



2023 Arlington County Fair Arts and Crafts Night Market Policies & Procedures

*Arlington County Fair Board of Directors
PO Box 42002, Arlington, VA 22204
www.arlingtoncountyfair.us
Information Hotline: (703) 829-7471*

The Arlington County Fair Arts and Crafts Night Market is a one-night-only outdoor market that allows arts and crafts vendors to showcase their producers to thousands of area residents.

Location:

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

Market will be held outdoors under tents next to the lower turf field (location subject to change).

Night Market Hours:

Thursday, August 17 5pm – 10:30pm

Vendor Set Up:

Thursday, August 17 2pm – 5pm

Vendor Breakdown:

Thursday, August 17 10:30pm – 11:30pm



Please read the entire document before submitting your application.

About the Arts and Crafts Night Market: This outdoor evening market is open only to arts and crafts vendors. Vendors will have one 10'x10' space with a tent (included in the cost of the space rental). All arts and crafts must be original and handmade. Vendors are required to send three photos of their work to vendors@arlingtoncountyfair.us prior to being accepted to the Night Market.

Deadline: Applications must be received with full payment of \$100 by Friday, July 28. Only vendors who have submitted a completed application with full payment will have their company and organization's name in the Arlington County Fair printed and digital program. After July 28, applications will only be accepted if space permits and full payment is made online or by credit card.

How to Apply: Please fill out an application form online at www.arlingtoncountyfair.us/product/10x20-vendor-booth/. You will receive an email copy of your order for your records. Booth fees may be paid by PayPal or credit card (Visa or MasterCard only).

Application Confirmation: You will receive a confirmation email upon completion of the online registration form. If you do not receive an email in this time frame, please send an email to vendors@arlingtoncountyfair.us to confirm that your registration form 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 that all applications will be approved. In the case that changes to booth assignments are necessary after August 7, vendors will be notified by phone and/or to the email address provided on the vendor's registration.

Booth Sharing: Booth sharing is permitted. Vendors must indicate the request to share a booth and also list both businesses in the application in order to have both listed in the Fair Program and on the Fair website.



Booth Set-up Times/Requirements: Booths may be set-up on Thursday, August 17, from 2 - 5 p.m. Booth set-up must be complete by 5 p.m. on Thursday, August 17 when the fair opens to the public. **All booths must remain in place and be staffed during the total operating hours of the Night Market.** Vendors who do not comply may not be permitted to participate in the Fair in future years.

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.

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, to the left of the main doors. Vendors will sign in and **receive two parking passes**. Due to the limited parking availability this is the maximum number of parking passes available to your booth. If multiple individuals are working your booth, then it is the vendor's responsibility to coordinate the use of these two parking passes.

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 at Fleet Elementary School Parking Garage at 115 S Old Glebe Road. 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 Breakdown: Booth removal will take place Thursday, August 17, **not to begin earlier than 10:30 p.m. and must be completed by 11:30 p.m.** Vehicles will not be permitted to pull into the front parking lot to load items until the fair closes at 10:30 p.m.

Volunteers will be on-site to help move items from vendor booth space to their vehicles. A limited number of loading carts and dollies will be available for use.

Parking Passes: 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.



Electricity: Contact vendors@arlingtoncountyfair.us if electrical access is needed. 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.

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: Private security guards and Arlington County Police Department Officers will patrol the grounds throughout the opening hours of the fair. 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: 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.



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.

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.

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, 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.