

# 43rd ANNUAL ARLINGTON COUNTY FAIR



## Indoor Vendors Policies & Procedures

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### Arts & Crafts Juried Guidelines

Arlington County Fair Board of Directors  
PO Box 40244, Arlington, VA 22204  
[www.arlingtoncountyfair.us](http://www.arlingtoncountyfair.us)  
Information Hotline: (703) 829-7471

Updated January 2019

#### ***Fair Location:***

Thomas Jefferson Community Center  
3501 S. 2nd Street, Arlington, VA 22204

#### ***Indoor Hours:***

Friday, August 16th – 4 p.m. – 10 p.m.  
Saturday, August 17th – 10 a.m. – 9 p.m.  
Sunday, August 18th – 11 a.m. – 7 p.m.

#### ***Vendor Set Up:***

Thursday, August 15th – 4 p.m. – 7 p.m.  
Friday, August 16th – 1 p.m. – 4 p.m.

#### ***Vendor Breakdown:***

Sunday, August 18th – 7 p.m. – 9 p.m.

## 2019 Indoor Vendors Policies & Procedures



The following policies and procedures apply to all indoor vendors, including arts and crafts vendors, 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 7-8.

### **Deadline:**

Applications must be received with full payment by July 19, 2019. Only vendors who have submitted a completed application with full payment by the July 19th deadline will have their company and organization's name in the Arlington County Fair printed program (and online version). After July 19th, applications will only be accepted if space permits and full payment is made online or by credit card.

### **How to Apply:**

Please fill out an application form online at [www.arlingtoncountyfair.us/buy-booth](http://www.arlingtoncountyfair.us/buy-booth). You will receive an email copy of your order for your records. Booth fees may be paid by check, PayPal or credit card (Visa or MasterCard only).

### **Application Confirmation:**

Your application will be acknowledged via email within 5 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 [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us) so that we can check on your application.

### **Cancellations:**

Full refunds will be made if you provide written notice of cancellation before July 26th. After this date, no refunds will be permitted. If you do not show up at the Fair, your exhibitor fee will be forfeited and non-refundable. Written notice may be provided by email to [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us) 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 August 9th. Due to limitations on available space, the Fair Board cannot guarantee booth space for all applicants and that all applications will be approved. We also cannot guarantee the same booth location as in prior years. In the case that changes to booth assignments are necessary after August 9th, you will be notified by phone and/or to the email address provided on your application.

### **Booth Sharing:**

Booth sharing only allowed for two crafters or two non-profit organizations who request to share a booth. You must indicate that you are requesting to share a booth and also list both crafters or non-profit organizations in your application in order to have both listed in the Fair Program and on our website.

**Booth Set-up Times/Requirements:**

Booths may be set-up on Thursday, August 15th, from 4 - 7 p.m. and Friday, August 16th, from 1 - 4 p.m. Booth set-up must be complete by 4 p.m. on Friday, August 16th 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.** Vendors who do not comply may not be permitted to participate in the Fair in future years.

**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.**

We request that all vendors display the name of their booth in a prominent place, either on a backdrop or table. This will help patrons locate your booth.

**Sharp or pointed objects that touch the floor are not allowed.** Steps need 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.

**Vendor Check-in:**

Vendors may enter the front parking lot at the Thomas Jefferson Community Center for 15 minutes to check-in and unload their vehicle. A representative from your organization should check-in at the Registration Desk located inside the Community Center, to the left of the main doors. He/she will sign in and **receive two parking passes and two exhibitor badges to be shared by those using your booth.** Due to the limited parking availability this is the max number of parking passes available to your booth. If multiple individuals are working your booth, then it's the vendor's responsibility to coordinate the use of these two exhibitor badges -- there is a limited number available. Only vendors with an exhibitor badge will be permitted to enter the Indoor Vendor area outside of regular Fair hours.

Volunteers will be on-site to help move items from your vehicle to your booth space. We will also provide a limited number of loading carts and dollies for your use. Once you have unloaded your items, you must move your car to the main vendor parking lot. For your protection, it is recommended that you leave someone with your items at your booth while moving your vehicle. The Arlington County Fair is not responsible for the security or protection of your booth or items.

**Booth Screening:**

On Friday, August 16th, 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 Breakdown:**

Booth removal will take place Sunday, August 18th, **not to begin earlier than 7 p.m. and must be completed by 9 p.m.** Vehicles will not be permitted to pull into the front parking lot to load items until 7 p.m.

Volunteers will be on-site to help move items from your booth space to your vehicle. We will also provide a limited number of loading carts and dollies for your use. Detailed load out procedures will be provided to each vendor on-site.

In order to maintain a secure environment and prevent the general public from entering the building during this busy time, only the main entrance/exit to the indoor vendors area will be available to move items to your vehicle. Vendors who do not comply may not be permitted to participate in the Fair in future years.

**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 pass 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 is a limited number of booths where electricity is available. If you need a booth that requires electrical access then you need to select that option on your application and payment is required at that time. 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. If you submit your application and need to make a change and add that you need a booth with electrical access then please contact [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us) -- advance payment is required.

**Tables and Chairs:**

Vendors may bring their own tables and chairs. Advance payment is required if you would like to rent tables and/or chairs from the Fair. All rented tables will be 8'. Vendors can select this option on their application and payment is required at that time. If you submit your application and need to make a change and add tables and/or chairs rental then please contact [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us) -- advance payment is required. There is a limited number of table and chairs available the day(s) of the Fair. **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, to include the indoor vendor area. However, the Fair Board is not responsible for theft or personal injury.

**Contests, Raffles, Etc.:**

All vendor contents including, but not limited to raffles, drawings, and contests 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. Arlington County Animal Control will remove any animal that is not pre-registered from the Fair premises.

**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.

**Code of Conduct:**

To ensure a safe and enjoyable experience for all our event guests, the Fair Board works with the Arlington County Police Department and also requests that all vendors abide by the Arlington County Fair's code of conduct rules. Vendors who do not comply may not be permitted to participate in the Fair in future years and may be asked to leave. Your exhibitor fee will be forfeited and non-refundable. If you have any questions or concerns related to the Fair's code of conduct rules, please contact [info@arlingtoncountyfair.us](mailto:info@arlingtoncountyfair.us)

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 [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us) for clarification prior to submitting an application.

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**Indoor Vendors Committee: [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us)**

## 2019 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'x10' or 10'x20' booth space, if desired. However, you must indicate that you are requesting to share a booth and also 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. Email good quality, clear, legible prints and/or digital images (.jpg or .pdf) to [vendors@arlingtoncountyfair.us](mailto:vendors@arlingtoncountyfair.us). 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 in your email.

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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