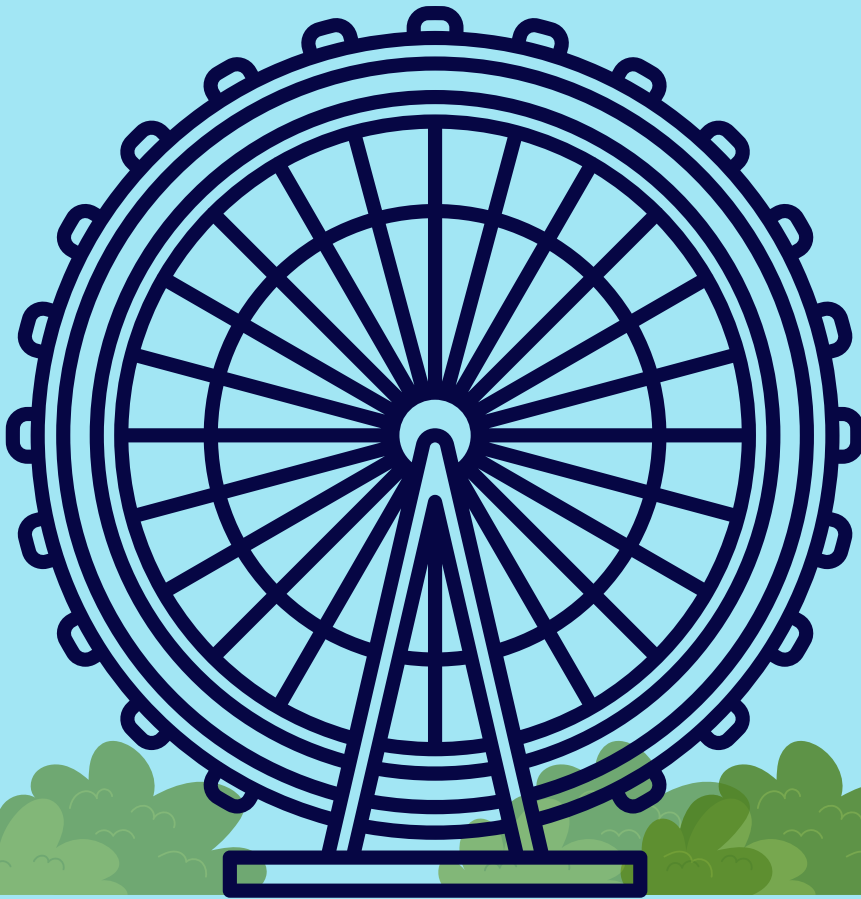




DINWIDDIE COUNTY FAIR

Oct. 4-6, 2024

ARTISAN VENDOR HANDBOOK



www.dinwiddieva.us

- carnival • shows •
- games • fair food •
- live music •
- agriculture exhibits •
- and more •

Discover
Dinwiddie



February 15, 2024

Thank you for your interest in the 2024 Dinwiddie County Fair. The event is presented by the County of Dinwiddie, VA and will be held Friday, October 4 – Sunday, October 6, 2024, at Virginia Motorsports Park.

Within this handbook, you will find all of the necessary information related to the event including food vendor information. This handbook contains the following information:

- Facts about the Dinwiddie County Fair
- Artisan Vendor Application
- Acknowledgment - FOR ALL VENDORS
- Special Events Registration Form (if applicant resides outside of Dinwiddie County)
- Virginia State Corporation Commission Registration Information

For all applications, please fill out the required information and return to Stacey English by the specified deadline of August 23, 2024.

If you have any questions or concerns, please feel free to contact me (information below). Please contact Chris Walters, with Parks and Recreation if you are unable to reach me. Chris can be reached at cwalters@dinwiddieva.us or in the office at (804) 732-1100.

Dinwiddie County Fair
Attn: Stacey English
14010 Boydton Plank Road, PO Drawer 70, Dinwiddie, VA 23841

Sincerely,

Stacey English

Economic Development & Marketing Manager

Dinwiddie County

senglish@dinwiddieva.us

(804) 469-4500 opt. 1, ext. 2163

(804) 896-4960

ABOUT THE DINWIDDIE COUNTY FAIR

Addresses:

Physical Address / Venue: Virginia Motorsports Park, 8018 Boydton Plank Road, North Dinwiddie, VA 23803

Mailing Address / Office: Dinwiddie County, Attn: Stacey English, 14010 Boydton Plank Rd., PO Drawer 70, Dinwiddie, VA 23841

Fair Management:

Stacey English

(804) 469-4500, opt. 1, ext. 2163

(804) 896-4960

senglish@dinwiddieva.us

Fair Dates & Times:

Friday, October 4, 2024: 6pm - 11pm

Saturday, October 5, 2024: 11am - 11pm

Sunday, October 6, 2024: 1pm - 6pm

Fair Websites:

www.dinwiddieva.us/318/tourism

Facebook: @DiscoverDinwiddie

Instagram: @DiscoverDinwiddie

Fair Attendance:

The Dinwiddie County Fair averages about 10,000 people per year.

Over 14,000 people attended the 2023 County Fair.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

ADA GUIDELINES: The US Congress created the Americans with Disabilities Act (ADA) to protect people with disabilities from discrimination. The Dinwiddie County Fair makes every effort possible to comply with the ADA. We appreciate your cooperation in offering additional assistance to our guests if needed to comply with the ADA.

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES: Alcoholic beverages and illegal substances are not allowed on the fairgrounds or in the parking areas. Any vendor or patron found under the influence or in possession of alcohol or illegal substance will be required to leave the fairgrounds immediately. They will not be allowed access to the fairgrounds for the duration of the Fair and will be subject to arrest. **NO REFUNDS WILL BE GIVEN TO ANYONE WHO IS REMOVED FROM THE PROPERTY. NO EXCEPTIONS.**

BACKGROUND CHECK POLICY: Each vendor shall conduct adequate criminal history background checks for their employees, agents, or workers at the Fair to assure that the County's best interests and the duties and responsibilities to be assigned to the individual. Failure to adequately conduct such background checks and shall be grounds for (1) immediate dismissal of a vendor from the Fair and (2) refusal by the County to permit the vendor to participate in future Fairs as a vendor.

CONTRACT: Every individual, company or organization participating in the Dinwiddie County Fair must have a written contract, if required. Vendors must have a contract signed by the County. Fair management must have a signed contract and payment in full by the specified date within the contract. If the full payment is not received by the due date stated on the contract, the vendor's space will be released, and a contract will be generated for the next approved vendor on the waiting list. Please bring a copy of your contract with you to the Fair as a reference. **Contract space is NON-TRANSFERABLE, and all payments are NON-REFUNDABLE. NO EXCEPTIONS.** In addition, those vendors who are accepted and provide the \$100.00 deposit and fail to provide the final payment will not be entitled to the refund of initial deposit. In the event that a vendor pulls out 30 days or less prior to the start of the Fair (Wednesday, September 4, 2024), they will be entitled to neither a refund of the initial payment nor the security deposit. The Dinwiddie County Fair reserves the right to cancel at any time all contracts made with vendors for any infraction of these rules or regulations made herein, with no refund, and to cancel or modify all contracts, whatever kind, by public notice, due to an act of providence or any occurrence beyond the reasonable control of the Dinwiddie County Fair, such as inclement weather, war, riot, terrorism, fire, flood, storm, or pestilence, which prevents holding the Fair for all or part of the time allotted for the Fair.

DEFAULT: In the event that any vendor fails to occupy leased space by 8:00pm on Thursday, October 3, 2024, their contract may be terminated by Fair Management unless advance arrangements have been made to provide for a late arrival (late arrival is not always approved). No refund (deposit and final payment) will be made in such a case and the Fair is authorized to resell space to another vendor.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

DELIVERIES: On Friday, all deliveries to vendor spaces must be made between 10am and 5pm. On Saturday, deliveries must be made between 8:30am and 10:00am. On Sunday, deliveries must be made between 10:00am and Noon (times are subject to change).

ALL VEHICLES MUST VACATE THE GROUNDS ONE (1) HOUR PRIOR TO THE OPENING OF THE FAIR.

DEPARTURE / TEARDOWN: Vendors may not drive on the fairgrounds to haul materials until after closing each night unless approved by fair management. If you choose to tear down before closing, you must haul your supplies by hand to your vehicle. On Friday and Saturday night, all vendors must vacate the fairgrounds by 12:00am; failure to do so will result in a loss of your deposit. At the end of the Fair if you choose not to take your set-up with you on Sunday night, all supplies must be removed between the hours of 9:00am and 11:00am on Monday, October 7, 2024. If all supplies have not been removed by 11:00am Monday, October 7, 2024, you will lose your \$100.00 Deposit, and anything left on the premises will become the property of Dinwiddie County.

DISPLAYS AND PRODUCTS: Fair Management shall have control over all displays, booths and stands of every kind within the fairgrounds. This is a family-oriented Fair, and your booth display MUST reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that Fair Management, in its sole and exclusive determination, deems inappropriate for a family-oriented atmosphere.

FIRE INSPECTIONS/FIRE EXTINGUISHERS: All vendors will be inspected by the Fire Marshal to ensure that set-ups meet proper code including fire extinguishers as necessary.

INSPECTION & CLOSEOUT:

ALL VENDORS must be checked out by representatives from the Commissioner of Revenue (Lori Stevens / Monique Wojciula) prior to departure. The inspection time and date will be determined and expressed to all vendors.

INCLEMENT WEATHER: In the event of rain or severe weather vendors must follow directions given out by Fair Management **IMMEDIATELY**. Failure to do so may result in vendors not being able to return back onto the fairgrounds or to future events/fairs.

LIABILITY: All property brought onto the fairgrounds will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms, corporations and other entities must make their own arrangements to protect their property at all times. The Dinwiddie County Fair will employ Sheriff Deputies who will promote the safety and protection of our patrons, vendors, exhibits and property on the fairgrounds.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

LIABILITY CONT.: However, under no circumstances will the County, the Fair, the Virginia Motorsports Park, or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes, without limitation, booths, stands, electronic equipment, and automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other condition.

PARKING: Vendors will receive three (3) parking passes for the duration of the Fair. You may purchase up to 3 more for \$5.00 per pass. Any additional passes after three (3), will be \$10.00 per pass. Passes must be displayed on the dashboard at all times. Any workers trying to enter the Fair without the proper pass will be required to pay the \$10.00 fee at the gate. **NO**

EXCEPTIONS. Parking Passes will be provided to vendors on Thursday, October 3, 2024 after the setup of your individual booth is complete.

PAYMENTS: All signed contracts must be returned by the deadline listed on the contract with the total payment. We accept personal checks and money orders. All checks must be made out to Dinwiddie County, VA and mailed with the signed contract (if required) to Dinwiddie County Community Development Attn: Stacey English - 14010 Boydton Plank Rd. Dinwiddie, VA 23841.

All payments are Non-Refundable, Non-transferable, No exceptions. Note that pursuant to Section 2-1 of the Code of the County of Virginia, payments are subject to the following provision: "Sec. 2-1. Insufficient funds and stop payment fees. (a) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which is subsequently returned for insufficient funds or because there is no account or the account has been closed, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order. (b) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which is subsequently returned because of a stop-payment order, placed in bad faith on the check, draft, or order by the drawer, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order."

POWER: Power for vendors is available and set at the cost outlined in the application. Power is defined as access to one (1) 110 outlet within 200'. Vendors must provide all extension cords, cord coverings and necessary equipment. All cords must be free of any tripping hazards and in no event shall uncovered cords run along or near the ground.

REFUNDS: There are no refunds for any payments made to the Fair. All sales are final. **NO EXCEPTIONS.** Clean-up deposits will be refunded once your area has been left the way you found it and approved by Fair Management. This process will take up to 30 days for a check to be mailed to you.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

SELECTION OF VENDORS: First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until August 2, 2024, to submit their application. After August 2, 2024, Fair Management will review all new vendor applications to determine who the event can accommodate. Event Management selects new vendors based on the following criteria: 1) Does the vendor have a well-rounded presentation and sell unique food in comparison to other selected vendors? 2) Can they provide a high level of customer service with the accommodations we provide? 3) Can they fit within our space requirements? The Dinwiddie County Fair reserves the right to accept or reject any application it receives for space.

SELLING VENDORS: All vendors must review the Commissioner of Revenue Special Events Letter within this packet (page 21). Selling vendors must also pay the separate taxes associated with the application.

REVIEW: Commissioner of Revenue Information – ATTACHED

REVIEW: SCC Information – ATTACHED

If you should have any questions concerning the special events license or meals tax collection / remittance requirements, please contact Monique Wojciula at (804) 469-4500 ext. 4.

SET-UP: Food vendors will be provided space based on the application request with water and power access within 200' at a separate charge (see fee scale). All tables, chairs, etc. must be provided by the applicant. All food vendor spaces will be located on asphalt. Vendors will be allowed access to the Motorsports Park starting at noon on Wednesday, October 2, 2024. **ALL VENDORS MUST BE COMPLETELY SETUP BY 5:00PM ON THURSDAY, OCTOBER 3, 2024.** Vendors will not be allowed to setup on Friday, October 4, 2024.

SPACE PLACEMENT: Dinwiddie County Fair Management has sole discretion on placement and moving of the vendors booths/stands. You must confine your business to the specific area assigned. There will be no soliciting, signage or handing out of written materials by any organization/business, groups or individuals outside of the space that has been leased.

PLEASE NOTE: Vendors are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by Fair Management. Vendors must provide, at their own expense, all cables, cords, tables, pumps, hoses, fittings etc. which they require.

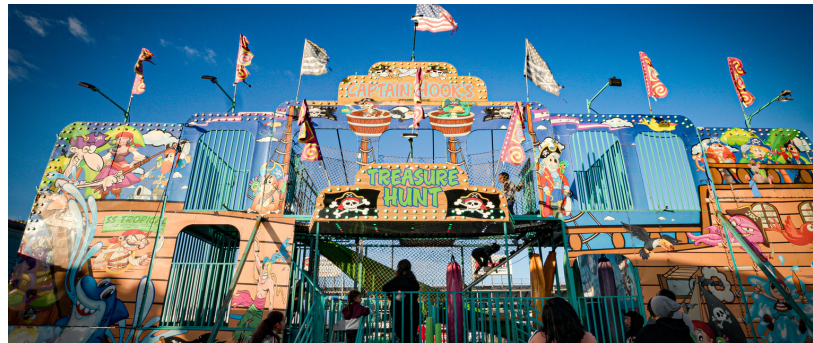
DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

SUBLEASING: No subleasing or any other type of transfer of contracted space is prohibited. Once a space has been assigned, you will not be permitted to move to a different location without written permission from Fair Management. There will be no prorated spaces. Full payment will be charged regardless of arrival time.

TRAFFIC ON GROUNDS: All vehicles must vacate the fairgrounds and park in the vendor lot by 5:00pm Friday, 10:00am on Saturday and Noon on Sunday. Once the gates have opened there will be no vehicle traffic allowed on the fairgrounds until after 11:00pm on Friday and Saturday and after 6pm on Sunday unless approved by Fair Management. If vendors wish to vacate the grounds before that time, they must make arrangements to haul their belongings by hand with a personal cart or hand-truck to the vendor lot.

TRASH & GREASE DISPOSAL: Fair Management requires you to keep your area clean and sanitary at all times by removing trash or refuse and placing same in trash receptacles. We appreciate your cooperation in keeping our fairgrounds clean and attractive. Trash barrels and grease bins will be located in the food vendor areas. Trash produced inside and around the vendor areas should be put into bags and tied off for easy transport. Grease must be placed in appropriate grease containers. Violators will forfeit the opportunity to be offered a contract for the next year and will also lose their Clean-up Deposit.

WATER: If requested and approved, access to water will be provided within 200'. Vendors must provide all necessary hoses and equipment (sinks, food grade hoses, etc.).



ARTISAN VENDOR APPLICATION



Date: _____

Firm / Company Name: _____

Point of Contact Name: _____

Mailing Address: _____

Email: _____

Website: _____

Social Media Channels: _____

Access to Power (\$25): Yes or No

Please describe type of electrical outlet needed: _____

Describe event setup (food truck or tent, etc.): _____

Costs

10x10 Vendor Space (\$75) Power Hook-Up (\$25) Extra Parking Passes - up to 3 (\$5)

Total Cost: _____

***Do not send money with the application, we will notify you if you've been selected as a vendor.**

NOTES:

- Vendors will be placed under large vendor tent, **NO SEPARATE 10x10 VENDOR TENTS WILL BE ALLOWED.**
- Spaces are limited and available on a first come; first served basis. Commitment to all 3 days required, unless special exemption is granted by fair management.
- Vendor agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS Approval Letter with the TIN Number.
- Vendor understands that the County Fair **DOES NOT** provide any tables, chairs or extension cords. It is the responsibility of the organization to supply any necessary equipment.
- The Vendor agrees to adhere to all of the additional rules and regulations outlined within the Handbook.

ALL VENDORS - ACKNOWLEDGEMENT



ACKNOWLEDGEMENT:

I have read and understand the Handbook in its entirety and will comply with all terms and conditions within. I will make the handbook available to all persons operating my space and ensure their compliance as well. The individual executing below represents to Dinwiddie County and the Dinwiddie County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I hereby agree to all terms and conditions set forth in the Dinwiddie County Fair “2024 Dinwiddie County Fair Handbook.”

Company / Organization: _____

Name: _____ Phone Number: _____

Address: _____

Email: _____

SIGNATURE / AUTHORIZATION:

I certify that the information stated in this application is complete and true to the best of my knowledge. I understand that by submitting this application it does not guarantee me a space at the Dinwiddie County Fair.

Signature of Applicant: _____

Print Name: _____ Date: _____

Return this request via mail or email:

Dinwiddie County, VA Tourism
Attn: Stacey English
14010 Boydton Plank Rd. Dinwiddie, VA 23841
Phone: (804) 469-4500, opt. 1 ext. 2163
Email: senglish@dinwiddieva.us



ADDITIONAL DOCUMENTS

1. Letter from Lori Stevens – Commissioner of Revenue (Page 12)
2. Special Events Registration Form (If applicant resides outside of Dinwiddie County) (Page 13)
3. Virginia State Corporation Commission Registration Information (Page 14)

Additional Note: Please review all attached documents to ensure that you are aware of the taxes, inspections, and safety requirements necessary to operate at the 2024 Dinwiddie County Fair.





County of Dinwiddie
Office of the Commissioner of the Revenue

P.O. Box 104 Dinwiddie, VA 23841
Phone: (804) 469-4500 Ext 4 • Fax: (804) 469-4548
Email: lstevens@dinwiddieva.us Web: www.dinwiddieva.us

Lori K. Stevens
Commissioner of the Revenue

To: Event Sponsors & Prospective Vendors

From: Lori K. Stevens
Commissioner of the Revenue

Re: Dinwiddie County Special Event Vendors

All food vendors and vendors charging admission are required to collect meals and admissions tax. Both meals and admissions tax will be collected at (4%) four percent and remitted within (5) five days after conclusion of the event. *The meals and admissions tax is a Dinwiddie County local tax, therefore, different from the State Sales tax.*

The required remittance forms for both admissions and meals tax are included with this notice and additional forms are available on our website at www.dinwiddieva.us select departments, Commissioner of the Revenue, then forms; online filing is not available for special event vendors.

If you have any questions concerning the meals and/or admissions tax remittance requirements, please contact our office at (804) 469-4500 x4.

County of Dinwiddie
Office of the Commissioner of the Revenue
P O Box 104
Dinwiddie VA 23841

Special Event Registration

EVENT NAME

LOCATION

DATE

NAME OF BUSINESS:

OWNER OF BUSINESS:

BUSINESS ADDRESS:

FEDERAL IDENTIFICATION #:

SALES TAX IDENTIFICATION #

BUSINESS TELEPHONE:

EMAIL ADDRESS:

BRIEF DESCRIPTION OF BUSINESS:

OATH-I, THE UNDERSIGNED APPLICANT, DO SWEAR (OR AFFIRM) THAT THE FOREGOING INFORMATION IS TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SWORN OR AFFIRMED TO ON THIS _____ DAY OF _____, YEAR _____

SIGNATURE OF BUSINESS OWNER

VA State Corporation Commission (SCC) Registration Information

This form must be truthfully completed for contract to be valid.

Name: _____

Address: _____

Email Address: _____

Virginia State Corporation Commission (SCC) registration information. The applicant:

is a corporation or other business entity with the following SCC identification number:

OR

is not a corporation, limited liability company, limited partnership, registered limited liability partnership or business trust

OR

is an out-of-state business entity that is including with this contract an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.