



**Caroline County Agricultural Fair  
COMMUNITY SERVICES ORGANIZATION  
APPLICATION AND AGREEMENT**

*All applications are subject to approval. Space is limited.*

**Application Deadline: May 20, 2024**

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: \_\_\_\_\_

1. Whereas the Lessor's goals are to provide community welfare, education, literacy, and culture; the Lessor hereby will provide to the Lessee at no charge space approximately 8 ft. by 10 ft. during the 2024 Caroline County Agricultural Fair. 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. **One electrical hook-up [15-amp 120V] is available for a fee of \$25.** 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 understands that the Lessor does not provide any tent coverage, tables, chairs or extension cords. Trash facilities will be available.
6. 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.
7. 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.
8. 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.
9. Lessee understands that a notice confirming the vendor space reservation will be sent to the email address provided on this contract.

10. 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.

11. Please list the types of merchandise that will be offered for sale and/or distributed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Electrical hookup (120V) will be needed:  Yes  No (If yes, \$25 fee applies)

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

\_\_\_\_\_  
Date

Please return this agreement and any 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.