

## 2019 New River Valley Fair- Outside Space 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.

- The cost of a space varies according to size and electrical requirements. 15 amps available only at certain locations.
- Gate passes will be provided based on cost of space. *Gate passes will be distributed at time of arrival and it will be the responsibility of exhibitor to distribute to members of his party. Exhibitor must check-in with Fair Manager before setting any equipment in place.*
- 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, 2019.**
- Each food vendor shall obtain health permits as required by the state of VA and county health department. **A "Temporary Food Establishment (TFE) Application"** must be completed and **received by NRV Recreation Inc along with copy paid permit receipt. These must be submitted by July 1, 2019.** As required, permits must be posted visible to the Public. As of July 1, 2018, current copy of Certified Food Protection Manager Certification must be on file with Fair office if VA based vendor.
- **BOTTLED DRINKS & WATER: All drinks and water must be purchased directly from Pepsi Bottling including all vendors in the field.** Field vendors will be furnished the proper containers by Pepsi which will need ice to cool products. All ice is the sole responsibility of the field vendor/concessionaire. All bottled drinks/water will be sold at a price to be determined by Pepsi (currently \$2.00 per bottle). **This is per our contract agreement with Pepsi. NO EXCEPTIONS!! For all orders, contact Pepsi Bottling (Sherry) at 1-276-625-2281.**
- Displays and equipment may be installed **ONLY** on Saturday, July 20<sup>th</sup> from 10:00 A.M. until 3:00 P.M. or on Sunday, July 21<sup>st</sup> from 10:00 A.M. until 5:00 P.M. **ENTER GATE #1** (Main entrance Gate #2 will be closed due to Wysor and Farris Building exhibitors and ride 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 NRVV, Inc., and NRVV, 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. & within paid space(s).
- Exhibitor shall keep his or her area clean and shall empty their trash into outside containers at least once per day.
- No refunds will be issued after Monday, July 1<sup>st</sup> 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.**
- **All equipment, etc. must be removed by 3:00 pm, Sunday, July 28<sup>th</sup>. No exceptions.**