



**Caroline County Agricultural Fair**  
**NON-PROFIT ORGANIZATION**  
**APPLICATION AND AGREEMENT**

**Four Day Fee: \$100**

**Application Deadline: May 20, 2024**

**After May 20, 2024, fee is \$150.00 and must be paid in cash.**

**All applications are subject to approval. Space is limited. Proof of non-profit status is required.**

This Agreement made and entered into this day (date) \_\_\_\_\_, by and between the Caroline County Agricultural Fair Association (Lessor) and the Company/Organization (Lessee) named below.

**Please print clearly**

Name of Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Employer Identification Number (EIN) or Social Security Number: \_\_\_\_\_  
(Lessor is required to provide the above number to the Caroline County Commissioner of the Revenue's Office)

1. In consideration of the agreement of the Lessee to pay rent as hereinafter provided, Lessor hereby leases to Lessee space approximately 8 ft. by 10 ft. during the 2024 Caroline County Agricultural Fair. Space is in a pavilion with open sides. Spaces will be assigned by the Lessor with due regard to priority request, overall location, and Lessee requirements. Outside space is available at the discretion of the Lessor.
2. Lessee agrees to pay the four-day fee of \$100. **[After May 20, the fee is \$150.00; paid in cash]. One electrical hook-up [15-amp 120V] is included in the fee. Electrical hook-up requires Lessee to provide a minimum 25-foot UL listed extension cord.** Complete payment shall accompany this agreement by Lessee and no refunds will be made after this lease is accepted by the Caroline County Agricultural Fair Association. Check is to be made payable to the Caroline County Agricultural Fair Association.
3. Lessee understands that they are limited to their assigned space and are prohibited from walking around the fairgrounds distributing information and/or products.
4. Lessee understands that the distribution and/or sales of food and beverages are limited to **prior approved Food Vendors Only.**
5. Lessee agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS approval letter with TIN number.
6. Lessee understands that the Lessor does not provide any tent coverage, tables, chairs or extension cords. Trash facilities will be available.
7. Lessor herein carries **NO insurance** on the Lessee's property and shall not be liable for any loss or damage from any cause to Lessee's property or for any damage caused to the designated area or the Lessee's customers.

8. Lessee understands that *Check-In* and *Set-Up* are on Wednesday, June 12, from 1:00 pm to 4:00 pm. All vehicles must be moved to the designated vendor parking area at least 30 minutes before the grounds are open to the public. *Take Down* is on Sunday, June 16, from 9 a.m. to 3 p.m., unless *prior arrangements* are made with Fair officials.
9. Lessee understands that vehicles are not allowed to be driven on or off the grounds when gates are open to the public, and that all vehicles are to be moved to the parking area prior to the opening time.
10. Lessee understands that a notice confirming the vendor space reservation will be sent to the email address provided on this contract.
11. Lessor reserves the right to cancel this agreement at any time. If space is unavailable or the payment is received after the deadline, the payment will be refunded.
12. Please list the types of merchandise that will be offered for sale and/or distributed:

_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Authorized Representative (Lessee)

\_\_\_\_\_  
Date

Please return this agreement and other required documents, along with your payment, to the Caroline County Agricultural Fair Association, c/o Herbert Tate, P.O. Box 1207, Ruther Glen, VA, 22546. For more information, call 804-466-1507.