



MEMORANDUM

To: Potential Food Vendors, Business Vendors, Non Profit Food Vendors, Non- Profit Business Vendors, Political Vendors
From: Historical County Committee
Re: 1859 County Fair... Live the Past in the Present

The 1859 County Fair... Live the Past in the Present will be held on **Saturday and Sunday, September 12 -13, 2009 from 10:00 AM – 6:00 PM on Saturday and Noon – 4:00 PM on Sunday** in the Spotsylvania Courthouse and Robert E. Lee Elementary School area. Step back in time for an old fashioned fair with lots of fun for the whole family. Enjoy carnival games, period music, great food, vintage baseball, agriculture exhibits, animals, medicine show, contests, crafts and more. The event is free to the public. This is a first year event with an expected draw between 2,000 and 5,000 people.

In this packet you will find the following documents, which require your review, completion and return to our office:

1. Application form and payment
 - Food Vendors, (Full Service 5 or more items) \$300.00
 - Food Vendors, (Specialty vendors 4 or less items) \$200.00
 - Business Vendors, \$100.00 per 10' x 10' space
 - Non-Profit Food Vendors, \$45.00
 - Non- Profit Business Vendors, \$45.00
2. Menu/items for sale Selection Form (safety restrictions attached)
3. Rules and Regulations (signature sheet must be signed and returned)
4. Insurance Requirements
 - All vendors must carry their own liability insurance and must add Spotsylvania County as a secondary beneficiary to the policy.

The vendor agrees to indemnify and to hold Spotsylvania County harmless from any liability (including attorney's fees) associated with or arising out of the vendor's participation in the Spotsylvania County's 1859 County Fair... Live the Past in the Present.

Each of these documents must be completed and returned to the Historical County Fair Committee ASAP or no later than Friday, August 7, 2009. Your **application cannot be confirmed without the receipt of the enclosed and/or requested documents and full payment.** Vendor locations will be assigned in the order we receive your **completed paperwork and full payment.** Space is limited, so please don't delay and possibly miss out on this opportunity.

Please do not hesitate to contact us at rdelooze@spotsylvania.va.us should you have any questions regarding this event. We look forward to working with you at the 1859 County Fair... Live the Past in the Present.

Vendor Application and Checklist

Participating Vendor _____

Contact _____

Phone _____ Fax _____

Email _____

Address _____

City _____

State _____ Zip _____

The Following items need to be submitted to The Historical County Fair Committee.

- Vendor Application Form
- Vendor Payment (see Memo page for payment chart)
- Menu
- Rules and Regulations Signature Sheet

Food Permit Application & Payment (return to Health Department w/ appropriate fees) Permits must be submitted to the Spotsylvania County Health Dept. no later than August 7, 2009.

Spotsylvania Health Department, PO Box 126, Spotsylvania, VA, 22553, 540-507-7386

ALL OF THESE FORMS (WITH THE EXCEPTION OF THE HEALTH PERMIT) &
PAYMENTS MUST BE RETURNED TO
SPOTSYLVANIA COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT,
ATTN: HISTORICAL COUNTY FAIR COMMITTEE
10304 SPOTSYLVANIA AVE, SUITE 440
FREDERICKSBURG, VA. 22408
NO LATER THAN, FRIDAY AUGUST 7, 2009.

Reminder: Booth locations will be assigned in the order that full payment and all required paperwork has been received by Historical County Fair Committee. Space is limited and available on a first come, first serve basis.

**Vendor Application Continued:
Please list items for sale or business promotions**

| Full Service Food Vendor 5 or more items \$300.00 | Specialty Food Vendor 4 or less items \$200.00 | Non-Profit Food/Business \$45.00 | Business/Political Vendor \$150.00 per 10' x 10' space |
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****Please list all equipment you will use on site:
example: grill/generator/tent/refrigerated truck**

*****ELECTRICITY IS NOT AVAILABLE**

****All Food Vendors must have a fire extinguisher available at their site**

****Each Vendor site is approximately the size of 2 + parking spaces (each total space approximately 28.5'X 13.5') all equipment and one vehicle is allowed to park in your space, as long as it fits in the confines of your space.**

**** All vendors must provide a flame retardant certificate for the tent they erect.**

**** All FOOD VENDORS will be subject to a health and fire safety inspection the day of the event.**

Food Vendor Signature

Date

This Form must be completed and returned to the Historical County Fair Committee ASAP or no later than Friday August 7, 2009. Along with your additional forms for the 1859 County Fair... Live the Past in the Present in order to confirm your application.

1859 County Fair... Live the Past in the Present

Rules and Regulations Agreement

DEFINITIONS USED HEREIN

Participant – Each person, organization, business, food and beverage vendor that has made application for space, at the Spotsylvania Stars and Stripes Spectacular, by executing a Vendor Application Form.

Facility- Spotsylvania Courthouse area

1. DEADLINE FOR PARTICIPATION

The deadline for inclusion in the 1859 County Fair... Live the Past in the Present is Friday, August 7, 2009. Every Participant must fulfill all conditions here in, and send all completed paperwork and full payment to Spotsylvania County Department of Economic Development by ASAP or no later than Friday, August 7, 2009. Booth space is limited and participant specifically understands that there may be no more space available by the time it submits all paperwork and payment even if all submissions and compliance are timely.

2. ASSIGNMENT AND USE BY OTHERS

Participant space is restricted to one participant per space and the participant may not assign its space or permit to any other person, firm, or organization to use any part of such space without the express written permission of the Historical County Fair Committee.

3. CANCELLATION

If for any reason Vendors need to cancel this agreement it must be done in writing to the Tourism Marketing Coordinator, 10304 Spotsylvania Ave, Suite 440, Fredericksburg, VA 22408 no later than August 14, 2009. No refund will be given after the August 14, 2009 date, **and** if the cancellation is not in writing.

If the 1859 County Fair... Live the Past in the Present should be canceled before the scheduled date of, September 12 -13, 2009 (including, but not limited to fire, wind, storm, other acts of God, or any other reason which renders the event impossible or impractical) then it shall refund to participant all sums paid by participant to the Historical County Fair Committee less 20% administrative expense incurred.

4. SETUP

Participant set up time is from 6:00 AM until 9:00 AM. Health Department and Fire safety inspections will begin at 9:00 AM.

5. DURATION OF EVENT

Vendors may remain open from 10:00 AM – 6:00 PM on Saturday and Noon – 4:00 PM on Sunday 4:00 PM. All Vendors must provide own equipment, water and ice required to prep, hold and serve food. (Ice can be purchased at the nearby convenience stores.)

6. BREAK DOWN

The 1859 County Fair ends at approximately 4:00 PM on Sunday September 13, 2009. Vendors are required to remain open until the conclusion of the event. Delivery and pick-up of all equipment at own expense including removal of cooking grease and waste water to an appropriate disposal area off site. Each site is to be cleared of excess debris and trash picked up and bagged. Trash bags and cans will be provided throughout the day.

7. CODE COMPLIANCE

Participant is required to adhere to all laws and provisions established by State and Spotsylvania County Health Department and the Spotsylvania County Fire and Rescue Department- Office of the Fire Marshall.

8. MENU SELECTIONS

There are no restrictions on the cuisine that you can feature at this event, however, selections will be reviewed and coordinated with the Historical County Fair Committee to avoid duplication.

9. CLEAN UP ISSUES

Participant will not be allowed to dump grease or any other debris in the street or grassy areas. Participant must make arrangements to dispose of grease and any other materials at an off site location.

Any participant that fails to clean up their individual space or abide with the rules and regulations stated herein, will forfeit the opportunity to participate in next year's event. Participant shall be fully and solely liable for the cost incurred in any such clean-up or repairs. In cases where clean-up and /or damage repair is required, the cost incurred will be the responsibility of the Participant. The Participant shall pay for such clean-up or repair costs within ten days of the event.

Signature of Authorized agent for Participant

Signature of Authorized Agent for Historical County Fair

Printed Name

Printed Name

Date

Date

PLEASE RETURN TO:
Historical County Fair Committee
Spotsylvania County Department of Economic Development
10304 Spotsylvania Ave, Suite 440
Fredericksburg, VA 22408