



SEPTEMBER 24TH - OCTOBER 3RD, 2021

TO: STATE FAIR OF VIRGINIA VENDOR PARTNERS

RE: 2021 VENDOR CONTRACT AND PAYMENTS

Thank you for your patience. Thankfully, our 2021 event will have very few capacity restrictions. However, we are mindful of the public's continued desire to have more open space and that is a top priority as we create layouts. Over the past couple of months, we have worked very hard to provide an efficient vendor contracting and payment system. Two significant goals were achieved: 1.) provide better real time mapping information for our staff and fairgoers; and 2.) provide a streamlined 24/7 process for vendor partners to register and pay.

Unless someone from our team reaches out to you, you can assume that your space will be the same or very similar to 2019.

Moving forward we will be using www.eventhub.net for our registration and communication platform. This will make signing up for our events easier and keeps all your information stored in one place! Don't worry - creating an account on Event Hub is completely FREE.

To register and pay, follow these steps:

1. Click this link to go to our Showcase Page on Event Hub: https://eventhub.net/events/The-State-Fair-of-Virginia-2021_2424.
2. On the Showcase Page, you'll notice an Opportunities box on the right side – select “Book Event Space” to list the booth/space type and pricing. Select and add to your cart, the booth/space type(s) you need, then specify the quantity of the booth/space type(s) needed. Next, you will review “Booth Add-Ons” and select quantity for any that apply. **NOTE: All vendors must have a Caroline County Vendor (Business) License. Any vendor selling, is REQUIRED to select the “Caroline County Business License Fee” add-on to their cart before submitting their order. If you have a current Caroline County Business License you will be asked to provide the license number and expiration date when you create an account/profile. *IMPORTANT: Virginia Farm Bureau Holding Corporation will collect only the \$30 minimum license tax for up to \$20,000 in gross receipts. Any additional taxes will be collected by the Caroline County Commissioner of the Revenue. You will need to complete the form and upload to the Event Hub portal. If you are displaying only, and will not be offering any products for sale, the license tax does not apply; however, you still need to complete the form and upload to Event Hub.*
3. Click “Proceed to Checkout”. You will be prompted to create an account, if you have never used Event Hub. Then, continue through checkout, selecting one of the following payment methods:
 - ****CHECK OR ALT. PAYMENT:**
Payable to: *Virginia Farm Bureau Holding Corp. – MEP*
Mail to: *VFBHC – MEP, Vendor Registration/SFVA, PO Box 130, Doswell, VA 23047*
 - ****CREDIT CARD (through Event Hub portal):**
Visa, Discover, or MasterCard (Note: Estimated 3% processing fee applied to orders/registrations paid via acceptable credit card – credit card payments will not be processed until after SFVA approves your registration/order submitted through the Event Hub portal)
4. You will be asked to type your name as acceptance to certain event criteria, one of which is insurance.
5. Now “Submit your order”!

Need help submitting your order? Click this link for a tutorial:

<https://help.eventhub.net/hc/en-us/articles/360022195374-How-to-Find-an-Event-in-Our-Marketplace-and-Submit-an-Application>

Once your order is approved, you can send SFVA paperwork or messages, access your registration/invoice, and view your logistics information/booth assignment... all from your Event Hub Order Summary! Click this link for a tutorial that will show you the possibilities:

<https://help.eventhub.net/hc/en-us/articles/360022197154-Manage-Your-Orders>

If you get stuck or have questions, don't panic! The Customer Success Team at Event Hub is available to you to answer your questions and help you get started on their platform. If you need help, don't hesitate to reach out to them at help@eventhub.net or go to the Event Hub Help Center to Live Chat with your questions/issues.

Following are key links that will assist you as you get signed up:

- [Exhibitor Help Center](#)
- [How to Search for an Event in Our Marketplace and Submit a Booking Submission](#)
- [Pay for Your Booking](#)
- Returning Exhibitors, forgot your password/username? Click [HERE](#) to learn how to reset your login credentials.

Step 1 – event page and click Book Event Space

The State Fair of Virginia 2021

Message Event View other events from this organizer

245,000+ Doswell, VA Reg. Deadline: 08/04/2021

Book Event Space

Ask About Sponsorship

Ask About Advertising

Step 2 – select the type of booth

The State Fair of Virginia 2021

Message Event View other events from this organizer

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Opportunities

Spaces	Sponsorships	Advertising
Meadow Pavilion - 10 x 10 - US\$ 550.00		Add to Cart
FARM BUREAU CENTER 10 X 10 REGULAR - US\$ 1,000.00		Add to Cart
FARM BUREAU CENTER 10 X 10 CORNER - US\$ 1,200.00		Add to Cart
Outdoor-Commercial-NonFood-\$700 PER 5FT - US\$ 700.00		Add to Cart
FOOD - \$800 PER 5FT FRONTAGE 20%		Add to Cart

Close

Step 3 – If you have never used Event Hub, you will need to click the sign up in blue at the bottom

FARM BUREAU CENTER 10 X 10 REGULAR
Log In To Continue Checkout

Username

Forgot username?

Password

 **Forgot password?**

[Need to sign up?](#)