



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

**NON-PROFIT ORGANIZATION APPLICATION AND AGREEMENT**

**Four Day Deposit Fee: \$25**

**Application Deadline: June 1, 2019**

***All applications are subject to approval. Space is limited. Proof of non-profit status required.***

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. In consideration of the agreement of the Lessee to pay rent as hereinafter provided, Lessor hereby leases to Lessee space approximately 8 ft. by 10 ft. during the 2019 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.
2. Lessee agrees to pay the four-day deposit fee of \$25. The deposit is required to reserve your space. If you attend the event, the deposit will be refunded at the conclusion of the event. Electrical hook-up requires Lessee to provide a minimum 25 foot UL listed extension cord. Complete payment shall accompany this agreement by Lessee. 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 agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS approval letter with TIN number.
6. Lessee understands that the Lessor does not provide any tent coverage, tables, chairs or extension cords. Trash facilities will be available.
7. 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.
8. Lessee agrees to provide a copy of a current Caroline County Vendor License as required by the Caroline County Commissioner of Revenue. \*[Promoters, vendors and exhibitors at special events in Caroline County are required

to have a Caroline County Vendor License. Call 804-633-1086 or email [commissioner@co.caroline.va.us](mailto:commissioner@co.caroline.va.us) for information and/or an application for a Caroline County Vendor License and information concerning Virginia Sales Tax.].

- 9. 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.
- 10. 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.**

- 11. Lessee understands two wristbands and four One Day Passes will be provided to the Lessee at time of *Check-In* on Wednesday, June 19. If there are additional workers, One Day Passes are available for sale at \$4.00 each.
- 12. Total number of additional passes needed at \$4.00 each; please include with vendor space payment:

# passes \_\_\_\_\_ x \$4.00= \_\_\_\_\_ enclosed with vendor fee.

- 13. Lessee understands that they will receive a confirmation notice.
- 14. 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.
- 15. Please list the types of merchandise that will be offered for sale and/or distributed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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.