admission cost.

**SIGNS AND BANNERS** - Signs and banners cannot be placed on The Meadow Event Parks buildings or walls without approval from the Event Services Manager. Portable free-standing signs may be used to advertise or direct the public to the event and may be placed the day before an event and must be removed after the event is over.

**SPONSORSHIPS** - Signage rights inside and outside facilities are owned by The Meadow Event Park. Advertising signs and banners that are to be displayed at the facility outside are to be approved by The Meadow Event Park. The Meadow Event Park has an exclusive beverage agreement with PEPSI. Sampling, serving or selling any other beverage (including soft drinks, water, sports drinks, and juice) on the grounds is prohibited.

## MEADOW EVENT PARK POLICIES

**FIREARMS POLICY** - Unless an exemption is granted in writing by MEP VP of Operations, all events will abide by the properties policy of no open carry or concealed weapons being allowed on property.

**AMERICAN WITH DISABILITIES ACT** – MEP is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for permanent premise access accommodations, such as but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. It is the promoter/tenant's responsibility to provide non-permanent accessibility requirements such as, but not limited to hearing assisted or visually assisted devices, and temporary seating accessibility and/or interpreters. MEP maintains a limited amount of portable stage ramps and related items.

**ANIMALS/PETS** - The Meadow Event Park does not allow pets of any kind in any on site buildings, except for Service Animals and an approved event such as (dog, cat, horse or cattle show). Pets in the Horse Area must always be kept on a leash when not participating in the actual event. Promoter needs prior approval from MEP staff if there's a desire to have a pet friendly event. Certain policies would have to be enforced and would be discussed with Promoter at that time.

**CONDUCT** - Licensee is responsible for the conduct of its employees, agents, or invitees. If any such person fails to comply with applicable rules and regulations, the MEP may restrict the use of the premises or entirely bar the licensee from the building

**SMOKING** - The Meadow Event Park does not allow smoking in any of the buildings, including restrooms at any time. This includes during set-up and teardown also. Also, electronic (vapor) cigarettes will be considered the same as tobacco cigarettes. They will not be allowed.

**CRUELTY TO ANIMALS** - No person shall beat, abuse, or injure any animal while on The Meadow Event Park's property.

**ROOM CAPACITIES** – All exhibits, equipment, displays, etc. must observe the floor load capacities of the MEP. All meeting rooms and exhibit halls have a posted maximum occupant capacity and it is the responsibility of the licensee to observe such limitations. The MEP reserves the right to close any area to occupancy if, in its opinion, public safety is in jeopardy or damage to the facility may occur.

**CURFEW** - All uses conducted on the property that are open to the general public will be conducted between the hours of 6:00 a.m. and 1:00 a.m. There will be no ticket sales for events at the facility after 10:00 p.m.

**WIFI & INTERNET** – Access to building Wi-Fi is provided to the promoter for distribution to participants. Public Wi-Fi is not offered by MEP. Hard wired service is provided in the Farm Bureau Center, Meadow Pavilion and Meadow Hall, however, 30 days notice is required. NOTE – Wi-Fi is not guaranteed for outside events so hotspots are encouraged.

## **FARM BUREAU CENTER, MANSION & MEADOW PAVILION**

### **GENERAL FACILITY RULES**

**CARPET TAPE/CHALK/FLOOR MARKING** - Lessee and lessee's contractors are responsible for the **removal of tape residue marks on the exhibit** floor and/or MEP equipment. Vendors shall use standard stick or ball type chalk, or non-residue marking tape in marking spaces. Use of duct tape, electrical tape, gorilla tape, clear packing tape or any similar tapes are not permitted. Examples of acceptable tape are gaffes tape or painters' tape. Liquid chalk, shoe polish, water paint, or liquids, are expressly forbidden. Cost of removing the markings will be the responsibility of the licensee.

**DECORATIONS, BANNERS AND POSTERS** - Promoter will not damage or deface or permit vendors/exhibitors to damage or deface Meadow Event Park property. If any portion of the premises are damaged, the Promoter will be responsible for the labor and/or materials to restore the property to its original condition. Decorations may not be taped, tacked, or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Special decorations are to be cleared through the Event Services Manager as to method and location of installation. Any adhesive backed decals given out or used within the facility must be removed by promoter by end of show or forfeit security deposit.

**HELIUM BALLOONS** - not to be used without approval from the Event Services Manager.

**NAILS** - Nails, screws or staples are not to be driven into any floors, walls, ceilings or equipment provided by MEP

**RIGGING** - All rigging or any other attachments to the facility's ceilings, must be approved by the Event Manager. Plans and specifications for all proposed rigging installations shall be prepared by the lessee and submitted to the Event Manager. This information should be submitted at least 30 days in advance of the event. Rigging plans must show all attachment details. The Event Manager will discuss the detailed plans for the event and make recommendations and suggestions for installation. No modifications or alterations to the buildings structure or interior finishes are permitted.

**VEHICLES IN BUILDINGS** - Vehicles are not permitted in The Meadow Event Parks buildings for loading or unloading without authorization from the Event Services Manager. All freight and material will be loaded and unloaded at the designated areas. Vehicles are permitted in the exhibit areas if it is used for display purposes. All display vehicles are to comply with Caroline County Fire Regulations.

**PROTECTIVE FLOOR COVERING** - Floors need to be covered with a protective covering anytime a display may be using concrete blocks of any kind, sod, ponds or any other landscaping material is used. Also, any display when showing live animals, the floors need to be covered.

## **Rules continued...**

**COOKING REGULATIONS** - Cooking in exhibit booths is permitted in the building on a limited basis and only with the approval of the Fire Chief.

**CRATE STORAGE** - Your decorator provides exhibit crate storage during event. Lessee is to work with decorator to plan for storage of all crates and packing materials. If no decorator is secured, discuss storage needs with Event Manager. No storage of crates is available in the building unless approved by MEP management.

**DAMAGES/ LOSSES** - Any damage made to MEP facilities will be assessed by MEP management and direct billed to the promoter. MEP management will track equipment inventory and prepare a report of any missing items with the cost of the items to be added to the final bill. (Tables, chairs, extension cords etc.) It is the promoter's responsibility to make payment to The Meadow Event Park for any and all damages and losses within thirty (30) days. If invoice is not paid within thirty (30) days of invoice date, a 5% late payment fee will be assessed.

**UTILITIES** - The Farm Bureau Center provides electric services in floor boxes and walls, water and drain service is located on the exterior hall in limited locations. Exhibitors requiring the services should coordinate needs with the Event Manager. Electrical and plumbing services are offered exclusively through the MEP utilities department. You will be supplied a copy of the utility services order form which should be included in your exhibitor kits.

**ABANDONED EQUIPMENT** - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Licensee contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the facility sees fit. Event manager will approve any deviation from this policy.

**HOUSEKEEPING AND TRASH REMOVAL** - General custodial services such as the cleaning and restocking of restrooms, sweeping public entrances and aisle ways and emptying trashcans will be provided by The Meadow Event Park. Other items such as vacuuming of aisle carpet or cleaning or emptying trashcans from vendor/exhibitors' booths, will not be provided. If an event generates excessive amounts of trash, show management should advise their Event Manager in advance so that additional dumpsters may be ordered. Charges will be included on final invoice.

**WASTE MATERIALS** - Under no circumstances may grease or other waste material be poured into drains or receptacles. Grease and any hazardous materials must be removed by the Licensee in proper containers.

*Events or circumstances not covered in these operating policies and procedures may be subject to special consideration and stipulations as deemed appropriate by MEP Management*



**EVENT PLAN** - outlining event related information and facility needs is required 30 days prior to the event move-in. A comprehensive Event Plan must be submitted to your Event Manager no later than 2 weeks prior to the first move in date and should include the following information:

- ❖ Registration or mission information, anticipated attendance
- ❖ Publicity information
- ❖ A timeline of activities, including decorator, vendors, and rehearsal times
- ❖ Room set-up requirements
- ❖ Sound & lighting equipment
- ❖ A/V equipment requirements
- ❖ All plans should be drawn to scale
- ❖ Primary entrance and exit doors should be readily determined
- ❖ All points of ingress and egress should have a minimum of 10 feet clear space on all sides
- ❖ All cross aisles must be a minimum of 8 feet wide
- ❖ Fire hoses, extinguishers, standpipe cabinets, strobe lights and pull stations must be kept clear of obstructions
- ❖ Signage plans
- ❖ Contact names phone numbers for key event staff members
- ❖ Contact names phone numbers for all contractors providing services
- ❖ Building graphics, restroom and storage areas must not be blocked
- ❖ A minimum of 20 feet must be maintained in front of concession area

Any changes within 2 weeks prior to the first date of your event may be assessed additional late charges for staff time. Requests for adjustments after set-up will be handled as expeditiously as possible and you will be advised, when possible, of the approximate cost of those changes. MEP reserves the right to charge for excessive, unplanned changes or numerous changes per day.

Many events require pre-event and post event meetings with the Event Manager and other in-house personnel. Contact your Event Manager to discuss whether a pre-event and/or post-event meeting is necessary.

**BUILDING ACCESS - USAGE HOURS** - Rental fees cover the use of the facility from 7:00am until 10:00pm unless otherwise stipulated in the contract. No event will be permitted to continue after 10:00pm unless agreed in writing by The Meadow Event Park.

**SET-UP & TEARDOWN** - Set-up and Teardown days are designed to give you days for your exhibitors to move in and move out. Building hours on set-up and teardown days are 7:00am – 10:00pm. After 10:00pm all lights will be cut off and all gates will be locked. (Unless waived by written agreement, tenant will be charged a rate of \$225 per hour after 10 p.m. if a MEP staffer must remain on site.) Set-up and Teardown days does not include full lighting, heating or air conditioning. However full lighting, heating and air conditioning is available for a fee of \$225.00 per hour.

**SHOW DAYS** - Building hours on your show days are 7am – 10pm. If your event hours extend past 10 p.m. you need to notify the Event manager when you place your amenity order. The fee for extending the hours past 10:00pm will be \$225.00 per hour. The Event Services Manager will be onsite each day of your show as well as set-up, teardown and cleanup days. While on site you will be able to reach the **Event Services Manager** at **540- 847-8020** (cell) or **804-994-2846** (office).

**ACCESS** – Access to the facility is restricted during off-event hours. On a normal event day, the MEP will be open 8 am – 5 pm unless otherwise discussed with your event manager

**LOBBY AREAS** - The lobby areas in the Farm Bureau Center are for the general public to enter and exit. They are not to be used for display areas. The Meadow Event Park has provided a show office in the lobbies of the Farm Bureau Center for the Promoters to use during your event. There are also ticket counters that may be used as well. There is to be no loading or unloading of any material or items through the lobby doors.

**KEY POLICY** - Keys to the offices are available to the Promoters for use during your event and must be returned at the conclusion of your event. A \$200.00 charge will be billed to Promoter for any key/keys not returned at conclusion of the event.

**COMMERCIAL DECORATORS**- Depending upon your needs an outside contractor may be required. If you use an outside decorating company to set-up your event, they must conform to y our set-up and teardown schedule.

**SHIPMENTS & DELIVERIES** - You are welcome to have materials shipped to us three (3) days prior to your show. All shipments must be sent to the attention of the show at the address listed on the last page of this manual with the following information: Exhibitor's Name, Name of Booth and Booth Number. Under no circumstances will COD orders be accepted. Also, any materials delivered earlier than stated above may possibly be sent back with the delivering company. The Meadow Event Park will accept shipments but are not responsible for lost, stolen or damaged material. Outgoing shipments left at The Meadow Event Park Must be palletized, wrapped, labels attached and placed in designated area. Check with the Event Service Manager to find out where that place will be. All shipments must be picked up immediately following the event or (for events that close on Sunday night, shipments can be picked up Monday). The Meadow Event Park will not be responsible for any shipments left at the facility. Also, The Meadow Event Park is not a storage facility, we have limited space and cannot offer this service.

**RECREATIONAL VEHICLES** - RV parking is available throughout the year during events, however it is only allowed in the main campground and horse campground. There is a daily charge for use of an RV site. Anyone wishing to use an RV space should contact the Event Services Manager upon arrival. Water, electric and sewer are available in some sites. (Water hookups are not available November through March) **OVERNIGHT CAMPING IS ONLY PERMITTED IN THE RV LOT.**

**OPEN BURNING** - Use of fire rings at campsites must be preapproved. Any open fire/bonfire activity must be preapproved.

## **CATERING/ FOOD AND BEVERAGE/ ALCOHOL SALES**

**CATERING** - Clients of the Meadow Event Park may use any caterer they desire, however, if Two Kings Concessions, the year round caterer on site, is not used, the caterer must provide a certificate of insurance naming Virginia Farm Bureau Holding Corporation as certificate holder and additional insured and a buyout fee will be assessed based on number of guest. For 1-50 guests the fee is \$50, for 51-250 guests it's \$250 and for anything above 250 is \$400.

**ALCOHOL** - Other than private catered events (closed to the public) where the Promoter has the appropriate insurance and banquet or special occasion licenses, the Promoter is not permitted to sell or contract to be sold, sampled or given away any type of alcoholic beverages on the grounds without written permission from The Meadow Event Park and the appropriate permits from The Virginia ABC Board. MEP or its agent will be the exclusive vendor of alcoholic beverages within the facility unless specific arrangements are made in advance. Alcoholic beverages will not be served to minors or to persons who appear intoxicated. No alcoholic beverages are allowed in the exhibit halls during move-in or move-out. MEP reserves the right to terminate the service of alcoholic beverages if your event is in violation of Federal, State, County or City laws relating to the service of alcoholic beverages or if deemed to be necessary for public safety reason.

**CONCESSION SERVICE** - Concession Service is the sale of "over the counter" food and beverages such as but not limited to hamburgers, hot dogs, sandwiches, BBQs, popcorn, pastries, soft drinks, bottled water and juice, etc.

**Farm Bureau Concessions** - Two Kings Concessions has the exclusive rights to all concession food and beverage service in this facility including the sales of alcoholic beverages. Should a large event necessitate the use of concessions in addition to Two Kings, Inc. the concessions/or event will be assessed a \$25 per day fee for each unit. The MEP staff serving in the lead role for the event will make the final decision on the number of food vendor locations. This will be made in conjunction with the client with the goal being to adequately serve the needs of the event and event attendees. Contact Alan Hines with Two Kings at (540) 760-8955 or [colahines@twokingsconcessions.com](mailto:colahines@twokingsconcessions.com).

**Equine Area, Meadow Pavilion & Other Outdoor Events** - Two Kings Concessions has first right of refusal for concession service in these areas. This does not guarantee exclusivity for concessions but for additional vendors, a mutual decision will be made between promoters and MEP based on the scope and size of the event, desired variety of foods and price points.



## AMENITIES – RENTALS

The Meadow Event Park offers basic rental of amenity items that support your event: tables, chairs, benches, staging etc. (Appendix B). There are fees for these items, so it is important to plan your amenity order early in the rental process. You will place the order directly with the Event Services Manager who will also discuss audio visual needs, set-up, teardown, cleanup, electrical needs, and banners and signage. Payment of all amenity orders and any broken or damaged equipment will be billed at the conclusion of the event. MEP does not have an in-house Audio-visual provider; however, we are able to assist you in utilizing our partners to provide the A/V equipment needed to make your event successful.

1. At the time of contract signing, a projected amenity order will be drafted.
2. 30 days ahead of your event a conversation will take place to determine if the draft amenity order needs to be increased, decreased etc.
3. 10 days ahead of your event, a final amenity order will be drafted

**DECORATOR SERVICES** – Please contact MEP for recommended partners.

**ATM MACHINES** - ATM's are in select locations on the grounds and are maintained by The Meadow Event Park. Outside ATM's are not allowed on the grounds.

**PARKING** - MEP has the following amount of flat asphalt parking spaces available for event use:

Farm Bureau Center – 1,291 cars

Meadow Pavilion and Meadow Hall – 100 cars

Grass parking/gravel parking throughout the property can support up to 15,000 cars per day

*Parking lots may be shared by more than one event. The parking lots shall not be used for any type of commercial purposes such as passing out or putting brochures or flyers on vehicles windshields, or for vendor spaces or overnight RV parking.*



### Services not included in basic rental pricing:

- ❖ Police Detail (event and traffic related)/Event related Security
- ❖ Medical Personnel/Fire Marshall (if necessary)
- ❖ Event Related Cleaning
- ❖ Coat Check
- ❖ Box Office Service & Personnel/ Ticket Takers / Ushers
- ❖ Event Utility Services
- ❖ Special equipment such as staging, dance floors, rigging of signs etc.
- ❖ Camping
- ❖ Tables
- ❖ Chairs

### INDOOR FACILITY SPACE:

<b>Farm Bureau Center</b>	63,354 square ft. of open space or can be split into two halls each consisting of 31,677 sq. ft.
<b>Meadow Pavilion</b>	6,816 sq. ft. of open space; can be used as an open-air pavilion or a closed facility
<b>Meadow Hall</b>	Beautiful structure with a variety of layouts available for Weddings or Corporate Meetings.

### **OUTSIDE EXHIBIT SPACE**

Outside Exhibit Space is normally available in the immediate area of the facility that is being rented. MEP maintains the right to determine the quantity and the location of outside space that can be used by the Promoter. At all times, fire lanes and access to restrooms, food and beverage concessions and grounds office as well as other buildings must be kept clear. Rental fees may be imposed depending on the extent of outside space needed for an event on a per square foot basis. All use of outside space must be approved in advance by The Meadow Event Park.

### **EVENT MANAGER**

Following the execution of the Lessee agreement for your event, an Event Manager will be assigned to work with you on event planning and implementation and will contact you to work through the details of your event. The Event Manager will remain your primary contact through the conclusion of your event and is responsible for disseminating all information to our in-house operating departments.

***You will receive an estimate of ALL charges before proceeding with your event and signing a final lease agreement. Changes to the initial meeting room setup during the day and/or during the event are subject to additional labor costs.***

## **FINANCIAL SETTLEMENTS & PAYMENTS**

**SETTLEMENT** – It is the policy of MEP that all settlements of events will be finalized within 30 days of the conclusion of the Event.

**CONTRACTS & DEPOSITS** Upon signing of your contract 25% of rental is required along with a \$1000.00 security deposit which is refundable at conclusion of event. All other due dates are listed in your contract. Due dates must be adhered to or MEP reserves the right to cancel your event. If for any reason a deposit check is returned to The Meadow Event Park you will be required to pay by cash or cashier's check. In addition, a \$50.00 fee will be charged for all returned checks. You may also pay by credit card however the same rules apply as for checks. A credit card must remain on file with The Meadow Event Park in case there are damages or lost equipment pertaining to your event,

**All checks must be made payable to VFB Holding Corporation**

**LATE PAYMENT CHARGES** - Payments postmarked 7 days after due date will be charged a late fee of \$25.00. Accounts thirty days past due will pay interest at the maximum legal rate on the principle balance.

**INSURANCE** - Anyone who holds an event on the grounds, must have a Commercial General Liability Policy that shall provide and maintain throughout the occupancy of The Meadow Event Park premises (set-up, event, teardown & cleanup) which shall be \$1,000,000.00 each occurrence with a minimum of \$1,000,000.00 Products/Completed Operations and \$2,000,000.00 General Aggregate. On your certificate of insurance, the section that is titled "Description of Operations/Vehicles/Exclusions Added by Endorsement /Special Provisions" make sure that the proper language, as stated below, is being used. **Virginia Farm Bureau Holding Corporation** and their shareholders, officers, directors, agents, employees, related or affiliated companies, trustees, subsidiaries, receivers, and assigns.

## **GENERAL SERVICES & FACILITIES INCLUDED IN RENTALS**

Public space, 100% house lighting and HVAC during show hours; minimal work lighting during move-in and move-out hours; show office space upon availability, exhibit hall public address system with microphone and janitorial services during event.



MEADOW EVENT  
PARK SPECIAL EVENT/  
FACILITY APPLICATION

Address:  
13111 Dawn Boulevard,  
Doswell, VA 23047  
Phone: 804-994-2800

*Please answer ALL questions, indicating N/A if  
the question does not apply to your event*

Event/Rental Name

Brief Description of Event

Is this a first-time event at MEP?

☐ Yes  
☐ No

Has the event been held at another facility? ☐ Yes ☐ No

Proposed Date and Time

mm/dd/yyyy

hh:mm am/pm

mm/dd/yyyy

Applicants Name

Are you representing yourself?

☐ Yes  
☐ No

Are you representing an organization?

☐ Yes  
☐ No

Business Name/Organization Name

Are you a For-Profit Business?

☐ Yes  
☐ No

Address 1

Address 2

City

State

Zip code

Daytime Phone

Evening Phone

Fax

Cell

Email



## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

### ABOUT THE EVENT/RENTAL

**This event is a.....Please check all that apply.**

- |   |   |
|---|---|
| <input type="checkbox"/> Sporting/Competition Event | <input type="checkbox"/> Show - Exhibit                                   |
| <input type="checkbox"/> Music Concert              | <input type="checkbox"/> Private Party/Wedding/Graduation                 |
| <input type="checkbox"/> Indoor Exhibit-Car/Boat    | <input type="checkbox"/> Camping/RV Rally                                 |
| <input type="checkbox"/> Carnival/Circus            | <input type="checkbox"/> Animal based Event (horse, dog, livestock, etc.) |
| <input type="checkbox"/> Festivals                  | <input type="checkbox"/> Sporting Events                                  |
| <input type="checkbox"/> Farmers Market             | <input type="checkbox"/> Fundraiser                                       |
| <input type="checkbox"/> Other                      | <input type="text"/>  |

### This Event is....

- ☐ Open to the General Public (Free Admission)  
☐ Private (by Invitation Only)  
☐ Ticket Sale

### This event will be using.....

- |   |   |
|---|---|
| <input type="checkbox"/> Entire Grounds                 | <input type="checkbox"/> Farm Bureau Building |
| <input type="checkbox"/> Mansion                        | <input type="checkbox"/> Stables              |
| <input type="checkbox"/> First Bank & Trust Co Pavilion | <input type="checkbox"/> Some off-site use    |
| <input type="checkbox"/> All Buildings                  | <input type="checkbox"/> Pavilion             |
| <input type="checkbox"/> Dominion Building              | <input type="checkbox"/> Arena                |
| <input type="checkbox"/> Other                          |   |
| <input type="checkbox"/> Select Grounds area(s)         | <input type="text"/>                          |

**Please note the range of TOTAL anticipated attendees (including spectators and participants)**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Less than 1,000 | <input type="checkbox"/> 1,000 - 2,500   | <input type="checkbox"/> 2,500 - 5,000 | <input type="checkbox"/> 5,000 - 7,500 |
| <input type="checkbox"/> 7,500 - 10,000  | <input type="checkbox"/> 10,000 - 15,000 | <input type="checkbox"/> 15,000+       |  |

### Food, Non-Food and Other Vendor Information

#### Food will be....

- |   |   |
|---|---|
| <input type="radio"/> No Food/Services                | <input type="radio"/> Served                    |
| <input type="radio"/> Sold                            | <input type="radio"/> Catered                   |
| <input type="radio"/> Prepared Outdoors               | <input type="radio"/> Prepared in FB Kitchen    |
| <input type="radio"/> Delivered from another Location | <input type="radio"/> Using Mobile Food Vendors |

#### Time and Date of food vendor(s) set up?



## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

---

### ALCOHOL

**Alcohol will be.....**

- ☐ Sold  
☐ Served  
☐ No on-site alcohol

Times/Dates during the event that alcohol will be served/sold?

**Will Tailgating be allowed?**

- ☐ Yes  
☐ No

---

### Fire and EMS

**Will you have open fires (bonfires) or candles?**

- ☐ Yes  
☐ No

**Does your event require dedicated EMS?**

- ☐ Yes  
☐ No

**Will you be having pyrotechnics?**

- ☐ Yes  
☐ No

---

### Structures, Riding, Tents, Bleachers and Stages

**Tents...****Will you have any tents?**

- ☐ Yes  
☐ No

**Will any tents have a square footage of 900' or more?**

- ☐ Yes  
☐ No

**Will any tents be used for cooking?**

- ☐ Yes  
☐ No
- 
- 
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## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

### Camping...

**Will any camping sites be needed?**

- ☐ Yes
- ☐ No
- ☐ If yes, How many?

### Rides...

**Will your event have Amusements/Playground type rides?**

- ☐ Yes
- ☐ No

**Will you have inflatable rides/bounce house?**

- ☐ Yes
- ☐ No

### Construction, Bleacher, Stages...

**Will you be using bleachers or large chair placement?**

- ☐ Yes
- ☐ No

**Will your event be using a stage or elevated platform?**

- ☐ Yes
- ☐ No

**Will your event be constructing or assembling any temporary or permanent structure?**

- ☐ Yes
- ☐ No

**Will any aspect of your event be connecting into electrical panels on-site?**

- ☐ Yes
- ☐ No

---

### Parking

**Will you be needing a contractor for parking cars?**

- ☐ Yes
- ☐ No

**Will your parking needs require a VDOT permit?**

- ☐ Yes
- ☐ No



## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

### SECURITY

**Will you need Police/Security at Event?**

- ☐ Yes  
☐ No

**Will you need overnight security?**

- ☐ Yes  
☐ No

### SOIL AND EROSION

**Will you be disturbing more than 2,500 square feet of land?**

- ☐ Yes  
☐ No

**Will you be having activities within 100' of the North Anna River?**

- ☐ Yes  
☐ No

**Will you be having activities within the designated wetlands?**

- ☐ Yes  
☐ No

### SOIL AND EROSION

**Does your Group have Liability Insurance for Event?**

- ☐ Yes  
☐ No

**Insurance Carrier**

**Policy Number**

**Insurance Agent**

**Phone Number for Agent**

*Applicants Signature*

*Date*

## **Appendix - B**

### **FIRE CODE REGULATIONS**

Listed below are the most common Fire Code Regulations that pertain to events in the MEP. Not all regulations are listed. If there is a concern regarding an exhibit or event, please contact your Event Manager.

Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State and municipal fire codes that apply to places of public assembly.

Sections of the Life Safety Code Book, which are pertinent to places of public assembly, shall be considered part of all leases whether specifically referenced or not.

1. All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. Flame retardant chemical certificates must be current and available to the Fire Marshall upon request. All such material is subject to flame testing by the Fire Marshall. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations, standpipes and exit signs.
2. Exhibit booths and other structures constructed within an area equipped with an automatic sprinkler system, shall not be constructed with any roof, ceiling, or other enclosure which would prevent the sprinkler system from protecting the booth area. For approved canopy structures, contact the Fire Marshall. Any multi-level booth may require approval by the Caroline County Fire Department and may require floor plans in advance.
3. Crates, wooden boxes, packing material, etc., may not be stored in public spaces, meeting rooms, ballrooms or exit areas. Lessee and Service Contractors are expected to make arrangements for proper storage of all crates and packing material. Vehicles with gasoline engines may be displayed with a minimum of  $\frac{1}{4}$  of a tank of gas remaining in the tank. No fuel may be drained in the facility or on the loading dock. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks. No vehicles may be moved during event hours. Liquid petroleum fuel tanks shall be removed.
4. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the facility. Refueling must be done a minimum of fifty (50) feet beyond the exterior of the facility.
5. Access to fire exit doors, corridors, switch gear, fire hose cabinets, standpipes, extinguishers and alarms must always remain visible and accessible.
6. The use of pyrotechnics, welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the Caroline County Fire Department.
7. Depending on the event, extra fire extinguishers may be required by the Fire Marshall at the expense of the Lessee.
8. Propane tanks are not permitted in the building.
9. The exhibit halls, ballrooms and meeting rooms have limited areas for storage. Corridors are designated as fire exits and may not be used to store equipment of any kind.

## **Department of Fire-Rescue and Emergency Management**

### **Timelines, Submittal and Approval**

- ❖ Events with more than 2,500 people on property will require a Special Event Application from Caroline County.
  - From which the Fire Official will determine what, if any, levels of Fire/EMS coverage and Emergency action plans are necessary.
  - Promoters are urged to set-up a meeting with the Caroline County Fire-EMS Department as early as possible to discuss required planning and operational elements.
  - Only a complete set of planning elements will be reviewed. Partial plans shall only be accepted, in advance of the 21-day business day submittal timeline.
  - The Fire Official may determine, based on the activity or event, additional review time will be required. In such cases, the Fire Official will document in writing the required time.
- ❖ Review and comments shall be submitted to the event promoter and VFBHC within 10 business days of the complete submittal.
- ❖ A letter of Approval or Denial with comments will be forwarded to the event promoter and Virginia Farm Bureau Holding Corporation (VFBHC).
- ❖ All planning elements shall have (1) point of contact for communication.

### **Emergency Action Plans**

- ❖ A hazard assessment will be provided by the Fire Chief, detailing what Emergency Action Plans (EAP) will be required of the Event Promoter or VFBHC for the associated risks with an event.
- ❖ An Emergency Action Plan, or EAP, is a formal written plan, developed by the event promoter that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property.
  - An EAP is needed for two main reasons:
    - ▲ To define the coordination of necessary actions by the sponsor of the event and the responsible municipal, county, and state officials to provide for timely notification, warning, and evacuation in the event of an emergency, to include catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc.
    - ▲ To reduce risk of loss of life and property damage resulting from an emergency. Unique situations do sometimes develop that may result in emergencies. Therefore, it is prudent for the sponsor to identify conditions that could lead to on-site or site related disasters, in order to initiate emergency measures that could prevent or minimize the consequences to life and property.

### **Fire Services**

- ❖ All events, renters, promoters and users of the facility will adhere to the provisions of the Virginia Uniform Fire Code. Caroline County will provide fire inspections at all events in excess of 2,500 people or as necessary.
- ❖ Contingent upon the hazard assessment, the Fire Chief shall determine if stand-by services are needed. Example: Engine Companies, Fire Marshals, Command Staff, etc.
- ❖ **Fireworks Permit**
  - If your event includes any type of fireworks display (aerial or proximate) you must obtain a separate permit for the use of fireworks from the Department of Fire-Rescue.

## Emergency Medical Services Requirements

### **Timelines, Submittal and Approval**

- ❖ An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the County are not hindered by the staging of a special event. The Department of Fire-Rescue must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel.

Meadow Event Park requires events that have attendance over the 2,500 threshold to schedule on-site emergency medical personnel (EMS) with one of VFBHC's preferred EMS providers. Should MEP management and promoter propose an alternative to the present providers, the contracted medical provider shall conform to all Virginia Office of EMS regulations, and meet the conditions and criteria set by Caroline County for service delivery.

### **All contract EMS providers must comply with the Following:**

- I. VA Code: 12VAC5-31-30 Paragraph (B).
  1. No person may establish, operate, maintain, advertise or represent themselves, any service or any organization as an EMS agency or as EMS personnel without a valid license or certification, or in violation of the terms of a valid license or certification issued by the Office of EMS.
  2. A person providing EMS to a patient received within Virginia whether treated and released or transported to a location within Virginia must comply with these regulations unless exempted in these regulations"
- II. Be pre-approved by Caroline County Fire-Rescue to provide EMS service in Caroline County (Chapter 15, local ordinance.)

The Code of Caroline states **Fire-EMS Chief** - "shall be responsible for regulating and managing the provision of pre-hospital emergency patient care and services and for regulating providers of the non-emergency transportation of patients requiring medical services" (Chapter 15-4(a)). The Fire Chief requires that **all persons** or **business** providing pre-hospital care in Caroline County follow Virginia State EMS Regulations, to include VA Code: 12VAC5-31-30 Paragraph (B). 1. No person may establish, operate, maintain, advertise or represent themselves, any service or any organization as an EMS agency or as EMS personnel without a valid license or certification, or in violation of the terms of a valid license or certification **issued by the Office of EMS.**

### **Things to be aware of:**

- Anyone certified or non-certified in Virginia may provide treatment to the Basic First Aid level to include CPR and AED.
- Anyone providing EMS care in Caroline beyond "Basic First Aid/CPR" must be operating through a licensed Virginia EMS agency, and certified in Virginia as a First Responder, EMT, EMT-E or EMT-I or EMT-P and subject to all the rules of the office of EMS.
- EMT's are certified and as such must work under a Doctor's License & Insurance. Many times, EMT believe they are free to practice as an EMT with or without compensation using their existing Operational Medical Directors consent.
- As such any individual contracted or providing volunteer EMT or above service in Caroline County is required to have a letter from their OMD stating his/her consent and liability coverage.
- These individuals must also provide permission to practice in either the ODEMSA or REMS region.
- Have an approved means of reporting / documenting the incident and treatment.

### Physicians.

Are regulated by Virginia Board of Medicine. See Regs.

[https://www.dhp.virginia.gov/medicine/leg/Medicine\\_07162015.doc](https://www.dhp.virginia.gov/medicine/leg/Medicine_07162015.doc)

Physicians must be licensed to practice medicine in Virginia. Physicians that are going to act as an Operational Medical Director (have EMT's, Paramedic's Etc.) would need to follow State Regulations for EMS Licensure.

Out of state physician can practice in Virginia without a VA state license if its pro-bono (18VAC85-20-22)

The following is a guide based solely on the number of people anticipated at an event. The following conditions may affect the staffing/response levels of your event: nighttime vs. daytime, availability of alcohol, location of event or dynamic events, number of patrons/spectators, type of event, weather and time of year, length of event, crowd demographics, event medical history, density of crowd, on-site camping, among others. Additional EMS response resources not included on the matrix that may be required are: EMS bike teams, foot patrol teams, golf cart/UTV response teams, mass casualty incident response equipment, or other specialty teams as needed.

Crowd Size	On-Site First Aid	On-Site BLS	Ambulance BLS	Ambulance ALS	Care Center ALS	Team Mobile	Command & Control	Specialty Units
<1000	✓							
1000-2500	✓	○						
2500-5000			●	○				
5000-7500			●	●	○	○	●	○
7500-10,000			●	●	●	●	●	○
10,000+			●	●	●	●	●	○

- - Required
- ✓ - Reliance on 911 system

- - MAY be required
- # - Multiple units may be required

#### Emergency Training Services

**Steve Woods**

☎ 804-512-0921

✉ [etsinformation@aol.com](mailto:etsinformation@aol.com)

#### American Medical Response

**Randy Stevens**

☎ 804-585-3635

✉ [randy.stevens@amr.net](mailto:randy.stevens@amr.net)





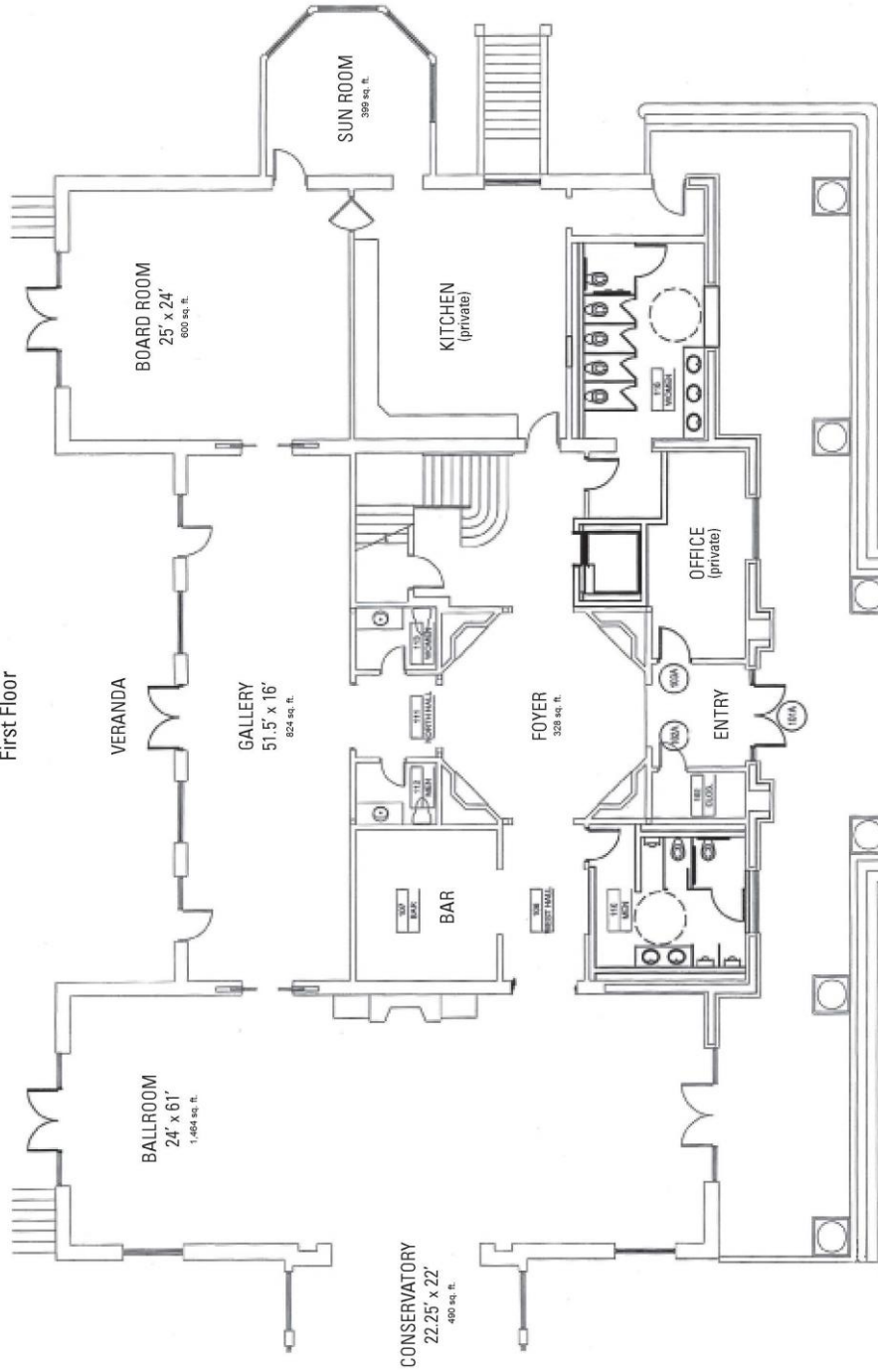
## **Meadow Hall**

### Weddings & Corporate Events

This 2 story Southern style mansion is perfect for weddings and corporate events! It is ideal for breakout sessions, training seminars, and is ADA accessible. The facility is heated and air conditioned.

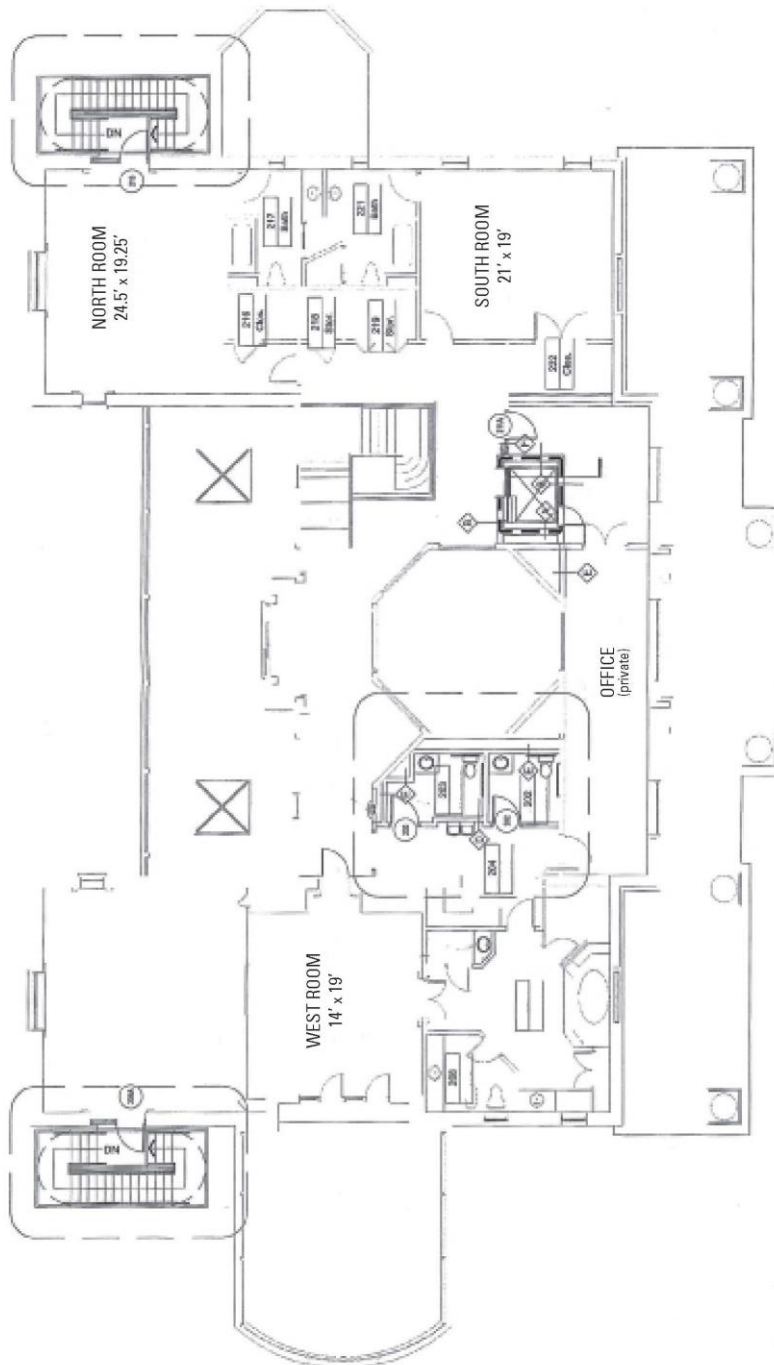
## Appendix - D

### MEADOW HALL First Floor



## Appendix - D

### MEADOW HALL Second Floor



2/2014

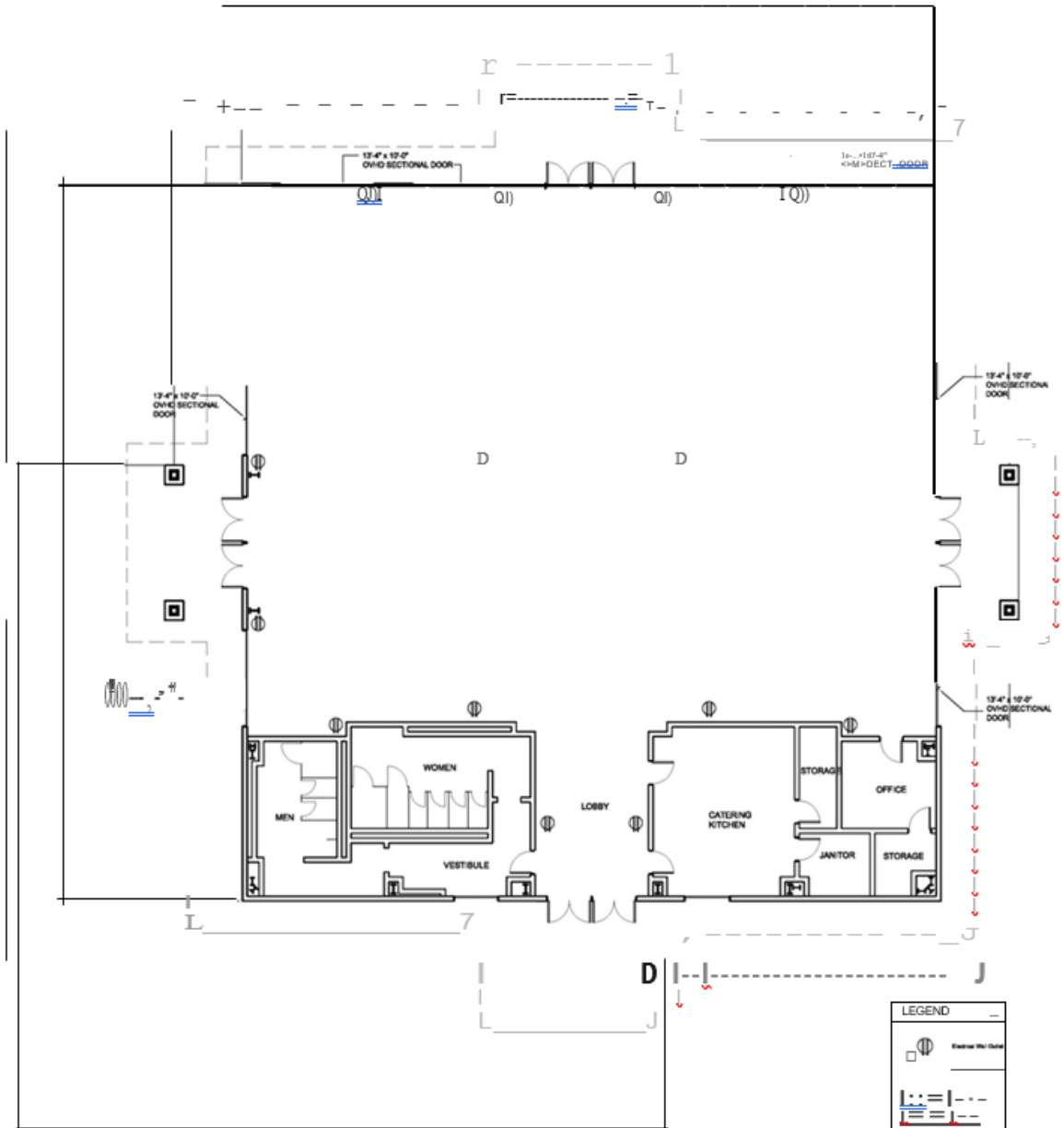
## **Appendix - D**



### **Meadow Pavilion**

#### **Meetings & Events**

The 6,984 square-foot Meadow Pavilion is a multi-purpose facility bathed in light from its central skylight and sectional glass doors. The eight doors can be left open in warm weather.







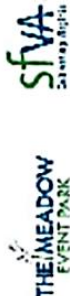
## **Farm Bureau Center**

### **Conventions & Consumer Shows**

The 75,000-square-foot exhibition hall is climate-controlled and equipped with a show office, meeting room, ticket offices and a full kitchen and concession stand. Built in 2009, this facility promises to offer an attractive and diverse space for a range of events.



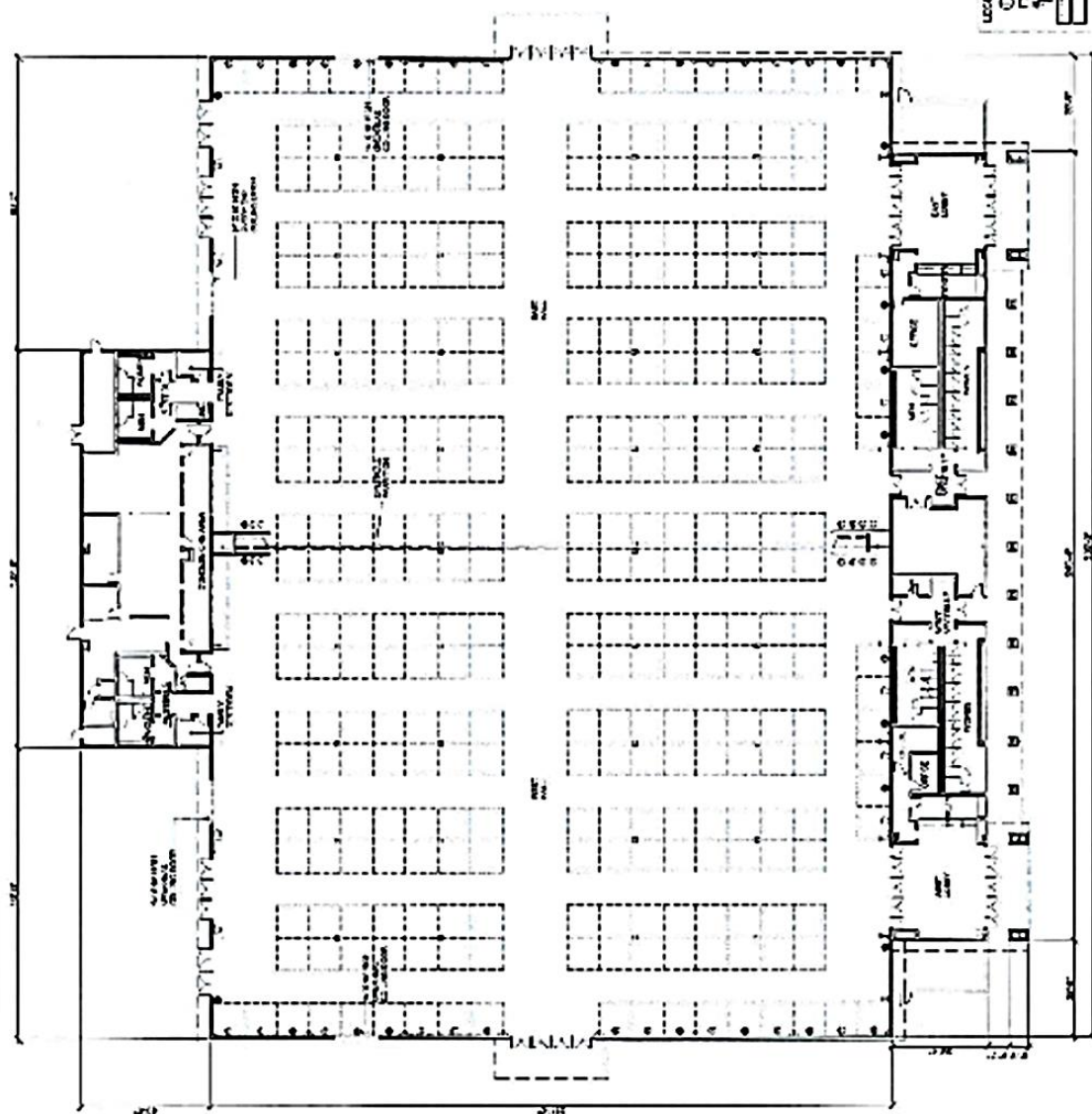
## Farm Bureau Center



### Additional Details:

- Total square footage of useable space is 63,175
- Can be divided into two areas of 31,587.5 square feet of useable space with an optional floor to ceiling room divider
- Parking adjacent to building
- Heating and air conditioning
- Additional 40,000 sq. ft. available on two 20,000 square foot asphalt pads adjacent to building suitable for clear span climate controlled structures
- 5.5 acre festival loop area adjacent to facility also can support events
- Phone/fax/internet capability
- Two ticket offices available
- Show office available
- Full kitchen for concessions and bar/quiz
- Electric and water available

More information is available at  
[www.meadoweventpark.com](http://www.meadoweventpark.com)



## Equine & Livestock Complex



As the birthplace of Secretariat, The Meadow Event Park has taken special care in designing the Equine & Livestock Complex. The 80-acre complex offers all the amenities necessary to host your next equine or livestock event.

- 143 permanent stalls (Pads available for portable stalls)
- 4 outdoor arenas with lights
  - Ring 1 is 150' x 300'
  - Ring 2 is 125' x 300'  
(Rings 1 and 2 are suitable for all equine events, including rodeos and cattle-working events)
  - Rings 3 and 4 are 125' x 250'
- First Bank & Trust Co. Pavilion and Southern States Club Master Arena
  - Suitable for livestock shows and expos or use as a horse arena
  - 160' x 250' x 16' Clear Span building
  - 120' x 240' arena with bleachers
  - Sand/clay floor
- Show office and registration area
- Participant restrooms and showers
- RV spaces with hookups  
(32 spaces in the Equine & Livestock Complex)
- Bold Ruler House available to host your judges or hospitality event
- Vet/farrier building

Phone: 804-994-2858

Email: [gmartin@meadoweventpark.com](mailto:gmartin@meadoweventpark.com)

### Show Office

Participant support facility available for use by event organizers:

- Check-in area and office available within close proximity to stable
- 1 facility staff office: 11' x 11'
- 1 show office: 11' x 13'
- 1 show office: 11' x 11'
- Restrooms/showers available for participants
- Capability to host phone/fax/computers
- Furnished with desks and chairs

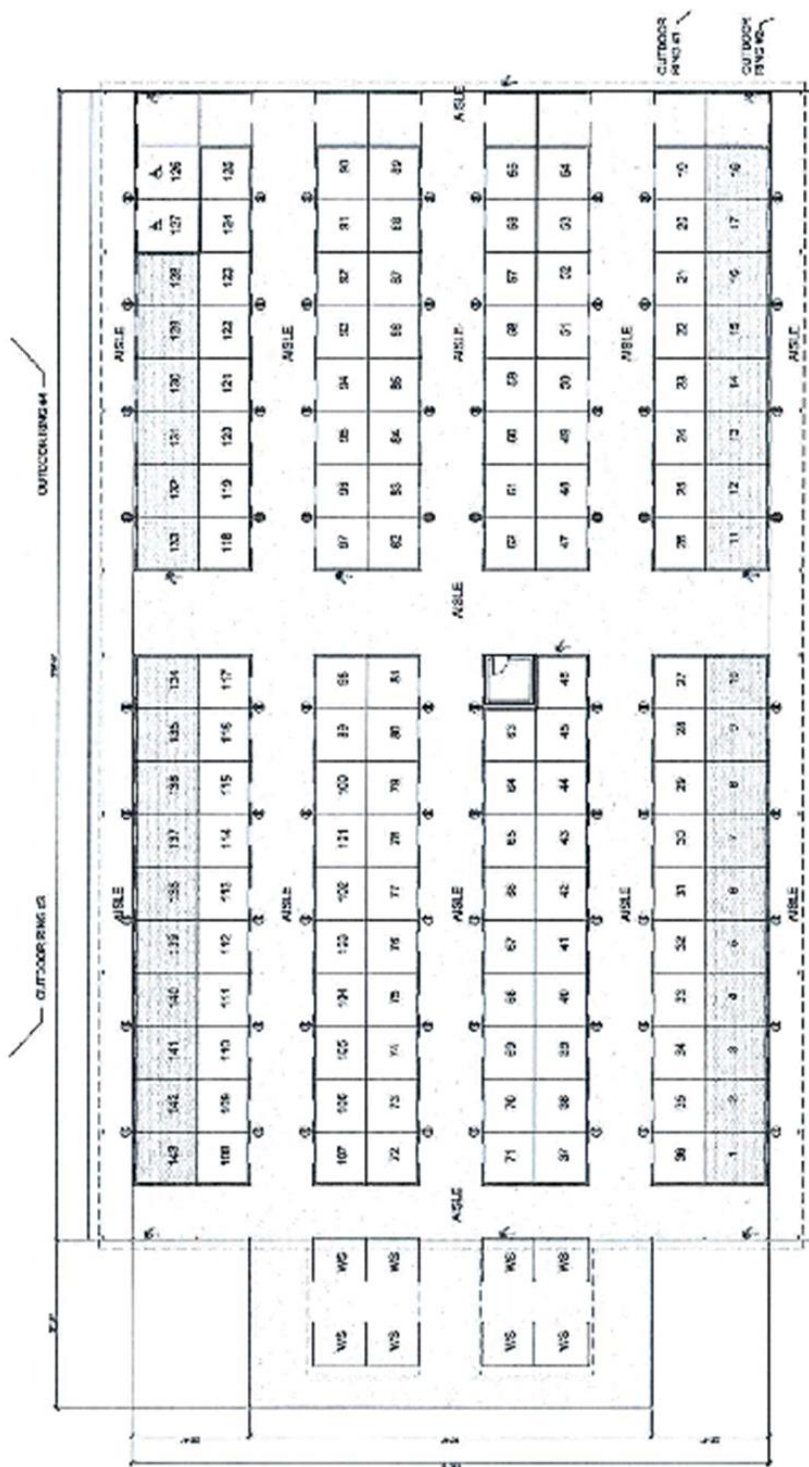
### Amenities

- Shavings
- Jumps and other props
- All food and beverage services provided through facility
- Vendor electric and water available
- Plenty of stabilized parking









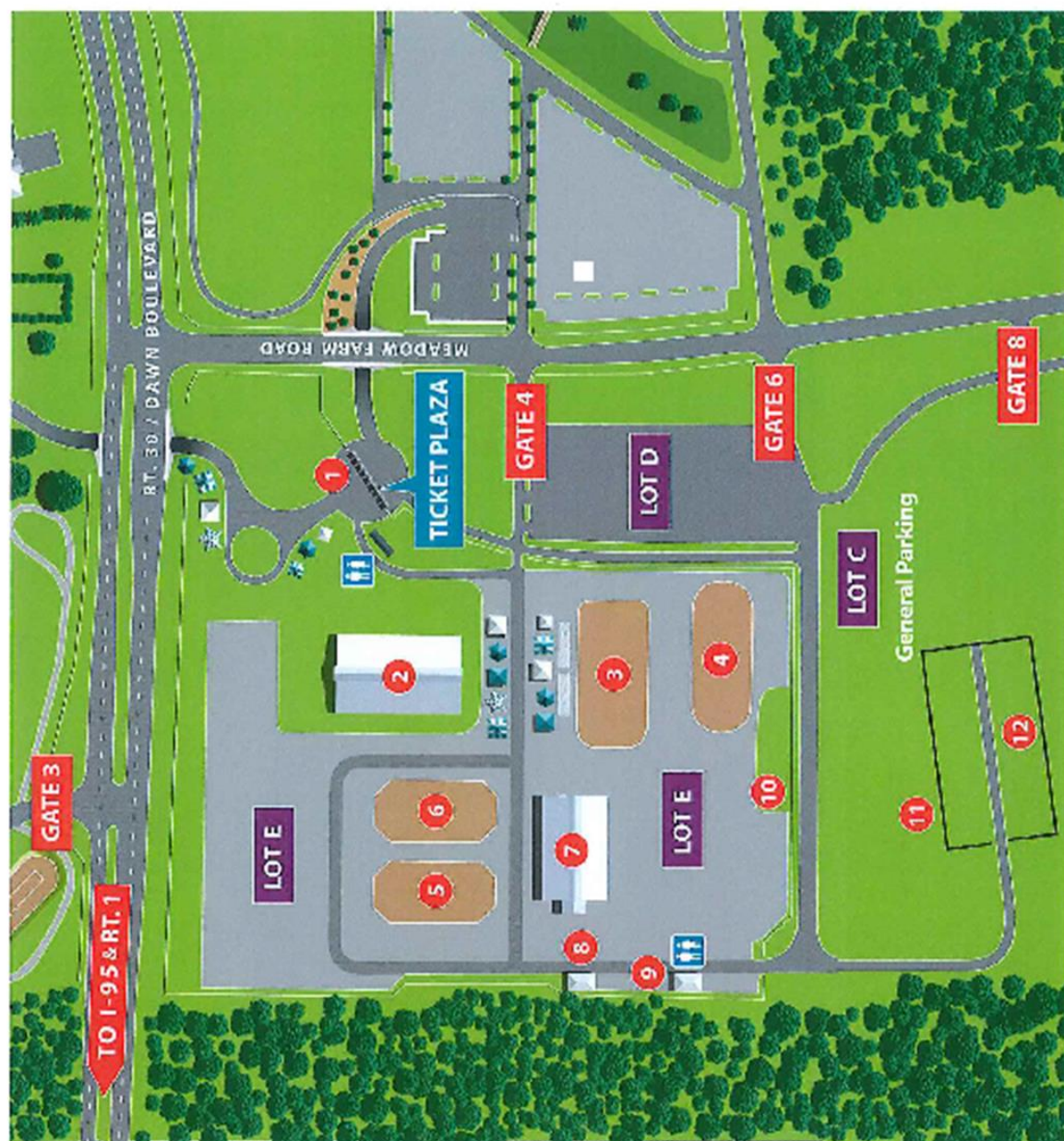
Southern States Legend Stable

**Additional Details:**

- All 143 stalls have access to an electrical outlet.
- 107 stalls are 10' x 10'
- 36 stalls are 10' x 12' (3 on ring outside walls)
- Eight wash stalls have cold water

## Equine & Livestock Complex Map Key

- 1 Ticket Plaza
- 2 First Bank & Trust Co. Pavilion and Southern States Club Master Arena
- 3 Outdoor Ring 1
- 4 Outdoor Ring 2
- 5 Outdoor Ring 3
- 6 Outdoor Ring 4
- 7 Southern States Legend's Stable
- 8 Britt-Watson Vet/Farrier Building
- 9 Horse Show Office
- 10 Historic Secretariat's Foaling Shed, Meadow Farm Training Barn
- 11 Bold Ruler House
- 12 South Campground
- Restrooms



**Meadow Event Park  
2022 Settlement Sheet  
Equine Area Facility Rentals**

Event: \_\_\_\_\_  
Date: \_\_\_\_\_

**Base rental rate: \$550.00/day/2 Arenas, \$1,000.00/day/1 Arena & FB&TC Covered Pavilion, \$1,250.00/day/1 Arena & FC Covered Pavilion (Minimum of 20 stalls must be rented)**

**Included:**

- 2 arenas (1 & 2 or 4 or any one arena and FB&TC Covered Pavilion or FC Pavilion)
- Show office, house sound & announcer stand
- Arenas will be drug each morning prior to 8:00 am and once during the day; Arenas will be watered nightly as needed/requested. Please let staff know by 4:00pm if you wish to have arena watered prior to the next day show
- 1 facility staff person from 7:00am until 5:00pm on call
- Permanent restrooms and showers (cleaned and stocked prior to show)
- First Bank & Trust Company Pavilion (Ag Event Without Stalls) - \$1,200.00/Day
- First Bank & Trust Company Pavilion (Non Ag Event) - \$2,500.00/Day
- Farm Credit Pavilion (Ag Event without stalls) - \$1,500.00 (under construction)
- Farm Credit Pavilion (Non - Ag Event) - \$3,000.00 (under construction)

Base rental rate \_\_\_\_\_ x # of days \_\_\_\_\_ =

Total \_\_\_\_\_ (HLD-54400-2160)

\$500.00 deposit on base rental total, due at contract signing: Balance due end of show:

**Additional Charges:**

**Additional Rings - \$150.00/day**

\$150.00 x # of rings \_\_\_\_\_ x # Days \_\_\_\_\_ =

Total \_\_\_\_\_ (HLD-54400-2160)

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Stalls - Priced per length of show (All horses remaining on the grounds overnight must be stalled and must be bedded with at least one standard size bag of shavings - NO tie out to trailers overnight.**

(Move in is after 3:00pm the day prior to the beginning of the show - ie, If you are having a Saturday/Sunday show stall move in would be Friday after 3:00pm)

1 Day shows - \$25.00

2 Day Shows - \$40.00

3 Day Shows - \$60.00

\$ \_\_\_\_\_ x # of Stalls \_\_\_\_\_ =

Total \_\_\_\_\_ (HLD-54250-2160)

**Stall cleaning/manure removal fee - \$10.00/stall (HLD-54250-2160)**

\$10.00 x # of Stalls \_\_\_\_\_ =

Total \_\_\_\_\_

**Grounds Fee - \$5.00/day/horse if not renting a stall (Charged for each day they are on the grounds) (HLD-54250-2160)**

\$5.00 x # of Horses \_\_\_\_\_ =

Total \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**RV spaces - \$30.00/night + (sales tax 5.3% & transient tax 5%) (All have electricity some have water and sewer) (HLD-54800-2160) AND (HLD-22520-2100 (sales) AND (HLD-22535-2100)(transient)**

\$30.00 x # of Spaces \_\_\_\_\_ = Total \_\_\_\_\_ + 5.3% \_\_\_\_\_ + 5% \_\_\_\_\_ = **GRAND TOTAL** \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Dry camping (No hook ups) - \$15.00/night + (sales tax 5.3% & transient tax 5%) (All have electricity some have water and sewer) (HLD-54800-2160) AND (HLD-22520-2100 (sales) AND (HLD-22535-2100)(transient)**



\$15.00 x # of Spaces \_\_\_\_\_ = Total \_\_\_\_\_ + 5.3% \_\_\_\_\_ + 5% \_\_\_\_\_ = **GRAND TOTAL** \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Tractor/Draw/Operator - \$40.00/hour (4 hour minimum) (HLD-56580-2160)**

\$40.00 x # of Hours \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

**Shavings - \$6.00/bag (HLD-54100-2160)+5.3% SALES TAX (HLD-22520-2100)**

\$6.00 x # of bags \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_ + 5.3% = \_\_\_\_\_ **Total** \_\_\_\_\_

50 cents x # of bags placed in stalls \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

**Outside Arena Lights - \$60.00/hour (after 7:00pm) (HLD-56580-2160)**

\$60.00 x # of Hours \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Bold Ruler House - \$200.00/day (\$100.00 each additional day)**

First Day = \_\_\_\_\_  
\$100.00 x # of Additional Days \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

**Overnight Security -**

**Required by Meadow Event Park: you may provide your own or contract through Meadow Event Park at a rate of \$25.00/hour**

\$25.00 x # of Hours \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Vendor Fees-**

**\$25.00/day for basic electrical service (Must follow county and health dept. requirements)**

\$25.00 x # of Vendors \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_ (HLD-54300-2160)

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Operations Staff after 5:00pm- \$25.00/hour**

\$25.00 x # of hours \_\_\_\_\_ = \_\_\_\_\_ **Total** \_\_\_\_\_

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

**Misc. Charges:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**Make Check Payable to:  
VFBHC/Meadow Event Park**

**Contract Deposit:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Licensee:**

FBHC/Meadow Event Park/Glenn Martin

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

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

**Title:** \_\_\_\_\_

**Title:** Director of Equine & Livestock Events

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Service/Amenity	Quantity Needed
A Lot (grass)	
Any hours after 10pm	
Any hours before 7am	
Barricades	
Benches	
Bleachers - 10 high	
Bleachers - 5 high	
C Lot (grass)	
Chairs - plastic	
Chairs - resin padded	
Cocktail Hi Top Tables	
Dominion Classroom	
Electric	
Festival Loop	
Festival Loop	
Fork lift	
Janitorial staff	
Midway lot	
Operations Staff	
Overnight Security	
Parkers	
Picket Fence	
Picnic Tables	
Podium	
Police	
Portable PA System	
Projector Screen (large)	
Projector Screen (small)	
RV Spaces	
Scissor lift	
Security	
Stage sections 4x8	
Stanchions	
Tables 5' round	
Tables 6' rectangle	
Tables 8' rectangle	
Ticket Sellers/Takers	
Trams & drivers	
Water	



## MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**

13111 Dawn Boulevard,  
Doswell, VA 23047

**Phone:** 804-994-2800

## NOTES