

**ROCKBRIDGE REGIONAL FAIR AND EXPO 2023**  
**TRADE VENDORS/NON-PROFIT VENDOR GUIDE**

**EVENT DATE:**

Rockbridge Regional Fair and Expo, Thursday, September 7, 2023, from 5:00 pm to 10:00 pm, Friday, September 8, 2022, from 5:00 pm to 11:00 pm, and Saturday, September 10, 2022, from 2:00 pm to 11:00 pm. Please note: there is no rain contingency for this event.

**EVENT SITE:**

Locher Pavilion Field, 515 9<sup>th</sup> Street, Glasgow, Virginia 24555

**HOURS:**

Vendors will be permitted to set up on Wednesday, September 6, 2023, from 2:00 pm to 8:00 pm. Vendors will be allowed each day of the fair to bring vehicles in. This **must** happen before 4 pm on Thursday & Friday and before 1 pm on Saturday. **VENDORS ARE EXPECTED TO BE READY TO SERVE THE PUBLIC AT THE SCHEDULED OPENING HOUR OF THE EVENT.** Vendors are expected to be fully disassembled and off the event property by noon on Sunday, September 10, 2023. The provisions for hours are subject to change in the event of inclement weather.

**REGISTRATION FEE:**

Registration for this event is \$50.00 prior until August 11, 2023. Beginning August 12, 2023, the registration fee goes up to \$75.00. The registration fee for Non-Profit organizations (must show proof of non-profit status) is \$25.00. The registration fee must be paid by cash, check, money order (made payable to RRFE, Inc.), or via invoice payable through Square by Wednesday, September 6, 2023.

**VENDOR FEES:**

There will be no additional fees in 2023. Thank you for being a part of our community!

**REQUIREMENTS/RESTRICTIONS:**

1. Vendors are expected to provide all equipment, materials, stands, tables, and other items relating to their individual concessions.
2. Vendors shall only sell wares or provide information at their booth; no other activities will be permitted.
3. Tents used must be fire resistant according to the State Fire Marshal. Vendors working with grease or open flames are required to have a Fire Extinguisher K.
4. Trash cans and trash removal will be provided by the Rockbridge Regional Fair and Expo and the Town of Glasgow. Disposal of vendor trash in the provided trash bins for the event is unacceptable and not permissible.
5. Vendors may be granted access to electric and water hookups; however, these spaces are limited and will be assigned based on availability and order of registration. Any electricity sources provided by vendors must use heavy-duty outdoor extension cords. These cords must be secured to eliminate any tripping hazard, and vendors are responsible for supplying electrical adaptors.

6. Vendors must provide their own source of water and ice (if not at a water hook-up).
7. There will be no “first” or “exclusive” rights to sell crafts, items or advertise information on a specific product or service; however, vendor spaces are limited, and we will attempt to diversify crafts and items sold during the event, as well as diversify information and direct-sales vendors. **All items to be sold or advertised must be listed on each vendor’s registration form. Sales by a vendor will be limited to the items listed on the registration form.** The Rockbridge Regional Fair and Expo, Inc. will inform a vendor of items to be sold or advertised by other vendors, as disclosed on their registration forms, upon request of such vendor.
8. All food vendors must possess commercial general liability insurance, in an amount acceptable to the Rockbridge Regional Fair Board. Proof of such insurance must accompany the registration form.

**HEALTH DEPARTMENT APPROVAL:**

Unless exempt pursuant to applicable law, the Health Department must approve each food vendor. Evidence of Health Department approval must accompany the registration form. Final acceptance is contingent upon the approval of the Health Department. Any food vendor which is a non-profit organization should complete an Application for a Temporary Restaurant Permit. **Please note the Health Department will be inspecting food vendors during the event.**

**SALES TAX:**

Unless exempt pursuant to applicable law, all vendors are required to pay a tax on all sales made at the event – currently 5.3% to the Commonwealth of Virginia and a food & beverage tax of 6% to the County of Rockbridge. Questions concerning sales tax should be directed to the Virginia Department of Taxation, Office of Customer Service, P.O. Box 1115, Richmond, VA 23218, (804) 367-8037. Vendors who already have a state sales tax number and report sales tax regularly to the Department of Taxation should file their reports in the usual manner. Food and beverage tax questions should be directed to the Commissioner of Revenue, County of Rockbridge, 150 South Main Street, Lexington, VA 24450, (540) 463-3431.

**PARKING:**

Parking for vendors will be in the general parking area for the event venue.

**SITE LOCATION AND ASSIGNMENT:**

Vendors will be assigned vending sites by the Rockbridge Regional Fair Board vendor coordinator prior to the event. The Rockbridge Regional Fair Board reserves the right to change the location of, or dismiss, any food vendor in the exercise of its sole and absolute discretion.

**MONEY FOR CHANGE:**

Vendors are expected to provide sufficient currency and coins to make change. The Rockbridge Regional Fair Board will not be able to make change for vendors.

**ADDITIONAL INFORMATION:**

