



35<sup>TH</sup> Annual  
June 28 – July 9, 2023  
Salem, Virginia

## Vendor Booth Application

Come be a part of the fair as a vendor! We've got over 50 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 - \$425 each # booths needed \_\_\_\_\_ x \$425 = \_\_\_\_\_
- Standard 10' x 10' booth - \$325 each # booths needed \_\_\_\_\_ x \$325 = \_\_\_\_\_
- Booth Location Preference: 1<sup>st</sup> choice: \_\_\_\_\_, 2<sup>nd</sup> choice \_\_\_\_\_, 3<sup>rd</sup> 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 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# _____ (3-digit code on back of card)
Name on Card _____

## Event Information & Conditions

- This application indicates interest in the 2023 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 2023 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 - 11:00 pm, and Sat.-Sun. 12:00 pm – 11:00 pm. INSIDE Mon.-Fri. 4:00 pm – 10:00 pm, and Sat.-Sun. 12:00 pm – 10:00 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