



## New River Valley Fair

New River Valley Recreation, Inc.  
5581 Fairgrounds Circle, Dublin, VA  
Mailing: P.O. Box 595, Newbern, VA 24126  
540-674-1548 Fax: 540-674-0516  
[www.nrvfair.com](http://www.nrvfair.com)

Dear Exhibitors:

There are a limited number of 10-foot x 10-foot spaces available **in the main exhibit hall** this year during the 2017 fair held July 24<sup>th</sup> through July 29<sup>th</sup>. These spaces will be leased as applications and payments are received.

- Cost of each 10- feet x 10- feet **wall** space: \$85.00 (if payment received on or before June 1<sup>st</sup>)  
\$100.00 (after June 1<sup>st</sup>)
- Cost of each 10- feet x 10- feet **center** space: \$75.00 (if payment received on or before June 1<sup>st</sup>)  
\$100.00 (after June 1<sup>st</sup>)

Payment of each space entitles you to (2) EXHIBITOR PASSES. Extra passes can be obtained for the cost of \$25.00 each. If exhibitors do not have an exhibitor pass, they will have to pay regular admission at the gate. \*Handouts and other marketing items may be distributed only at the exhibitor's space.

The exhibitor agrees to save harmless New River Valley recreation, Inc. or any individuals connected with the above from any and all claims arising from his or her use of the premises. ***Every exhibitor MUST carry a \$1,000,000.00 (one million) liability insurance policy, approved by NRV, Inc., and NRV, Inc. listed as additional insured. The exhibitor will not be allowed to set up until proof of such is on file with the fair office. \*Certificate enclosed herewith or received by Fair Office 7/14/17.*** You can be added to our master policy for \$75.00 (based upon approval by insurance carrier).

Please refer to the revised and attached "2017 New River Valley Fair Vendor Rules & Regulations" sheet for pertinent information and retain copies for you and members of your organization for future reference. Note dates & times and set-up information. **To ensure this event is fair and enjoyable for all participants, the rules & regulations will be strictly enforced.**

For more information or questions, please contact NRV Recreation Inc. or:  
Joni Underwood, Wisor Building Supervisor  
Email: [hbgoodies@swva.net](mailto:hbgoodies@swva.net)

Thanks for your participation and see you at the New River Valley Fair!!!

## **2017 New River Valley Fair Vendor Rules & Regulations**

To ensure this event is fair and enjoyable for all the following rules and regulations have been developed. It is the responsibility of the exhibitor to review these rules & regulations and acquaint the other members of the exhibitor's organization with these.

- Everyone must present a pass in order to enter the fairgrounds at any and all entrances. **NO ONE will be admitted without a pass.** You may be requested to present your pass or ticket by any fair staff member at anytime. Please plan accordingly. ***The fairground employees/staff WILL NOT hold tickets at the gates or hold passes for members of the exhibitor's organization to pass along to others. If tickets/passes are submitted to or found by Fair staff, they will become VOID for use.*** No refunds or exchanges for any reason. Additional exhibitor passes are \$25.00.
- You and your organization are to communicate with each other. Make sure your members are aware of the rules and regulations, open and set up times, where your booth is, what size booth you requested. We will not be responsible for miscommunication among your organization.
- **NO NAILS, SCREWS, OR ANY TAPE (except painter's tape) is allowed on the walls or floors.** Command Brand by 3M may be used for hanging items. **A fee of \$50 will be imposed if the exhibitor violates this rule.**
- All food and drink products (with the exception of wrapped hard candies), given away or sold must have written prior approval from The New River Valley Recreation, Inc. & be in compliance with state & local regulations and permits. Deadline or approval is **July 1, 2017.**
- Displays and equipment may be installed **ONLY** on Saturday, July 22<sup>nd</sup> from 10:00 A.M. until 3:00 P.M. or on Sunday, July 23<sup>rd</sup> from 10:00 A.M. until 5:00 P.M. **The doors will close at promptly at designated time on both days** so please have your set up completed by then.
- During set up times, please quickly unload your vehicle at the west entrance door and remove it. Others have to get in and set up. **No vehicles allowed in the building. Do not park/unload at the front gate patio entrance.** Be advised, the building supervisor reserves the right to make specifications as deemed necessary. Please be prepared to carry or cart your items in.
- Exhibitor agrees to save harmless New River Valley Recreation, Inc. or any individuals connected with the above from any and all claims arising from his or her use of the premises. The exhibitor shall carry a \$1,000,000.00 (one million) liability insurance policy, approved by NRVV, Inc., and NRVV, Inc. listed as additional insured. You can be added to our master policy (based upon approval) for an additional \$75.00. ***The exhibitor will not be allowed to set up until proof of such is on file with the fair office.***
- Exhibitor must furnish their own equipment such as tables, chairs, wastebaskets, extension cords, surge protectors, etc.
- Exhibitor shall keep his or her area clean and shall empty their trash into outside containers at least once per day.
- Handouts and other marketing items may be distributed only at the exhibitor's space. You **may not post signage** anywhere but your booth.
- Music will be provided by the fairgrounds.
- No refunds will be issued after Tuesday, July 5, 2016, if you are unable to attend.
- **No set up on Monday, July 24<sup>th</sup>, is allowed.**
- **PLEASE NOTE THE EXHIBIT HALLS, IN THE INTEREST OF SECURITY, ETC., WILL NOT BE OPENED AT TIMES OTHER THAN SET-UP, TEAR DOWN, AND DAILY WHEN THE FAIRGROUNDS OPENS TO THE PUBLIC.** Adjust arrival times accordingly by reviewing the daily schedule.
- Receipts given upon request.
- Two vendors from the same company are not allowed to have separate booths. You can work together but not against each other.
- All signage, display items, etc. must be removed by Sunday, July 30<sup>th</sup>. No exceptions.

**2017 New River Valley Fair  
Vendor Application**

**Please Print:**

Name of applicant: \_\_\_\_\_

Name of business exhibiting: \_\_\_\_\_

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

Phone # of applicant: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Person in charge of exhibit: \_\_\_\_\_

By signing below I agree that I and/or my organization will abide by the rules and regulations set forth by New River Valley Recreation, Inc. for the 2017 NRV Fair. If the rules and regulations are not followed I understand that I and/or my organization may be asked to leave without a refund and/or not invited back in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mark the following:**

- ❖ I need \_\_\_\_\_ (# of spaces needed) **wall** spaces (10-feet x 10-feet)  
\$85.00 (if payment received on or before June 1<sup>st</sup>); **\$100 after June 1<sup>st</sup>**
- ❖ I need \_\_\_\_\_ (# of spaces needed) **center/floor** spaces (10-feet x 10-feet)  
\$75.00 (if payment received on or before June 1<sup>st</sup>); **\$100 after June 1<sup>st</sup>**
- ❖ \_\_\_\_\_ I need to be added to NRV Rec., Inc. master policy for an additional \$75.00  
\_\_\_\_\_ Name of person and/or business to be named on the master policy
- ❖ \_\_\_\_\_ I have enclosed a copy of business's insurance policy showing 1,000,000.00 (one million) general liability; therefore, I will not need to be added to NRV Rec., Inc. master policy
- ❖ I need electricity: \_\_\_\_\_ Yes \_\_\_\_\_ No (I understand I have to provide my own surge protector and extension cords.)
- ❖ Special request(s) \_\_\_\_\_

Return application along with the payment made out to **NRV Recreation, Inc.**

If spaces are no longer available, your payment will be returned within seven (7) business days. **No refunds will be issued after Wednesday, July 5, 2017, if you are unable to attend.** A copy of this form and the "Vendor Rules and Regulations" sheet should be retained for your reference. **Receipts given by request only.**

<p><b>CHECK POLICY-</b> By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.      1-866-860-5906      Re\$ubmittt@</p>
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**Mail to: New River Valley Fair  
P.O. Box 595  
Newbern, VA 24126**

**REMEMBER!!! NO PASSES--NO ADMITTANCE!!!**