



2019

**Concessions &
Vendor Manual**

May 3-5, 2019

Includes Forms, Rules, Camping Info, Maps and More

Vendor Sales: Pam Daneker – 804-994-2890
Lora Parker - 804-994-2889

Main Tel. 804.994.2800

Web Site: www.virginiahorsefestival.com

Mailing Address

Concessions and Vendor Sales
Virginia Horse Festival
P.O. Box 130
Doswell, VA 23047

vendor@meadoweventpark.com

Shipping Address at Meadow Event Park

(Delivery/pick-up times are Monday – Friday from 7am – 3:30pm. Arrivals are not permitted before May 1 or after May 4):

YOUR NAME/COMPANY NAME
Virginia Horse Festival
Meadow Event Park
13191 Dawn Blvd.
Doswell, VA 23047

*Mail arriving here before May 1st will be returned.
You do not need to indicate your location on the
mailing address. You will need to claim your
package at the Derby House.*

**VENDORS AND CONCESSIONAIRES WILL BE ALLOWED ON THE
GROUNDS TO START SET UP BEGINNING **WEDNESDAY**
May 1, 2019 at 1:00PM**

SETUP HOURS

Wednesday, May 1, 2019 1:00PM– 6:00PM
Thursday, May 2, 2019 8:00AM – 6:00PM
Friday, May 3, 2019 8:00AM – 10:00AM

**All booths must be setup by 10:00AM on Friday, May 3, 2019.*

TEAR DOWN HOURS

Sunday, May 5 5:00PM – 9:00PM
Monday, May 6 7:30AM – 3:30PM

EARLY ARRIVALS CAN NOT BE ACCEPTED

Public Building Hours:

Friday, May 3 – 10:00AM – 7:00PM
Saturday, May 4 – 10:00AM – 7:00PM
Sunday, May 5 – 10:00AM – 5:00PM

On Saturday and Sunday the gate and building will **open to vendors at **9:00AM**.*

The building will be **locked Friday and Saturday evenings at **8:00PM**.*

GENERAL RULES AND REGULATIONS

1. All Vendors and Concessionaires must have a Space Rental Privilege Contract signed by Management which will be issued to you once your application has been approved.
2. There will be no prorated spaces.
3. Payment shall be as follows: 50% of the amount is payable upon signing of contract and returned to the Concessions Office by the due date on the contract. **Balance due must be paid in full by April 2nd or forfeit the space.** Prepaid fees will not be refunded.
A \$100 late fee will be charged for any space balance that is paid after 4/2 provided space is still available.
4. No space can be occupied until full payment is complete.
5. Personal and company checks will be accepted prior to April 2, checks are to be made payable to CF&E. Thereafter, only cash, money order, credit card, certified or cashiers check will be accepted.
6. CF&E reserves the right to cancel any contract upon receipt of notice from any fair, festival or other event that the exhibitor/concessionaire has been suspended, expelled from or otherwise penalized for violation of contract terms or rules of venue.
7. Location changes not allowed without permission.
No location is ever guaranteed.
8. Business must be confined to the specific area rented. There will be no soliciting or handing out of written materials by any organization or individual outside of the space that has been rented from CF&E.
9. Management must approve the use of public address systems, noise makers, bells or other audio devices.
10. Management reserves the right to approve all pricing. All items sold must be properly and plainly marked with the price of said item. You may not increase or decrease the established and posted price of any item sold under your contract without the prior consent of the Concessions Office.
11. If you are posting pricing, it must be a professionally printed sign showing prices of items and/or services offered. **No hand printed signs allowed.**
12. Management reserves the right to approve all exhibit materials and remove those that may be considered objectionable.
13. **No pets allowed roaming free.**
14. No drinks of any kind will be sold in glass bottles.
15. All persons or companies who conduct prize drawings must submit to the Concessions Office within two weeks after the event a written statement listing the name, address, and prize delivered to each winner.
16. All vendors and concessions need to be clean and sanitary at all times. Please remove trash and refuse and place it in a centralized container. Do not throw any refuse or empty any water or other fluids on the ground. CF&E personnel, on a regular basis, will empty garbage containers.
17. Personnel must be clean and neatly attired.
18. The premises you use must be left in the same condition as you found them. Rental space must be vacated and fixtures removed within one day following the event. **Stock trucks and other vehicles must be removed within one day.**
19. If Management finds it necessary to cancel the event or change the dates, prepaid fees will be refunded within thirty days of notification.
20. In case of emergency, all vendors are subject to any adjustment of rules put in force by Management.
21. Parking of all vehicles including but not limited to golf carts, cars, scooters and stock trucks within the public areas of the grounds from open until close is prohibited.
Violators will be towed.
22. All deliveries must be made prior to opening.
23. **No deliveries on the grounds at any time prior to or during the event will be allowed from outside food purveyors that are not authorized by CF&E.**
24. Vendors must provide CF&E with a valid \$1,000,000 liability insurance certificate **naming: CF&E, Commonwealth Fairs & Events, Inc as additional insured and certificate holder** and **covering the event date**, or request and pay for coverage under the fair's insurance program by **4/2**. Providing an inaccurate insurance certificate could result in a processing penalty; in the case of a false certificate, expulsion.
25. Damage or Loss: The vendor assumes all risks of damage or loss, either to person or property, for all and every cause whatsoever, including fire, the elements, violation of the law, negligence either on the part of CF&E, its officers, servants, agents or employees, or other person or persons. And it is further expressly understood and agreed between Vendor and Management that the said CF&E incurs no liability or obligation to the Vendor other than to permit the Vendor to use the ground or building for exhibits.
26. **Please keep this manual and any addendums as they become part of your contract, and bring it and your contract with you when you come.**

OUTSIDE EXHIBITS AND CONCESSIONS

(in addition to general rules and regulations)

1. You must provide your own booth structure. Temporary structures must meet current building, electrical, sanitation, county, state, federal and health codes. Specifications must be met when erecting a structure. Please submit drawings or plans in advance.

2. **Stock Truck:** All stock trucks must be out of sight behind your location. Electricity for your stock truck is additional fee and can be ordered on the same electrical form used for your space electricity.

3. Exhibits must be in place by opening and manned at all times during hours of operation. Failure to man your exhibit is cause for loss of space and all expenses or rental fees will be forfeited. **All concessions must remain open until grounds close.**

4. Exhibitors are not to dismantle or remove exhibits before close of event without permission of Management. Violators will not be allowed to return the following year. This rule will be enforced.

5. Food Vendors are required to fill out and return the Temporary Restaurant Permit Application to the Caroline County Health Department with the applicable fee one month prior to set-up.

6. Concessionaires cooking in deep fat fryers or ordinary fryers must have a multipurpose dry chemical fire extinguisher rated at least 2A-15BC or CO2 extinguisher with at least 15BC rating. All concession trailers must contain the proper fire suppression systems or will not be allowed to set up.

7. High pressure CO2 cylinders, located in food concession areas, should be secured to a permanent wall or partition.

6. Your area must be cleaned before leaving the grounds. Place all trash in dumpsters.

9. If any props, grease spots or excessive trash is left behind for operations to dispose of or clean up, you will be invoiced for the expense after the event.

Electric:

10. You are responsible for all internal wiring required to operate and for a minimum of **100 feet of adequate sized cable** to reach electrical service panels.

11. Exhibitors need to return the Electrical Service Form and pay for electricity by April 2. Electrical rates increase by \$25.00 after April 2. An electric card will be issued to you stating the amount of electricity on your contract. You must obtain the card from the Concessions Office and present to the electrician before being connected. The electrician will report to Concessions Office any power usage other than that requested and additional fees will be collected.

12. DO NOT disconnect your own electricity. There will be no unauthorized entry of the panel box. A certified electrician **must** shut-off your power.

13. Before setting up on your space it is mandatory that you have your electric card in your possession, have paid all rental fees, provided proper certificate of insurance and have checked in with the Concessions Locator for proper location.

=====



2019 Virginia Horse Festival OUTSIDE ELECTRICAL SERVICE REQUEST FORM

Lighting is required for all outside concessions.

*Please return this form to the Concessions Office by April 2 if you require electrical service.
If this form is returned after April 2, a late fee of \$25.00 will apply and service cannot be guaranteed.*

Firm Owner: _____

Firm Name: _____

LOCATION	Qty.	120 VOLT SINGLE PHASE SERVICE	CHARGE
_____	_____	30 AMP Service @ \$ 50 per location	= _____

LOCATION	Qty.	208 VOLT SINGLE PHASE SERVICE CHARGE	CHARGE
_____	_____	30 AMP Service @ \$ 50 per location	= _____
_____	_____	50 AMP Service @ \$ 80 per location	= _____
_____	_____	60 AMP Service @ \$ 90 per location	= _____
_____	_____	70 AMP Service @ \$ 100 per location	= _____
_____	_____	100 AMP Service @ \$ 140 per location	= _____
_____	_____	150 AMP Service @ \$ 270 per location	= _____

LOCATION	Qty.	208 VOLT THREE PHASE SERVICE CHARGE	CHARGE
_____	_____	30 AMP Service @ \$ 60 per location	= _____
_____	_____	50 AMP Service @ \$ 90 per location	= _____
_____	_____	60 AMP Service @ \$ 100 per location	= _____
_____	_____	70 AMP Service @ \$ 110 per location	= _____
_____	_____	100 AMP Service @ \$ 140 per location	= _____
_____	_____	150 AMP Service @ \$ 210 per location	= _____

TOTAL ELECTRICAL HOOK-UP CHARGES DUE \$ _____

Upon arriving at the Meadow Event Park, you will be given a card which you must present to the electrician showing amount paid for electrical hook-up. Concessionaire must provide 100 feet of proper size and approved cable to connect to distribution panels.

For 120 volt service..... 3 wire cable required
 For 208 volt service 4 wire cable required
 For 120/208 3 phase service:..... 5 wire cable required

All Concessions Must Be Grounded



2019 VIRGINIA HORSE FESTIVAL

INSIDE ELECTRICAL SERVICE REQUEST FORM

*Please return this form to the Concessions Office by April 2 if you require electrical service.
If this form is returned after April 2, a late fee of \$25.00 and electric is not guaranteed.*

EXHIBITOR OR FIRM NAME: _____

BUILDING: _____ BOOTH NO. _____

115V SINGLE PHASE	BY April 2	AFTER April 2	OUTLETS NEEDED
20 Amps	50.00	75.00	_____
30 Amps	75.00	100.00	_____
208V SINGLE PHASE	BY April 2	AFTER April 2	OUTLETS NEEDED
20 Amps	75.00	100.00	_____
30 Amps (only available in certain locations)	100.00	125.00	_____
50 Amps (only available in certain locations)	125.00	150.00	_____

Other Electric Service Requirements

If you require more electricity than what's offered above, please complete the following: we may not be able to grant your request due to location and availability.

Voltage/Phase: _____ Amps: _____ Outlets: _____

Upon arriving at the event, you will be given a card to be presented to the electrician for electrical hook-up.

Equipment List

*All equipment requiring electricity must be listed:

TICKET AND PERMIT INFORMATION

Please refer all questions regarding tickets and permits to the Concessions Office at (804) 994-2889

ADMISSION TICKETS

The first ten feet of contracted space/location will receive six (6) complimentary one day tickets. For each additional 10 feet of space you will receive three (3) additional complimentary one day tickets up to a max of 15.

One day worker tickets will admit one person only and once used are no longer valid for that day. These tickets are for the sole purpose of supplying your volunteers or employees with entrance to the event to conduct business.

Tickets can be picked up prior to the event at our offices at Meadow Event Park or at check-in once you arrive at the Park. Tickets will not be mailed unless requested.

Additional Tickets

One Day Worker Tickets: \$5 each

**Maximum of fifteen (15) complimentary Worker Tickets per vendor.*

EXHIBITOR PARKING

The first ten feet of contracted space/location will receive 2 parking credentials for inside Gate 2 for those on the north side and inside Gate 6B for those on the south side. For every additional 10 feet of space you will receive 1 additional parking with a max of 5.

Vehicles may make drop-offs to the grounds prior to opening, but after the event opens any vehicle remaining in public areas will be towed without warning.

STOCK AND SERVICE TRUCKS

Stock trucks will be assigned a parking space by the Concessions Office.

Service vehicles delivering goods must do so prior to event opening and occupants need credentials.

GOLF CARTS

Public safety is our primary consideration, which is why the use of golf carts, scooters, etc. are prohibited.



RV Reservation Form – Virginia Horse Festival
 PO Box 130 * Doswell, VA 23047 * Fax: 804-994-2927 * Phone: 804-994-2890
vendor@meadoweventpark.com ; lparker@statefairva.org

Instructions

- 3 night reservations will be filled first followed by 2 night reservations. No reservations accepted for 1 night stays, these will be accommodated on a first come first served basis and you can check in at Horse Show Office for availability.
- No reservations accepted without prepayment. Spaces are 25'W x 64' L
- No phone reservations; accepted only by mail, email or fax. Checks payable to Commonwealth Fairs & Events, Inc.. No refunds will be issued by Commonwealth Fairs & Events, Inc.
- Forms without payment will not be accepted. \$50 charge for NSF checks.
- Decal will be provided upon entry. (Check in at Horse Show Office).
- Limited sites with individual sewer service available (will be assigned on a first come first served basis). Dump station available in camping areas
- Camping areas are located on grass with gravel roads that provide access to spaces
- Check in hours:
 - Thursday, May 2 – 3:00pm – 8:00pm
 - Friday, May 3 – 7:00am – 8:00pm
 - Saturday, May 4 – 7:00am – 8:00pm

Name: _____ **Email:** _____

Address: _____ **Phone:** _____

City, State, ZIP: _____ **Cell Phone:** _____

Type of Vehicle - License# State: _____

Event you are participating in: _____

○ **Hook up Spaces (water, 30 & 50 amps) Limited Sewer:**

Requested 30 amp _____ 50 amp _____

3 Nights: Thursday May 2 check in - Sunday May 5 check out (\$90.00) _____

2 Nights: Friday May 3 check in – Sunday May 5 check out (\$60.00) _____

of Spaces _____ x (\$90.00 or \$60.00) per space = _____

Person to contact in case of emergency: _____

If payment is by Credit Card, complete the following below: MC VISA DISCOVER

Account # _____ - _____ - _____ - _____

Verification Code: _____ **Expiration:** _____ - _____

Name as it appears on card: _____ **Billing Zip** _____

Check # _____ **Amount:** _____ **Signature:** _____

Office Use Only: Amount Received _____

Farm Bureau Center

