



Caroline County Agricultural Fair
Celebrating 100 Years June 20 – 23, 2018!
Sponsor Agreement



This Agreement made and entered into this day (date) _____, by and between the Caroline County Agricultural Fair Association (Lessor) and the Lessee named below. All applications are subject to approval.

Please check Sponsorship Level:

- Platinum Gold Silver Bronze Patron Friend
 \$1500 \$1000 \$750 \$500 \$250 \$100

Name of Company/Organization to be displayed on banner:

Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____

Website Address (URL): _____

1. Lessee understands that in order to be included in Fair Association promotional materials and media, high resolution corporate logo/artwork needs to be submitted with this signed agreement no later than **MARCH 1, 2018**. Email artwork to ccafair@gmail.com. (Platinum sponsorship level only)
2. Lessee understands that this agreement does not include advertisements produced by outside agencies in which paid ads are solicited, such as the Fair Magazine normally produced for the Lessor by *The Caroline Progress*.

Note: The following does not pertain to Friend and Patron Levels as they do not include a vendor space.

3. PLEASE CHECK ONE:

___ I DO NOT need a vendor space.

___ I DO need a vendor space. Electrical Hookup [120 v] needed: Yes No

- a. Lessee space will be approximately 8 ft. by 10 ft. during the 2018 Caroline County Agricultural Fair. Space is in a pavilion with open sides. Spaces will be assigned by the Lessor with due regard to priority request, overall location, and Lessee requirements. Outside space is available at the discretion of the Lessor.
- b. Electrical hook-up requires Lessee to provide a minimum 25 foot UL listed extension cord.
- c. Lessee understands that they are limited to their assigned space and are prohibited from walking around the fairgrounds distributing information and/or products.

- d. Lessee understands that the distribution and/or sales of food and beverages are limited to **prior approved Food Vendors Only**.
- e. Lessee understands that the Lessor does not provide any tent coverage, tables, chairs or extension cords. Trash facilities will be available.
- f. Lessor herein carries *NO insurance* on the Lessee's property and shall not be liable for any loss or damage from any cause to Lessee's property or for any damage caused to the designated area or the Lessee's customers.
- g. Lessee agrees to provide a copy of a current Caroline County Vendor License as required by the Caroline County Commissioner of the Revenue. **[Promoters, vendors and exhibitors at special events in Caroline County are required to have a Caroline County Vendor License. Please call 804-633-1086 or email commissioner@co.caroline.va.us for information and/or an application for a Caroline County Vendor License and information concerning Virginia Sales Tax.]*
- h. Lessee understands that *Check-in* and *Set-Up* are on Wednesday, June 20th, from 1 - 4 p.m., and *Take Down* is on Sunday, June 24th, from 9 a.m. to 3 p.m. [Unless prior arrangements are made with Fair officials]
- i. Lessee understands that when gates are open to the public no vehicles will be allowed driving on or off the grounds. Gates will be open to public as follows:

Wednesday & Thursday:	5 p.m. - 10:30 p.m.
Friday:	4 p.m. - 11 p.m.
Saturday:	9 a.m. - 11 p.m.
- j. Lessee understands that workers are required to wear wristbands in order to be admitted through the Front Admission Gate during the fair operational hours. Wristbands will be provided to the Lessee at time of Check-In on Wednesday, June 20th, 2018.
- k. Lessee understands that they will receive a confirmation notice.
- l. Lessor reserves the right to cancel this agreement at any time. If space is unavailable or the payment is received after the deadline, the payment will be refunded.
- m. Please list the types of merchandise that will be offered for sale and/or distributed:

Signature of Authorized Representative (Lessee)

Date

Please return your completed Sponsor Agreement and payment to: Caroline County Agricultural Fair Association, Attn: Sponsorships, P.O. Box 1207, Ruther Glen, VA, 22546. For more information, call the Fair information line at 804-466-1507.