



50 Hartwood Church Road, Fredericksburg VA, 22406

strategicsupport@hartwooddays.org 540-752-4671 <http://www.hartwooddays.org>

The Biggest "Little" Festival in Northern Virginia!

Revised 25 March 2013,

Non-Food Vendor Policies of the Stafford County Hartwood Days Festival & Agricultural Fair

Non-Food vending at the Stafford County Hartwood Days Festival is managed by the Event committee. Food vendor booths are handled separately.

As you may know, the Hartwood Presbyterian Church (HPC) is one of our main sponsors, providing 80% of the land, to include the Upper Event Field, Lower Event Field, and Concessions Row. As such, no alcoholic beverages are authorized in those area's, or anywhere on the HPC campus.

HOURS OF OPERATION - The hours of operation for vendors are:

- Friday September 13th - 5:00 pm - 10:00 pm
- Saturday September 14th - 9:00 am - 5:00 pm (Vendors may, and are encouraged to stay later, until 10pm if they wish)
- Sunday is optional in the Agricultural Area from 1:00-5:00 pm, and at the main stage for Son Jam from 5:00pm-10:00 pm (additional coordination required)

Hours of the event are:

- Friday September 13th - 5:00 pm - 10:00 pm
- Saturday September 14th - 9:00 am - 10:00 pm
- Sunday –
 - Ag Area is open to the public – 1:00 PM – 5:00 PM
 - Son-Jam is open to the public – 5:00 PM – 10:00 PM

The Festival & Fair committee reserves the right, in its sole discretion, to change or modify the hours of operation for any reason including, but not limited to, weather conditions, changes in attendance and safety concerns. There is NO rain-date - and while this is a rain or shine event, because we can NOT control the weather,

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- We are not responsible for the event being shut down due to SEVERE or DEADLY weather and public safety.
- We are not responsible for any damaged goods due to weather
- We can not refund vendor registrations due to weather

Set up

1. Times - Friday, 0900 - 1600, Saturday 0130 - 0700 and earliest tear down is ONLY AFTER 5PM on Saturday. Vendors must remain up and attended until the 5:00pm. You may stay longer (rides will be open until 11:00) if you wish, but must stay open until at least 5pm.
2. There should be no tear down activity while the event is open to the public or is in progress and the public remains at the venue. Vendors that begin tearing down their stations prior to the appointed time allowed on Saturday may not be invited to return next year. Emergency situations will be dealt with on a case by case basis.
3. Vehicles / Unloading/Loading – vehicles moving where people are walking is NEVER a good situation. As such:
 - a. Vehicles which will enter the field for unloading or loading MUST CHECK IN with the operations/registration crew and obtain permission to enter any event field.
 - b. During hours we are open to the public we DO NOT WANT MOVING VEHICLES in areas where Patrons are.
 - c. WEATHER PERMITTING Vendors may drive a vehicle or trailer next to the vendor area in order to unload for SETUP, not for re-supply during operation. When finished, please park in the designated parking area.
 1. Vendor Vehicles will NOT be parked in the booth field. If you have a towed trailer, you will need to drop it, and set it up in your concession area.
 2. Vehicles illegally parked in festival areas are subject to being towed at the owners expense.

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d. Prior approval is required for parking vehicles or trailers in the booth field as a part of your exhibit/booth. All vehicles and tents must fit into designated spaces, so we need your exact planned setup.

3. if you need 3 spots (2 for a vehicle, 1 for a tent), please plan & register accordingly.
4. Car Dealerships please contact sponsor@hartwooddays.org for multi-car exhibits at the event.

4. Vendor, Exhibitor & Instructor spaces

- For food concessions - these Vendors apply through a different process. Please e-mail food@hartwooddays.org
- are either in the Upper Event Field - a grass field,
- or in the Lower Event Field, on Asphalt.
- will be marked with numbers corresponding to the map online. Each space is 10ft x 10ft. Due to space limitations, vendors should exceed their allotted space.

5. Vendors must provide their own tables, chairs, and/or display racks. Vendors are encouraged to bring a tent / awning or other items that will help with your display.

- In the Grass field you SHOULD stake your tent/awning into the ground, and
- on the asphalt we recommend you bring some sort of dead weight to tie your stake lines to (cinderblock, bricks, pail of sand, etc) to hold down your tent in the event of strong breeze's!
- We are working to improve the common table areas, but If you wish to have your OWN eating area (tent, tables, chairs), you must coordinate with us, as this is additional space we must make sure that we have.

6. Electricity and Water are not available. Vendors must request and obtain authorization to use generators, provided they adhere to our generator policy:

- Must select a booth on the outskirts of the area's, so the generator can be safely placed outside of traffic areas.
- Fair & Festival management shall approve the location of all generators.
- Generator noise should not exceed 65 decibels at maximum load.

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- Fair & Festival Management shall be the sole judge in determining acceptable noise levels. The noise level (decibel or db level) must be low enough so as not to disturb or interfere with adjacent participants.
- If your generator makes excessive noise or creates excessive fumes you will be asked not to use it.
- No electrical cables shall be placed in or obstruct pedestrian walkways, unless properly covered or hidden. The placement of all electrical cables by Vendors, or their authorized agents is subject to approval by the Fair & Festival management.

7. We encourage you to have an activity for children at your booth. This will bring more traffic to your area. However, as per our contract with our rides provider, all vendors are prohibited from offering similar game items or prizes such as carnival type plastic toys, vinyl inflatable characters, midway type stuffed animals, novelty poster pictures, etc. are presented for sale or giveaway at this event. The 2 specific games that they will be bringing are

- "A prize every time dart balloon bust" game
- and the "Kids Fishing" game

8. Giveaways

- We allow your group to do giveaways or raffles.
- In respect of our food concessions, we ask that you do not give out free water, sodas or lunch items. Candy is a great option.
- The Health department has noted in the past that some vendors had food samples. They would like all vendors to know that if your booth has any food for sampling you are subject to the rules and regulations of the health department and are required to submit to them a permit.

9. Many Sponsorship opportunities are available for vendors and include varying levels of participation. See sponsorship page for details.

10. There will be no live animal sales allowed. This would include but is not limited to guardian livestock dogs, llamas, donkeys, rabbits, etc. You may bring literature/pictures

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about sales opportunities, but no actual animals can be sold at the event. Animal Adoptions are authorized, per the individual non-profit agencies policies.

11. All applications are subject to approval by the SCHDF Committee board of directors.

12. Registrations consist of a Non-Refundable booth donation providing a 10'x10' space for a 2 day period of Friday 13 SEP 2013- Saturday 14 SEP 2013.

Conduct & Appearance –

- All Concessions must meet Festival & Fair quality standards, be clean, attractive, and well-maintained. Operators must maintain a clean area around their stands, booths and/or trailers.
- Vendors shall be solely responsible for the conduct and personal appearance of its personnel, which personnel shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication or the illegal use of controlled substances by vendor's personnel, contractors or guests, or their impolite, discourteous, obscene or other socially unacceptable conduct or speech by vendor's personnel, contractors or guests toward any patron or fairgoer, as determined by the Festival & Fair management or the Stafford Sheriff's office, is strictly prohibited, and may be grounds for the immediate removal of such persons from the event. Vendor agrees to indemnify and hold harmless the Fair & Festival, its members or staff from any claim for injuries, death, property damage, loss or theft arising from the conduct or omissions of Licensee's personnel, contractors and invitees.
- All signs must be done in a legible and professional manner. Signs judged unacceptable **MUST** be replaced. Unacceptable signs include those on paper towels, napkins, and paper plates. Vendors will be prohibited from opening at the start of the fair if signs are deemed unacceptable by Fair Management.
- All exhibitors and vendors shall be subject at all times to inspection by the Fair Management as to the proper and legal conduct of the business, activity or display for which a permit has been issued. The Fair Management reserves the right to require

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exhibitors and vendors to remove from their displays any item(s) judged to be inappropriate for or offensive to a family theme. The Fair Management shall be the sole judge, with power to annul an exhibitor's or vendor's permit immediately, without recourse, when in the best interest of the operation of the Fair.

Exclusions - Vendors are prohibited from operating Concession sales of Novelties, tobacco, cigarettes and alcohol at the Fair.

INSURANCE/INDEMNITY

A. **Insurance** - Vendor SHOULD, at their own cost and expense, procure and maintain insurance against claims for injury, death, damage, loss, costs, including attorney fees, or any other loss arising or claimed to have arisen from Vendor's operations, occupancy on or adjacent to the Fair & Festival, or that of its employees, agents, servants, contractors, invitees and guests.

Indemnification - Vendor agrees to indemnify and hold harmless the Fair & Festival, its members, employees and contractors, from any and all claims for injury, death, damage, loss or costs arising from or claimed to have arisen from Vendor's operations or occupancy of the event, or those of its employees, agents, servants, contractors, invitees and guests during the term of this Agreement. Vendor further assumes responsibility for the character, acts, conduct of its employees, servants, contractors, agents or guests on the Fairgrounds, and for damage to property resulting from the acts, and conduct or omissions of its employees or contractors.

Casualty - Vendor agrees to hold harmless from any and all damages arising from losses sustained by Vendor resulting from an "Act of God" and/or any unforeseen circumstances beyond the control of preventing operations.

APPROVED:

Willis M. Madden Jr.
 Chair, Hartwood Days Festival Committee
 Stafford County Agricultural Fair

Member:

