



Prince William Veteran's Farm Club

10624 Dumfries Road, Manassas, Virginia 20112

2017 Prince William County Fair

Friday, August 11 through Saturday, August 19, 2017



Information, Rules, and Regulations for Commercial Exhibit Space

Deadline: July 1st, 2017. After July 1st a 10% late fee will be assessed

The Fairgrounds is owned and operated by the Prince William Veterans Farm Club, Inc., a for profit corporation that receives no funding support from the County, State, or Federal Government.

Fair Hours:

Saturday and Sunday 2pm – 10pm

Monday, Wednesday, Thursday and Friday 5pm – 10pm

Tuesday 2pm – 10pm

Booth Info:

Indoor Booth (10'x9').....\$500

Outdoor Booth (10'x10')\$500

- A \$200.00 deposit per booth space is payable upon signing of contract. Prepaid fees WILL NOT be refunded.
- Pipe and Drape (back and sides) is provided to indoor exhibitors. Tents, signage, tables, carpet, and any other furnishings are the responsibility of the exhibitor.
- Each space has access to a 20 amp 110-volt outlet.
- Wi-Fi will be made available to indoor exhibitors.
- Indoor and outdoor spaces must be attended from open to close. Security is in effect from 10pm until opening.
- Any outdoor space is required to have their canopy staked and secured with the ability to withstand inclement weather.
- 3 Passes are included with each booth rental, for entry only. Passes are intended for the exclusive use of representatives of the exhibitor for the entire duration of the fair. Additional Exhibitor Passes may be purchased for \$25.00/pass, for persons working the booth. Everyone entering the fair must have a pass or pay gate admission. There will be NO REFUNDS of gate admission paid due to a lost Exhibitor Pass.

Set Up:

- No space may be set up until current insurance certificate is received and full payment is complete. Exhibitor shall furnish a Certificate of General and Product Liability Insurance with minimum limits of \$500,000 naming Prince William Veterans Farm Club, Inc. as an additional insured for the dates of August 10th – 21st, 2017.
- Set up will begin between noon and 8pm on Thursday, August 10th, 2017.
- The building will re-open to exhibitors ONLY at 9am Friday, August 11th, 2017
- August 12th – 19th the Commercial building will open ONLY 1 hour prior to opening to the public. There will be NO REENTRY after the buildings close for the night.

Tear Down:

- Breakdown time is 10pm, August 19th, 2017 for ALL exhibitors. NO EXHIBITS SHALL BE REMOVED BEFORE THIS TIME. NO VEHICLES ARE ALLOWED INSIDE THE GROUNDS UNTIL AFTER CLOSING OF THE FAIR.

General Rules and Regulations and Terms of Agreement:

1. All exhibitors must have a Booth Space Rental Contract signed by Fair Management
2. Personal and company checks will be accepted until July 31st, 2017. Checks are to be made payable to Prince William Veterans Farm Club, Inc. Payment made after July 31st, must be in the form of cash, credit card, or money order.
3. Business must be confined to the specified area rented. There will be no soliciting or handing out of any materials by any organization or individual outside of the space that has been leased by the Prince William County Fairgrounds.
4. Fair Management reserves the right to approve all exhibit materials and remove those that are objectionable. Those not complying with this rule may face expulsion from the grounds with no reimbursement of expenses.
5. The premises must be left in the same condition as you found them. Should trash removal or clean up become necessary you will be billed for the expense.
6. In case of emergency, all exhibitors are subject to any adjustment of rules put into effect by Fair Management.
7. Any motorhome or RV/Camper parked on location will be charged the Daily Camping Fee.
8. Vehicles will not be permitted on the grounds during fair hours and **must be removed** one hour prior to the opening each day.
9. All displays should be neat and clean in appearance.
10. All exhibits shall be in keeping with the overall family oriented theme of the fair. Obscene or objectionable signs, literature, or items will not be permitted.
11. Exhibitors shall not assign or sublet any part of their space.
12. Exhibitor shall indemnify and hold harmless the Prince William County Fair, its officers, agents, and employees from and against any and all claims, damages, demands, and liabilities of any nature. Including all costs and expenses (including attorney's fees) for or an account of all injuries to or death of any person and an account of all damage to property of any kind, whether tangible or intangible, or loss of use resulting there from, proximately caused by the negligence of Exhibitor, it's officers, agents, and employees in the performance of obligations under this agreement and/or arising out of any activity related to this agreement.

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Contract for Commercial Exhibit Space

Name of all persons/business: _____

Check One: Making Cash Sales Display of Products/Services Only

Please list **all** products you will be displaying or selling during the fair. **Once contract is signed you may not sell or display additional items. Violations may mean immediate cancellation contract and all rental money paid may be forfeited to the Prince William County Fair:**

This agreement, made and entered into this _____ day of _____, 2017 by and between Prince William Veterans Farm Club, Inc., owners and operators of the Prince William County Fair, party of the first part, and _____ . Located at _____

_____ . And who intends to sell, display, and/or demonstration _____

_____ . Party of the second part hereinafter referred to as an exhibitor. Witnesseth; the said party of the first part has this day rented unto the said second party, space at the Prince William County Fair, August 11th – 19th, 2017 subject to the Terms of Agreement already stated.

Signature

Date

Contact Name (Please Print)

Company Name

Telephone Number

Email Address

of indoor spaces _____

of outdoor spaces _____

Deposit:

(Min \$200/booth) Pay upon signing contract \$ _____

Balance Due: (By July 1st, 2017) \$ _____

Total: \$ _____

Method of Payment: Visa AMEX Disc M/C Cash Check # _____

Credit Card Number

Expiration Date

Verification Code

Signature

Prince William Veterans Farm Club, Inc.:

Management Signature

Date



Hampton Inn Manassas



PW County Fairgrounds 2017 Rate
\$85.00 per night (plus tax) Fri-Sat
\$ 119.00 per night (plus tax) Sun-
Thurs

Free Hot Breakfast

Free 'On the Run' Breakfast Bag Mon-Fri

Free Fitness Room

Free Seasonal, Outdoor Pool

DAILY Housekeeping

Non-Smoking

2015 TripAdvisor Certificate of Excellence
Winner!

Request PWC Fair rate at time of Reservation

703-369-1100

7295 Williamson Blvd.

Manassas, VA 20109