



36th Annual July 3 – July 14, 2024 Salem, Virginia

Vendor Booth Application

Come be a part of the fair as a vendor! We've got over fifty 10' x 10' booth spaces that will allow you to showcase your product to over **350,000** people during the two weeks of the fair!

(This application is used for commercial and craftsman vendors including non-profits. It is NOT for food concessionaires)

Vendor Information

Please check: ___ New Vendor ___ Returning Vendor

Business Name: _____

Individual in Charge: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ Cell: (_____) _____

Fax: (_____) _____ E-mail: _____

Website: _____

Description of Service/Product (please list all items that you would like to sell or display.

Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent): _____

If selling, give price range \$ _____ to \$ _____

Do you require electricity? _____

Basic 110 electricity is **\$55.00**

Inside Booth Details

Booth space includes 1 table, 2 chairs, and pipe and drape divider walls. Only one company allowed per booth. Booths will be reserved on a first-come first-served basis.

- Corner 10' x 10' booth - \$475 each # booths needed _____ x \$475 = _____
- Standard 10' x 10' booth - \$375 each # booths needed _____ x \$375 = _____
- Booth Location Preference: 1st choice: _____, 2nd choice _____, 3rd choice _____

Outside Booth Details

If you are interested in outside booth space, please indicate front footage and depth desired including hitches, displays, etc. Pricing will be determined and you will be notified accordingly. You are responsible for providing all awnings and tables. ***Instant pop-up tent shelters will NOT survive the weather during the fair and are not recommended.***

- Front Footage _____ feet x Depth Footage _____ feet

\$50 Deposit Payment Options

- Cash
- Check (*payable to Salem Civic Center*)
- Credit Card: Visa, MasterCard
American Express, Discover →

Card # _____
Expiration Date _____
CVC# _____ Billing Zip Code _____
Name on Card _____

Event Information & Conditions

- This application indicates interest in the 2024 Salem Fair. ***THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE SPACE.*** If space is available for the product(s) listed, the applicant will be sent a Contract. If no space is available, the applicant will be placed on a Waiting List and notified only if space becomes available. A new application must be submitted each year. Any application which is not legible and complete **will not** be considered. PLEASE INCLUDE A NON-REFUNDABLE APPLICATION FEE OF \$50.00 WITH THIS FORM. The application fee is deducted from rental fees for 2024 exhibitors if accepted to participate.
- **Due to the nature of this event and the volume of children on-site, ALL workers in vendor booths are required to pass a background check performed by Partnership Screening and will be issued a “Salem Fair Worker’s photo ID Card”. Background checks MUST be completed prior to vendors moving in.**
- Space availability is not known until after mid-March for the upcoming Fair. Openings are determined after the previous year’s exhibitors have returned their contracts.
- Space openings are filled using applications on file. Openings are filled with the intention of having a variety of products/services available during the Fair not in chronological order by date.
- Vendors must abide by the Salem Civic Center’s Food & Beverage Policy: **NO** outside food and/or beverages are allowed at any time (outside food/beverages must be consumed prior to arrival). Food/beverage is available for purchase on premises. **NO alcohol allowed on premises.**
- Vendors will be responsible for providing their own tablecloths, signage, decorations, etc.; and are required to keep displays/decorations within their booth space and out of the aisles. Vendors must interact within their booth space and cannot be standing or working out in the aiseways or walkways.
- Vendors must comply with all local, state, and federal laws, codes, and regulations regarding the nature of their products and services.
- Vendors are required to keep their booth open during each day of the fair and during the full hours of operation: OUTSIDE Mon.-Fri. 4:00 pm - 10:00 pm, and Sat.-Sun. 12:00 pm – 10:00 pm. INSIDE Mon.-Fri. 4:00 pm – 9:00 pm, and Sat.-Sun. 12:00 pm – 9:00 pm.
- **Liability insurance is required for ALL exhibitors.**

Return Vendor Booth Application, along with a recent picture of your Exhibit to:

Salem Civic Center
ATTN: Rod Saavedra
P.O. Box 886, Salem, VA 24153
rmsaavedra@salemva.gov
Phone: 540-375-3004 / Fax: 540-375-4011