



2023 ARLINGTON COUNTY FAIR

Indoor Vendors Policies & Procedures

Arts & Crafts Juried Guidelines

Arlington County Fair Board of Directors
PO Box 42002 Arlington, VA 22204
vendors@arlingtoncountyfair.us
703-829-7471
Updated February 2023

Fair Location:

**Thomas Jefferson Community Center
3501 2nd Street S
Arlington, VA 22204**

Indoor Hours:

Friday, August 18	4pm - 10pm
Saturday, August 19	10am - 9pm
Sunday, August 20	11am - 7pm

Vendor Set Up:

Thursday, August 17	10am - 4pm
Friday, August 18	10am - 1pm

Vendor Breakdown:

Sunday, August 20	7pm - 9pm
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2023 Indoor Vendors Policies & Procedures

The following policies and procedures apply to all indoor vendors, including arts and crafts vendors, political organizations/candidates, community and civic organizations, non-profit organizations, multi-level marketers, and commercial businesses. Please read the entire document before registering as a vendor. Arts and crafts vendors are selected through a juried process; guidelines are provided on pages 7-8.

Types of Vendors:

- **Multi-level Exhibitor Booths:** Independent distributors seeking to recruit additional sales people and promote a company's products or services.
- **Commercial Business Exhibitors Booths:** Vendors affiliated with a Commercial Business planning for retail trade, service, professional, office, amusement, entertainment or a similar purpose
- **Civic Community Exhibitors Booths:** Civic organizations or groups of individuals joined together to provide a services or services to their community, and may include non-profit organizations, foundations, social welfare, advocacy groups, professional trade associations, political organizations and religious groups.
- **Arts and Crafts Exhibitors Booths:** Exhibitors selling, marketing, and advertising personally hand-crafted merchandise, arts and crafts. Arts and Crafts exhibitor applications are reviewed by the Arlington County Fair Board of Directors prior to approval.

Deadline: Online registration with full payment must be completed by **July 28, 2022**. Only vendors who have completed registration with full payment by the **July 28, 2022** deadline will have their organization's name in the Arlington County Fair printed program (and online version). After **July 28**, vendors will only be accepted if space permits.

How to Apply: Please fill out an application form online at www.arlingtoncountyfair.us/vendor-booth-store/. You will receive an email copy of your order for your records. Booth fees may be paid by PayPal or credit/debit card (Visa or MasterCard only).

Registration Confirmation: Upon completion of your registration and payment, you will receive an automatic email confirmation. If you do not receive this confirmation email, please send an email to vendors@arlingtoncountyfair.us to confirm that your registration has been received.



Cancellations: Full refunds will be made with written notice of cancellation prior to July 28. After this date, no refunds will be permitted. Exhibitor fees for vendors who do not show up at the Fair will be forfeited and non-refundable. Written notice may be provided by email to vendors@arlingtoncountyfair.us.

Booth Assignments: Booth assignments are assigned on a first-come, first-served basis and are not negotiable. Specific booth assignments will be distributed via email no later than Monday, August 7. Due to limitations on available space, booth space for all applicants is not guaranteed nor is it guaranteed that all applications will be approved. Returning vendors cannot be guaranteed the same booth location from previous years. In the case that changes to booth assignments are necessary after August 7, vendors will be notified by phone and/or at the email address provided on the vendor registration form.

All vendors will be located inside the gym at Thomas Jefferson Community Center; no vendors are permitted outside. Should a vendor wish to have a larger presence at the Fair, outside of the Indoor Vendor space, they should contact the Sponsorship Committee at sponsors@arlingtoncountyfair.us.

Booth Sharing: Booth sharing is only allowed for two crafters or two non-profit organizations who request to share a booth. Vendors must indicate the request to share a booth and also list both crafters or non-profit organizations in the registration form in order to have both listed in the Fair Program and on the Fair website. Requests for booth sharing should be added to the note section on the online registration form.

Booth Set-up Times/Requirements: Vendors may be set-up on Thursday, August 17, from 10am to 4pm and Friday, August 18, 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 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. He/she 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 to your 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.

Parking: A limit of **two parking passes** will be available to each vendor at the Registration Desk upon check-in. These passes are provided for our working vendors only and are not to be shared with Fair attendees. Vehicles parked in the vendor parking garage without a parking pass displayed are subject to tow. 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 at the Arlington Career Center**, 815 S. Walter Reed Drive. Shuttle service will be provided from this location. 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.

Booth Screening: On Friday, August 18, and throughout the Fair, Fair Board members will screen all booths. The Fair Board reserves the right to request the removal of inappropriate displays or adjustment of booth display/contents in order to comply with these guidelines.

Booth Breakdown: Booth removal will take place Sunday, August 20, **not to begin earlier than 7 p.m. and to be completed by 9 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.

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. Contact vendors@arlingtoncountyfair.us to add electrical access to your booth if it was omitted in the online booth purchasing process.

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. Contact vendors@arlingtoncountyfair.us to add rental tables/chairs to your booth if this was omitted in the online booth purchasing process. Table/chair availability the day(s) of the Fair is limited. **Do not remove tables or chairs from other booths.**

Sales Tax: Each vendor is responsible for charging Virginia State Sales Tax and submitting the ST-50 Temporary Sales Tax Certificate/Return to the Virginia Department of Taxation.

Security: Overnight security is provided, to include the indoor vendor area. However, the Fair Board is not responsible for theft or personal injury.

Contests, Raffles, Etc.: 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.

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.

Food/Drink Sales: Indoor vendors who plan to serve food or drinks, such as baked goods or bottled water, are subject to Arlington County Public Health Division guidelines and permit requirements. Call 703-228-7400 for more information.

Gas Cylinders: All bottled gas cylinders must be secured. If you have helium gas cylinders, you must bring your own approved holding stand/cart to which you can secure your cylinder. Gas cylinders that are not properly secured will have to be removed from Fair premises in accordance with Arlington County Fire Department regulations.

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

Announcements: The indoor PA system is for Fair Board use only and will include announcements regarding emergencies, notifications to vendors and patrons, and updates on Fair programming. Announcements regarding vendor contests, promotions, and activities are not permitted.

Clean-up/Spills: Please keep your booth area clear of trash and debris. All spills should be reported immediately to Fair's Information Desk for clean-up.

No Smoking Policy: Arlington County Ordinances Prohibit Smoking in all public buildings.

Code of Conduct: To ensure a safe and enjoyable experience for all our event guests, the Fair Board works with the Arlington County Police Department and also requests that all vendors abide by the Arlington County Fair's code of conduct rules. **Vendors who do not comply may not be permitted to participate in the Fair in future years and may be asked to leave the fairgrounds.** In this case, the vendor's exhibitor fee will be forfeited and non-refundable. If you have any questions or concerns related to the Fair's code of conduct rules, please contact info@arlingtoncountyfair.us. The Fair Board may alter these rules at any time. If changes are made, notification will be provided on the Fair website and



will also be emailed to participating vendors. Questions regarding the vendor application or policy and procedures should be submitted to the Fair Board via email to vendors@arlingtoncountyfair.us.

Arlington County Fair Board of Directors PO Box 42002 Arlington, VA 22204

www.arlingtoncountyfair.us Phone: (703) 829-7471

Indoor Vendors Committee: vendors@arlingtoncountyfair.us



2022 Arts and Crafts Juried Guidelines

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 and Screening: Applicants are screened by a three to five-person panel that makes its recommendations to the Fair Board.

Criteria for Fair participation include artistic quality, craftsmanship (including safety and durability), marketability, the artist's ability to provide an adequate inventory, and, from a management perspective, the creation of a balanced presentation of products.

The screening panel makes its determinations on the basis of the artist's written application and a minimum of three and up to six images of the work the artist wishes to be considered. Email good quality, clear, legible prints and/or digital images (.jpg or .pdf) to vendors@arlingtoncountyfair.us. All prints and images are considered as a representation of the artist's work. Poor prints or images may affect the selection process. Do not include any other images or files in your email.

The screening panel reserves the right to dismiss an artist if the work is not accurately represented in the screening images or does not appear to be in compliance with entry regulations.

Previous acceptance and participation in the Fair do not guarantee approval.

During the Fair, there will be an on-site review of each display by at least one member of the screening panel. Occasionally artists may be asked for permission to use specific images for publicity purposes.

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