

36th  
ANNUAL  
ARLINGTON  
COUNTY  
FAIR



Indoor Vendors Policies &  
Procedures

and

Arts & Crafts Juried  
Guidelines

Arlington County Fair Board of Directors  
PO Box 40244, Arlington, VA 22204  
[www.arlingtoncountyfair.us](http://www.arlingtoncountyfair.us)  
Phone: (703) 829-7471  
[arlingtoncofair@gmail.com](mailto:arlingtoncofair@gmail.com)

Updated  
February 13, 2012



**Fair Location:**  
**Thomas Jefferson Community Center**  
**3501 2<sup>nd</sup> Street South, Arlington, VA 22204**

**Indoor Hours:**  
**Friday, August 10<sup>th</sup> - 4 p.m. – 10 p.m.**  
**Saturday, August 11<sup>th</sup> - 10 a.m. – 9 p.m.**  
**Sunday, August 12<sup>th</sup> - 11 a.m. – 7 p.m.**

**Vendor Set Up:**  
**Thursday, August 9<sup>th</sup> - 4 p.m. – 7 p.m.**  
**Friday, August 10<sup>th</sup> - 1 p.m. – 4 p.m.**

**Vendor Breakdown:**  
**Sunday, August 12<sup>th</sup> - 7 p.m. – 9 p.m.**

The following policies and procedures apply to all indoor vendors, including arts & crafts people, political organizations/candidates, community and civic organizations, multi-level marketers, and commercial businesses.

Please read the entire document before submitting your application. Arts and crafts vendors are selected through a juried process; guidelines are provided on pages 5-6.

**Deadline:** All applications must be received with full payment by July 2, 2012. After July 2<sup>nd</sup>, applications will only be accepted if space permits and full payment is made by credit card.

**Application Confirmation:** Your application will be acknowledged via email within 3 business days of receipt to the email address provided on your application. If you do not receive an email in this time frame, please send an email to [arlingtoncofair@gmail.com](mailto:arlingtoncofair@gmail.com) so that we can check on your application.

**Cancellations:** Full refunds will be made if you provide written notice of cancellation before July 2<sup>nd</sup>. A 50% refund will be given for cancellations made between July 2<sup>nd</sup> and July 31<sup>st</sup>. Starting August 1<sup>st</sup>, no refunds will be permitted. If you do not show up at the Fair, your exhibitor fee will be forfeited. Written notice of cancellation may be provided by email to [arlingtoncofair@gmail.com](mailto:arlingtoncofair@gmail.com) or by US mail postmarked by the deadlines above to PO Box 40244, Arlington, VA 22204.

**Booth Assignments:** Booth assignments are assigned on a first-come, first-served basis and are not negotiable. Specific booth assignments will be distributed via email no later than July 31<sup>st</sup>. Due to limitations on available space, the Fair Board cannot guarantee booth space for all applicants. We also cannot guarantee the same booth location as in prior years. In the case that changes to booth assignments are necessary after July 31st, the contact listed on your application will be notified by phone.

**Booth Sharing:** A booth may be shared by two crafters or two non-profit organizations. You must list both crafters or organizations in your application in order to have both listed in the Fair Program and on our website.

**Booth Set-up and Screening:** Booths may be set-up on Thursday, August 9<sup>th</sup>, from 4 – 7 p.m. and Friday, August 10<sup>th</sup>, from 1 – 4 p.m. Booth set-up must be complete by 4 p.m. on Friday, August 10<sup>th</sup> when the indoor vendors area opens to the public. All booths must remain in place and be staffed during the total operating hours of the Fair.

Booth backdrops and sides must not exceed 8' in height. Vendors may use the frame from an easy-up tent, but are prohibited from using a tent canopy due to fire regulations.

Sharp or pointed objects that touch the floor are not allowed. Steps needs to be taken to make sure proper glides or cushions are in place on all items that may puncture or scratch the floor. If display panels have rough edges, please use additional protective floor coverings. Do not slide objects across the gymnasium floor. All temporary points should be indicated using rubber gym floor tape. Never use magic markers to mark floor surfaces.

On Friday, August 10<sup>th</sup>, and throughout the Fair, Fair Board members will screen all booths. The Fair Board reserves the right to request the removal of inappropriate displays or adjustment of booth display/contents in order to comply with these guidelines.

**Booth Break-down:** Booth removal will take place Sunday, August 12<sup>th</sup>, not to begin earlier than 7 p.m. and must be completed by 9 p.m. Load out procedures will be provided during the fair.

In order to maintain a secure environment and prevent the general public from entering the building during this busy time, please use only the main entrance/exit to the gym rather than the side doors of the gymnasium when moving items to your vehicle.

**Parking Passes:** A limit of two parking passes will be available to each vendor at the Registration Desk when you check in at the Fair. These passes are provided for our working vendors only, and are not to be shared with friends or family attending the fair. Anyone found to be sharing their tag will have their parking privileges immediately revoked. Due to repeated requests from vendors in the past, we have also retained a towing agency who will be working to clear the parking lots of any vehicles found not to have a proper parking pass. Please ensure you display this tag at all times. Additional passes will not be distributed if yours is lost or forgotten.

**Electricity:** There are a limited number of booths where electricity is available. Advance payment is required. Vendors using electricity must supply their own 12-gauge heavy-duty

extension cords. Hot places, microwaves, and any kind of warming/heating devices are not permitted.

**Tables and Chairs:** Vendors may bring their own tables and chairs. Advance payment is required if you would like to rent either for the Fair. All rented tables will be 8'. Please do not remove tables or chairs from other booths.

**Business License:** The Fair Board purchases an Arlington County Business License providing blanket coverage for all vendors who conduct business at the Fair. This includes a Hazardous Use Permit for vendors who use compressed gas cylinders.

**Sales Tax:** Each vendor is responsible for charging Virginia State Sales Tax and submitting the ST-50 Temporary Sales Tax Certificate/Return to the Virginia Department of Taxation.

**Security:** Overnight security is provided. However, the Fair Board is not responsible for theft or personal injury.

**Contests, Raffles, Etc.:** All vendor contests including, but not limited to raffles, drawings, and activities with prizes to be awarded after the Fair must receive prior approval from the Fair Board. The Fair Board is not responsible for the management and administration of vendor contests. All raffles must comply with State law. Questions should be directed to the Virginia State Gaming Commission.

**Roaming Solicitations:** Distribution of literature, products, services, items for sale, raffles, prizes, baked goods, etc. must take place within your booth space. No roaming promotion of any kind is permitted.

**Food/Drink Sales:** Indoor vendors who plan to serve food or drinks, such as baked goods or bottled water, are subject to Arlington County Environmental Health Bureau guidelines and permit requirements. Contact 703-228-7400 for more information.

**Gas Cylinders:** All bottled gas cylinders must be secured. If you have helium gas cylinders, you must bring your own approved holding stand/cart to which you can secure your cylinder. Gas cylinders that are not properly secured will have to be removed from Fair premises in accordance with Arlington County Fire Department regulations.

**Live Animals:** All animals to be displayed or exhibited must be pre-registered with the Fair Board and Arlington Animal Control. Any animal that is not pre-registered will be removed from the Fair premises by Arlington County Animal Control.

**Audio Devices:** Any exhibitor using audio devices, such as televisions and radios, must ensure that the devices are adjusted so as not to interfere with the activities of nearby vendors.

**Announcements:** The indoor PA system is for Fair Board use only and will include announcements regarding emergencies, notifications to vendors and patrons, and updates on Fair programming. Announcements regarding vendor contests, promotions, and activities are not permitted. We ask that all vendors be patient and tolerant of announcements, as the

acoustics in the gymnasium are not ideal and some announcements may need to be repeated.

**Clean-up/Spills:** Please keep your booth area clear of trash and debris. All spills should be reported immediately to Fair's Information Desk so that the appropriate custodian may be contacted.

**No Smoking Policy:** Arlington County Ordinances Prohibit Smoking in all public buildings as well as on the outside grounds.

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The Fair Board may alter these rules at any time. If changes are made, notification will be provided on our website and a reminder will be provided in the email with your booth assignment.

Questions regarding the vendor application or policy and procedures should be submitted to the Fair Board via email to [arlingtoncofair@gmail.com](mailto:arlingtoncofair@gmail.com) for clarification prior to submitting an application.

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## **Arts and Crafts Juried Guidelines**

### **Eligibility:**

Artists must be 18 years of age or older.

The Fair will consider for inclusion all fine craft and art media including, but not limited to: clay, fiber, furniture, glass, jewelry, leather, metal, paper, wood, original painting, drawing, photography, sculpture, fiber art, digital, and mixed media, original bath products, original candles and original scented products.

Work must be original and executed by the accepted artist.

Works produced with commercial kits, molds, patterns, plans, prefabricated forms, or commercial methods are **NOT** eligible. T-shirts and commercial clothing are not eligible. These items are considered commercial business products and the exhibitor should use the Fair's Commercial Vendor Application.

Studios that produce works in volume (mass production) are not eligible.

Only limited edition prints from one source, hand-pulled, signed, and numbered by the artist will be permitted.

Prints of photographs made from the artists' original negative must be hand-processed, signed, and numbered by the artist.

Paintings, graphics, prints, and photographs must be appropriately displayed in a suitable portfolio or stand, hung matted or framed.

Ceramics must be handcrafted by the artist.

If multiple pieces of the same design are displayed, each must be signed. Only artists who have been accepted into the jewelry category are permitted to display and sell jewelry.

No products sold may be used or secondhand.

Two or more artists may share one 10' x 10' or 10'x20' booth space, if desired. However, you must list all the artists involved in your booth on your application in order to be listed in the Fair program and on the master booth layout.

Artists may exhibit and sell only products that were represented to and accepted by the jurying committee. If an artist changes media, he or she must present the new products for screening.

### **Submission and Screening:**

Applicants are screened by a three to five-person panel that makes its recommendations to the Fair Board.

Criteria for Fair participation include: artistic quality, craftsmanship (including safety and durability), marketability, the artist's ability to provide an adequate inventory, and, from a management perspective, the creation of a balanced presentation of products.

The screening panel makes its determinations on the basis of the artist's written application and a minimum of 3 and up to 6 images of the work the artist wishes to be considered. Good quality, clear, legible prints and/or digital images (.jpg or .pdf on one CD are acceptable for screening purposes). All prints and images are considered as a representation of the artist's work. Poor prints or images may affect the selection process. Do not include any other images or files on your CD.

The screening panel reserves the right to dismiss an artist if the work is not accurately represented in the screening images or does not appear to be in compliance with entry regulations.

Previous acceptance and participation in the Fair does not guarantee approval.

During the Fair, there will be an on-site review of each display by at least one member of the screening panel. Occasionally artists may be asked for permission to use specific images for publicity purposes.

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