

# MERCHANDISE VENDOR APPLICATION

## Fairfax County 4-H Fair & Carnival

Frying Pan Farm Park ❖ 2709 West Ox Road ❖ Herndon, VA 20171  
703-437-9101

[www.fairfaxcounty.gov/parks/fryingpanpark](http://www.fairfaxcounty.gov/parks/fryingpanpark)

### ENTRY REQUIREMENTS

A completed application and photographs of merchandise must be submitted by **July 19<sup>th</sup>, 2017**. Please send photos (or a link) that gives us the best view of your work as well as pricing. Photos must be labeled with your name and business name.

**Notification of acceptance as a vendor at the 4-H Fair and Farm Show will be sent by July 24<sup>th</sup>, 2017.**

### **NEW! VENDING DAY/TIME OPTIONS:**

**Big Truck Night: Friday August 4<sup>th</sup> 5pm-8pm**

**4-H Fair/Carnival: Saturday August 5<sup>th</sup> 9:30am-5pm**

**4-H Fair/Carnival: Sunday August 6<sup>th</sup> 10am-5pm**

### SPACE FEE

***The Event is Rain or Shine. Your Entry Fee is Non-Refundable. Space fees are per 10x10***

Big Truck Night Friday: \$30

Both Saturday and Sunday: \$125

Saturday or Sunday ONLY: \$75

After you have been notified that you have been accepted as a vendor, space fees are due by **August 1<sup>st</sup>, 2017**. **Payment can be made by Visa, MasterCard or Check.**

### EQUIPMENT

- Vendors must supply your own tent (if used), tables, chairs and any other equipment.
- Tents must be secured with weights or stakes.
- Electricity is **NOT** available.
- Use of personal generators is prohibited.

### SPACE REQUIREMENTS

If needed, vendors may exhibit merchandise two feet in front of and/or behind their space. **Please be considerate of your neighbors and do not block the view of their merchandise or intercept conversation between other vendors and their customers.**

### MERCHANDISE VENDOR RULES/REQUIREMENTS

No food items that are intended for immediate consumption will be allowed as this is in direct competition with our food vendors. FCPA prohibits the possession or consumption of alcoholic beverages on the premises and reserves the right to prohibit the sale of items that are unsuitable for a family audience. **The Fairfax County Code of Ethics and Standards of Conduct applies to all vendors & staff at the 4-H Fair. Both documents will be provided upon acceptance.**

### IMPORTANT DATES

**July 19, 2017**

Deadline for application and pictures

**July 24, 2017**

Notification of acceptance

**August 1, 2017**

Entry Fees Due

**Fairfax County 4-H Fair at Frying Pan Farm Park**  
**August 4<sup>th</sup>-6<sup>th</sup>, 2017**  
**Frying Pan Farm Park ❖ 2709 West Ox Road ❖ Herndon, VA 20171**

**Merchandise Vendor APPLICATION**

Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Phone (primary and alternate): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Requested number of spaces (*each space is 10x10*)  **1** or  **2**

Describe merchandise to be sold at the 4-H Fair and Farm Show:

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Please list any special requests regarding space assignments or location. Every attempt will be made to meet your requests, if possible

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PLEASE SELECT YOUR DESIRED VENDING DAY/TIME OPTIONS BELOW:

- Big Truck Night (*Add-On for Saturday Vendors only*)
- BOTH Saturday & Sunday
- Saturday ONLY
- Sunday ONLY

**Mail completed form to:**

Frying Pan Farm Park 2709 West Ox Road. Herndon, VA 20171  
Attention: 4-H Fair Vendors

Or

**Email to:** [Rebecca.shearer2@fairfaxcounty.gov](mailto:Rebecca.shearer2@fairfaxcounty.gov)

**Application MUST be received by July 19<sup>th</sup>, 2017**  
**PLEASE DO NOT SEND ANY FEES WITH THIS APPLICATION**