



# 2023 Prince William County Fair

10624 Dumfries Road, Manassas, Virginia 20112

Email: [info@pwcfair.com](mailto:info@pwcfair.com) – Phone 703-368-0173

Friday, August 11 - Saturday, August 19, 2023

Information, Rules, and Regulations for Commercial Exhibit

Space Deadline: July 1<sup>st</sup>, 2023. **After July 1<sup>st</sup> a 10% late fee will be assessed.**

Fair Hours:

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

Tuesday, Saturday and Sunday 2pm - 10 pm

Booth Info:

Indoor Booth (10x9)..\$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 a 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 Veteran Club as an additional insured for the dates of August 11<sup>th</sup> — 19<sup>th</sup>, 2023.
- Set up will be between noon and 8pm on Thursday, August 10<sup>th</sup>, 2023.
- The building will re-open to exhibitors ONLY at 9am Friday, August 11<sup>th</sup>, 2023.
- August 11<sup>th</sup> — 19<sup>th</sup> the Commercial building will open ONLY 1 hour prior to opening to the public. There will be NO REENTRY after the building is closed for the night.

## **Tear Down:**

- Breakdown time is 10pm, August 19<sup>th</sup>, 2023 for ALL exhibitors.
- NO EXHIBITS SHALL BE REMOVED BEFORE THIS TIME. NO VEHICLES ARE ALLOWED INSIDE THE GROUNDS UNTIL AFTER CLOSING OF THE FAIR.

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703-368-0173

Friday, August 11 - Saturday, August 19, 2023

## 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 this 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 \_\_\_\_\_ 2023 by and between Prince William Veterans Farm Club, Lessee of the Prince William County Fair, party of the first, and \_\_\_\_\_ located at \_\_\_\_\_, and who intends to sell, display, and/or demonstrate, party of the second part hereinafter referred to as an exhibitor. Witnessed: the said party of the first part has this day rented unto the said second party, space at the Prince William Veterans Farm Club, August 11th — 19th, 2023 subject to the Terms of Agreement already stated.

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Signature

Date

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Contact Name

Company Name

Telephone Number: \_\_\_\_\_

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

# of indoor spaces \_\_\_\_\_

# of outdoor spaces \_\_\_\_\_

Deposit: (Min \$200/booth Pay upon signing contract) \$ \_\_\_\_\_

Balance Due: (By July 1<sup>st</sup> 2022 or a 10% late fee will be assessed) \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

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

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Credit Card Number

Expiration Date

Verification Code

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Cardholder's Signature

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Prince William County Fair Management Signature

## 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 1<sup>st</sup> 2023
3. Business must be confined to the specified area rented. 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 Veterans Farm Club.
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 Veterans Farm Club 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.