

2018 New River Valley Fair Outside 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 party 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 any time. Please plan accordingly. ***The fairground employees/staff WILL NOT hold tickets at the gates or hold passes for members of the exhibitor's party 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, and the location of your space. We will not be responsible for miscommunication among your organization.
- **NO NAILS, SCREWS, STAKES, PAINT, OR ANY TAPE (except painter's tape)** is allowed on/in any walls or asphalt paved areas. 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 for approval is **July 1, 2018**.
- Displays and equipment may be installed **ONLY** on Saturday, July 21st from 10:00 A.M. until 3:00 P.M. or on Sunday, July 22nd from 10:00 A.M. until 5:00 P.M. **Enter Gate #1** (MAIN ENTRANCE GATE #2 WILL BE CLOSED). Contact General Manager, Jerry King at 540-230-4228 for setup.
- 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 NRVR, Inc., and NRVR, Inc. listed as additional insured. **OWN INSURANCE and proper permit required for all food vendors. STRICTLY ENFORCED- Any exhibitor will not be allowed to setup until certificate is on file with Fair Office and will forfeit his/her space if not produced at this time.**
- Exhibitor must furnish their own equipment such as tents, tables, chairs, 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 at your space.
- No refunds will be issued after Monday, July 2nd if you are unable to attend.
- **PLEASE NOTE THE FAIRGROUND GATE #1 IS OPEN FOR LIVESTOCK COMPETITIONS ONLY; thus competitors, judges, carnival employees, delivery trucks, etc. will be present on the grounds earlier than normal operating times. Adjust arrival times accordingly by reviewing the Daily Fair Schedule which opens the gates to the PUBLIC at specific times.**
- Two vendors from the same company are not allowed to have separate booth unless mutually agreed by both vendors.
- **All equipment, etc. must be removed by 3:00 pm, Sunday, July 29^h.** No exceptions.