

2025 ARLINGTON COUNTY FAIR RULES & REGULATIONS

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 & ACCEPTANCE: Applying to participate in the Arlington County Fair does not guarantee inclusion. Space will be assigned on a first received, priority basis. Please see “SPACE PRIORITY” section below for details on vendor selection.

Food vendors by June 1

Indoor vendors by July 1

OR all vendors by June 13 at 11:59 pm

PAYMENT:

There is no fee to apply online. Fees will only be charged once a vendor is accepted.

Payments should not be submitted prior to the event management’s confirmation of a vendor’s acceptance into the event. Once accepted, full payment is due no later **than Friday, July 18, 2025**. Following vendor’s acceptance into the Arlington County Fair, payment may be made by any of the following methods:

- Online: Log into your account at <https://registration.arlingtonva.us> (Credit card or eCheck accepted)
- Phone: Call our Administrative Services office at 703-228-4747 Monday - Friday, 8am - 5pm (Credit Card accepted)
- By mail or In Person: Make checks payable to Arlington County Treasurer and mail to or drop off at Arlington Parks and Recreation, 300 N Park Dr, Arlington, VA 22203

*If full payment is not received **by Friday, July 18, 2025**, the vendor will lose acceptance in the event and another vendor will be accepted.*

SALES TAX: All vendors are required to submit the Virginia Sales Tax Form B. These completed forms should be mailed back to: Virginia Department of Taxation PO Box 26627 Richmond, VA 23261-6627

CANCELLATIONS: Cancellations after **July 18, 2025** will result in the forfeiture of all fees. If a vendor cancels prior to the July 18 date, they will be reimbursed for the full vendor fee within 30 days and may take up to 8 week if paid via eCheck.

SPACE PRIORITY: Due to limited available space, vendor space cannot be guaranteed for all vendor applicants. Space location is driven by product, individual requirements, logistical restrictions, and is at the discretion of the Arlington County Feel the Heritage Festival event management. 2 Consideration for space assignment will be given to vendors that offer unique products at affordable prices and that reflect the event's goals, and to sponsors of the event. Arlington Palooza event management reserves the right to reject any application for any reason.

BOOTH LOCATION: Vendors are not permitted to relocate booths at any time during the day without the advanced authorization by event management. If any vendor is seen moving a booth to another location without said authorization, the vendor and all equipment, supplies, materials, employees, owners, etc. will be removed from the event by the event management via the Arlington County Police Department and all fees will be forfeited.

EVENT CANCELLATION: In the event that the Arlington County Fair is canceled or postponed, in whole or in part, for any reason beyond the County's control, including but not limited to weather, acts of God, and decisions by public officials, vendor agrees that the Arlington County will not be liable for any loss of income, promotional/marketing opportunities, costs, or other damages incurred on the part of the vendor. However, vendors will be reimbursed for vendor fees if the event is canceled.

VENDOR SET UP: Vendors may set-up on Thursday, August 14, from 10am to 4pm and Friday, August 15, from 10am to 1pm. Vendor set-up must be completed before the indoor space opens to the public on Friday at 4pm. All booths must remain in place and be staffed during the entirety of the indoor 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 vendor booths.

Sharp or pointed objects that touch the floor are not allowed. Steps must be taken to ensure 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. Do not use permanent markers to mark floor surfaces.

VENDOR CHECK IN: Vendors may enter the front parking lot at the Thomas Jefferson Community Center, located on 2nd Street S temporarily to check-in and unload materials. A representative from your organization should check-in at the Registration Desk located inside the Community Center. They will sign in and receive two parking passes and two exhibitor badges to be shared by those using your booth. Due to limited parking availability this is the maximum number of parking passes available for each booth. If multiple individuals are working at your booth, then it is the vendor's responsibility to coordinate the use of these two exhibitor badges. 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. A limited number of loading carts and dollies will be available for vendor use. Once items have been unloaded, vendors must move their vehicles to the main vendor parking garage.

BOOTH BREAKDOWN: Booth removal will take place Sunday, August 17, not to begin earlier than 6:30 p.m. and to be completed by 10:30 p.m. Vehicles will not be permitted to pull into the front parking lot to load items until the indoor vendor area closes at 7 p.m.

Volunteers will be on-site to help move items from vendor booths to vehicles. A limited number of loading carts and dollies will be available for use. Detailed load out procedures will be provided to each vendor on-site during the Fair. 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 during load-out.

PARKING: A limit of two parking passes will be available to each vendor at the Registration Desk upon check-in. **A limit of ONE parking pass will be available to each vendor at the registration desk upon check-in. This is a change from recent years and we encourage vendors to plan accordingly.** These passes are provided for our working vendors only and are not to be shared with Fair attendees. Copying parking passes is strictly prohibited and vehicles with photocopied parking passes are subject to tow. Vehicles parked in the vendor parking garage without a parking pass displayed are subject to tow. Vendors who do not comply with parking policies may not be permitted to participate in the Fair in future years. Vendor parking is located onsite at Fleet Elementary School Parking Garage at 115 S Old Glebe Road. Anyone with a vehicle taller than 8'2" will be required to park offsite (details forthcoming). It is recommended that someone from your organization remain at your booth while moving your vehicle. The Arlington County Fair is not responsible for the security or protection of vendor booths or items.

RETURN ON INVESTMENT: The Arlington County Fair has an extensive marketing and promotion campaign. However, return on investment is the sole responsibility of the vendor and does not fall under the burden of Arlington County. Arlington County will not, under any circumstances,

reimburse or replace any costs associated with equipment or materials that the vendor made in preparation for or while vending at the event.

CATEGORY EXCLUSIVITY: Please note that there will be no category exclusivity awarded to any market vendors. Event management will work to ensure a variety of products.

LIVE ANIMALS: All animals to be displayed or exhibited must be pre-registered with the Fair Board and the Animal Welfare League of Arlington.

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 or indoor entertainment. Vendors must adhere to any requests for volume adjustments from Arlington County employees or members of the Fair Board.

GENERATORS: The use of generators is not permitted by vendors at the event.

ELECTRICITY: There is a limited number of booths where electricity is available. Vendors who require electrical access must select and pay for this option when selecting booth space on the online registration form. Vendors using electricity must supply their own 12-gauge heavy-duty extension cords. Hot plates, microwaves, and any kind of warming/heating devices are not permitted.

LOSS/THEFT/INJURY: Each vendor is responsible for securing his/her own property. Arlington County is not responsible for loss, theft, or personal injury.

CODE OF CONDUCT: All vendors are required to conduct themselves in a fair, professional, and courteous manner. Vendors must comply with requests from the Arlington County staff or Police.

NON-COMPLIANCE: Any vendor who does not comply with the rules or County ordinances is subject to immediate dismissal and removal from the event by event management staff or Police, and is subject to forfeiture of all fees.

DISPOSAL OF TRASH AND OTHER MATERIALS: Vendors are responsible for disposing of all unwanted materials. Trash receptacles are located on site for normal trash items.

COMPETITIVE EXHIBITS: To maintain the integrity and fairness of our Competitive Exhibits, entrants are not eligible to sell any items at the fair. This policy is implemented to ensure that all exhibitors compete on an equal footing and that the focus remains on showcasing their talents, skills, and creativity without any commercial bias.

SECURITY: Overnight security is provided, to include the indoor vendor area. However, the Fair Board is not responsible for theft or personal injury. Vendors are advised to take appropriate precautions to protect their property.

TABLES AND CHAIRS: Vendors may bring their own tables and chairs or rent tables and chairs from the Fair. Rented tables are 8' in length and cost \$25 each. Rented chairs are standard folding chairs and cost \$10 each. Advanced payment is required for rented equipment. Vendors may select this option on their application and payment is required at that time. Table/chair availability during the day(s) of the Fair is limited. Do not remove tables or chairs from other booths.

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.

CONTESTS AND RAFFLES: All vendor contests 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 Virginia State law. Questions should be directed to the Virginia State Gaming Commission.

CONTACT INFORMATION: Please contact countyfair@arlingtonva.us if you have any questions.

