



**Caroline County Agricultural Fair**  
**Summer Fun Starts Here!**  
**June 19 – 22, 2019**

**Community Services Organization Application and Agreement**

*All applications are subject to approval. Space is limited.*

**Application Deadline: June 1, 2019**

This Agreement made and entered into this day (date) \_\_\_\_\_, by and between the Caroline County Agricultural Fair Association (Lessor) and the Company/Organization (Lessee) named below.

***Please print clearly***

Name of Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

1. Whereas the Lessor's goals are to provide community welfare, education, literacy, and culture; the Lessor hereby will provide to the Lessee at no charge space approximately 8 ft. by 10 ft. during the 2019 Caroline County Agricultural Fair. 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.
2. One electrical hook-up [15 amp 120V] is available for a fee of \$25. Electrical hook-up requires Lessee to provide a minimum 25 foot UL listed extension cord. Complete payment shall accompany this agreement by Lessee and no refunds will be made after this lease is accepted by the Caroline County Agricultural Fair Association. Check is to be made payable to the Caroline County Agricultural Fair Association.
3. Lessee understands that they are limited to their assigned space and are prohibited from walking around the fairgrounds distributing information and/or products.
4. Lessee understands that the distribution and/or sales of food and beverages are limited to **prior approved Food Vendors Only.**
5. Lessee understands that the Lessor does not provide any tent coverage, tables, chairs or extension cords. Trash facilities will be available.
6. 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.
7. Lessee understands that *Check-In* and *Set-Up* are on Wednesday, June 19, from 1:00 pm to 4:00 pm. All vehicles must be moved to the designated vendor parking area 30 minutes before the grounds are open to the public. *Take Down* is on Sunday, June 23, from 9 a.m. to 3 p.m., unless *prior arrangements* are made with Fair officials.

8. Lessee understands that when gates are open to the public that 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. to 11 p.m.**

9. 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 19.

10. Lessee understands that they will receive a confirmation notice.

11. Lessor reserves the right to cancel this agreement at any time. If space is unavailable, the electrical fee payment will be refunded.

12. Please list the types of merchandise that will be offered for sale and/or distributed:

\_\_\_\_\_

\_\_\_\_\_

13. Electrical hookup (120V) will be needed:  Yes  No

14. Total number of wristbands needed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative (Lessee)

\_\_\_\_\_  
Date

Please return this agreement and other required documents, along with your payment, to the Caroline County Agricultural Fair Association, c/o Herbert Tate, P.O. Box 1207, Ruther Glen, VA, 22546. For more information, please call 804-466-1507.