



## Warren County Fair Association

P.O. Box 1555  
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Website: [www.warrencountyfair.com](http://www.warrencountyfair.com)

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### 2026 OUTSIDE TRADE SHOW APPLICATION

#### Dear Trade Show Exhibitor:

It's time for the **69th Annual Warren County Fair!** The fair will be held **Monday, July 27 – Saturday, August 1, 2026.** This is a great opportunity to keep in touch with your existing customers and add new ones while you enjoy a week at the Fair.

Please return all completed forms, required documents, and **deposit by July 1. Spaces are accepted on a first-come, first-served basis.**

**The cost for a 10 x 10 ft space is \$200 until July 1 and \$225 after. The space includes the following:**

1. Opportunity to have raffles or giveaways at your booth
2. Special activities planned to increase foot traffic

#### **You are responsible for the following:**

3. Completed and signed Warren County Fair Application
4. Liability Insurance -\$1,000,000, Auto Liability: \$1,000,000, Workers Comp (if applicable)
5. A Certificate of Insurance naming **Warren County Fair** as additional insured
6. Electric Service Request (for booth, stock vehicle, or camper)
7. Stock Vehicle/Camping Form (if applicable)
8. Warren County Vendor License (if applicable)
9. Payment is required with the application. All deposits will be forfeited if Concessionaire terminates and/or cancels after July 1<sup>st</sup>.

The Renter agrees to defend, hold harmless and indemnify the Warren County Fair for any claim of bodily injury or property damage except for those claims that result from the sole negligence of the Warren County Fair.

The Renter grants permission for all of the foregoing to use any photographs, video tapes, motion pictures, recordings or any other record of this event for any purpose whatsoever. I have read this waive, understand it and sign below of my own free will.

#### **Important Notes:**

- No ATV, golf cart, or 4-wheeler type vehicles are permitted on fairgrounds.

#### **Fair Hours:**

- Mon, July 27 – Fri, July 31: Gates open 4:00 p.m.
- Sat, August 1: Gates open 3:00 p.m. (subject to change)

#### **Signature Section:**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2026 Outside Trade Show Vendor

### Vendor Booth Fees

- **Booth Space:** \$200 (7 days)
- **Electric Service:** 20A – \$75 | 30A – \$100 | 50A – \$150 (7 days) **Electric hookups needed for booth, camper, or stock vehicle must be accurate due to limited spaces.**
- **Camping:** \$35/day + electric (same rates)
- **Stock Vehicle:** \$50 (7 days) + electric (same rates)
- **Tickets:** Each booth receives 2 gate tickets. Additional weekly tickets: \$50 each (first 4), then \$55.

**Setup Dates:** July 25–26, 2026 – No setup without completed paperwork and payment.

### Vendor Information:

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Unit Type	Fee	Quantity	Trailer Length	20 Amp \$75	30 Amp \$100	50 Amp \$150	Add'l Passes	Total
Booth # 1	\$200 / Week							
Booth # 2	\$200 / Week							
Booth # 3	\$200 / Week							
Stock Vehicle	\$50 / Week							
Camper / RV	\$35 / Day							
<b>Total</b>								
<b>5% Service Fee</b>								
<b>Grand Total</b>								

### Instructions:

- Check the appropriate amperage box for each unit requiring electricity.
- Bring a **100-ft commercial-grade extension cord.**
- Fees must be submitted with application to guarantee hookup space.
- All fields must be completed for Booth, Stock Vehicle, and Camper if electric is needed.

### Signature Section

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Business License**

All Vendors must apply for the proper license with the County of  
Warren. You may review their website at:

<https://warrencountyva.gov/697/Vendor-License>



**2026 WARREN COUNTY, VIRGINIA – BUSINESS LICENSE  
APPLICATION OR RENEWAL**

**License Expires December 31, 2026**

SHERRY T. SOURS, COMMISSIONER OF THE REVENUE

Mailing Address: PO Box 1775, Front Royal, VA 22630 / Physical Address: 220 N Commerce Avenue, Front Royal VA 22630

Tel (540) 635-2651 / Fax (540) 636-8280

**INSTRUCTIONS: Read entire document, including back of form for additional information and tax rate/fee, and complete all applicable sections.**

**Section A:** All businesses review information and complete this section in its entirety. Write in any updates, corrections, and missing information directly on form.

<b>Business License Account #:</b> (Office Use)	<input type="checkbox"/> Federal EIN <input type="checkbox"/> SSN #:
<b>Applicant Name:</b>	<b>Business/Trade Name:</b>
<b>Full Mailing Address:</b>	
<b>Physical Address (if different):</b>	
<b>Telephone:</b>	<b>Type of Business:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other _____
<b>Email Address:</b>	
<b>Business Category:</b>	<input type="checkbox"/> Retail/Sales <input type="checkbox"/> Wholesale <input type="checkbox"/> Professional <input type="checkbox"/> Service <input type="checkbox"/> Heat, Light, Power <input type="checkbox"/> Telephone, Telegraph <input type="checkbox"/> Peddler/Perishable <input type="checkbox"/> Peddler/Nonperishable
<b>Description of Business:</b>	
<b>Did your Business close or move out of Warren County? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If yes, date of closure or move:</b>

**Section B:** Renewal for Businesses operating full year beginning work in Warren County *prior* to January 1, 2025; complete boxes 1a-d, 2a-d, and 10-13

CODE, CATEGORY, AND RATE	2025 GROSS RECEIPTS	FEE
	1a	2a
	b	b
	c	c
	d	d

**Section C:** Partial Year Adjustment for Businesses beginning work in Warren County *after* January 1, 2025, or who provided an estimate in 2025; complete boxes 3a-d through 9a-d, and 10-13

CODE, CATEGORY, AND RATE	2025 ACTUAL		2025 ESTIMATED		2025 ADJUSTED FEE
	Gross Receipts	Fee	Gross Receipts	Fee	= Box 4 minus Box 6
	3a	4a	5a	6a	7a
	b	b	b	b	b
	c	c	c	c	c
	d	d	d	d	d
CODE, CATEGORY, AND RATE	2026 ESTIMATED GROSS RECEIPTS		FEE		
	8a		9a		
	b		b		
	c		c		
	d		d		

**Section D:** All businesses complete boxes 10-13 and Certification

<b>Subtotal (add boxes 2a-d + 7a-d + 9a-d)</b>	10	<b>13 Number of Requested Decals</b>
<b>Late Filing Fee (= Subtotal x 10%) on all renewals received after March 1</b>	11	
<b>Total Due (add boxes 10 + 11)</b>	12	

**OATH:** I, the undersigned applicant, do swear or affirm under penalty of perjury that the foregoing figures and statements are true, full and correct, and complete, to the best of my knowledge and belief.

Printed Name	Signature	Title (Owner, President, etc.)	Date
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\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

<b>Date Received</b>		<b>Paid by Check #</b>		<b>Date Processed</b>	
<b>Received By Initials</b>		<b>Amount Paid</b>		<b>Processed By</b>	

**PLEASE READ PRIOR TO SUBMITTING FORM**

- A 10% late filing fee will be charged to account for any renewals received after **March 1, 2026**.
- Businesses with less than \$4,000 combined Gross Receipts during the previous year are required to obtain a current license, but there will be no charge.
- **Business licenses are valid calendar year January 1, 2026 (or date of application or renewal) through December 31, 2026.**
- Complete application or renewal can be mailed, submitted in person, sent by fax, emailed to [biztax@warrencountyva.gov](mailto:biztax@warrencountyva.gov) or, if renewing; you can file online at <https://eservices.warrencountyva.gov> and select e-Commissioner Options.
- No business license shall be renewed until the applicant has paid all delinquent business license, personal property, meals, and transient occupancy taxes owed by the business to Warren County. Warren County Code §117-3.
- In addition to the annual business license renewal, businesses with Transient Occupancy, Food & Beverage, or Heat, Light, and Power tax must also file and pay a monthly Consumer Tax report on or **before the 20th day** each calendar month following the month being reported.
- Total due can be paid by check payable to Warren County Treasurer and mailed, submitted in person, or, once renewal form is received and processed, paid online at <https://eservices.warrencountyva.gov> and select e-Treasurer Options. To avoid late payment fees through the Treasurer's Office, renewal payment should be received by no later than **March 1, 2026**.
- Businesses requiring a VA State License (i.e. Architects, Engineers, Barbers, Tattooist, etc.) must follow **all DPOR regulations** and submit a copy of your valid VA license along with this form. To find out if your business/trade requires a State license go to <http://www.dpor.virginia.gov/>.
- Business Personal Property form 762B-Business Equipment or 762M-Manufacturers must be filed annually by no later than **February 15**.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.), you must notify the Commissioner of the Revenue Office, update new fictitious name with State Corporation Commission, if applicable, and contact DPOR, if applicable, within 30 days of your changes; **These changes include, but are not limited to:**
  - **Closure of business in Warren County.** Failure to notify the Office of the Commissioner of the Revenue of a closure or business that has moved out of Warren County will result in unsolicited statutory assessments, penalties, and interest until notification is received.
  - **Business/trade has moved location within Warren County.** In addition to notifying the Office of the Commissioner of Revenue, a new Zoning Certificate would be required as well.

LICENSE FEES BASED ON GROSS RECEIPTS \$50,000 AND LESS		
Gross Receipts		Fixed Fee
Under \$ 4,000		\$ 0.00
\$ 4,001 – \$ 10,000		\$ 10.00
\$ 10,001 – \$ 25,000		\$ 30.00
\$ 25,001 – \$ 50,000		\$ 50.00
LICENSE FEES BASED ON GROSS RECEIPTS \$50,001 AND MORE		
Business Type		Rate x Gross Receipts
Wholesale Merchant		\$ 0.0005
Retail/Sales Merchant		\$ 0.0016
Services Business, Personal, Repair, and Other		\$ 0.0027
Professional Services Financial, Engineering, Medical, Real Estate, and Other		\$ 0.0041
OTHER FIXED FEES AND LICENSE RATES		
Business Type		Fixed Fee or Rate x Gross Receipts
Telephone & Telegraph, Heat, Light, and Powers Companies	Rate x gross receipts	\$ 0.0050
Peddlers/Itinerant (Nonperishable) Merchants	Fixed Fee	\$ 500.00
Perishables	Fixed Fee 1 <sup>st</sup> Vehicle plus \$100 per each additional vehicle	\$ 250.00



## 2026 WARREN COUNTY, VIRGINIA – VENDOR APPLICATION

SHERRY T. SOURS, COMMISSIONER OF THE REVENUE

Mailing Address: PO Box 1775, Front Royal, VA 22630

Physical Address: 220 N Commerce Avenue, Suite 900, Front Royal VA 22630

Tel (540) 635-2651 / Fax (540) 636-8280

**INSTRUCTIONS:** Read entire document, including back of form for additional information. Complete all sections carefully as missing or incorrect information may cause delays.

### Section A: Applicant/Vendor Information

<b>Applicant Name</b>		<b>FEIN or SS #</b>	
<b>Business/Trade Name</b>			
<b>Full Mailing Address</b>			
<b>Physical Address (if different)</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Description of Items for Sale</b>		<b>Will items for sale include Food/Beverage?</b>	Yes _____ No _____

### Section B: Event Information

<b>Event Name</b>		<b>Event Date(s)</b>	
<b>Event Address</b>			
<b>Event Host Name</b>		<b>Event Host Phone</b>	
<b>Event Host Email</b>			

### Section C: Fee and Certification

<b>Vendor License Fee Due Upon Application</b>	<b>\$30.00</b>
<b>OATH:</b> I, the undersigned applicant, do swear or affirm under penalty of perjury that the foregoing figures and statements are true, full and correct, and complete, to the best of my knowledge and belief.	
Printed Name	Signature
Title (Owner, President, Manager, etc)	Date

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

<b>Date Received</b>		<b>Paid by Check #</b>	
<b>Received By</b>		<b>Amount Paid</b>	
<b>Business License #</b>		<b>Meals Account #</b>	
		<b>Date Processed</b>	
		<b>Processed By</b>	

## PLEASE READ PRIOR TO SUBMITTING FORM

- This form is for vendors who are located outside of Warren County VA, including those located within Town of Front Royal limits.
  - If you live in Warren County you must obtain a business license before conducting business at events.
  - If you live in Warren County but have a business location and license in another locality you will need to obtain a vendor license for each event.
- Vendor License application and \$30.00 fee must be submitted and paid in full by all vendors prior to each event unless you have obtained Warren County business license.
- Vendor licenses are valid for each specified, single event.
- Vendors who sell prepared food and/or drink are subject to local Food & Beverage (Meals) Tax requirements. This includes the collection and remittance of a separate Food & Beverage Tax form.
- More information regarding business and/or vendor license can be found in Warren County Code § 117-30.
- More information regarding Meals Tax requirements can be found in the Virginia State Code § 58.1-3833 and Warren County Code § 160-94 through 107.
- Complete application can be mailed, submitted in person, sent by fax, or emailed to [biztax@warrencountyva.gov](mailto:biztax@warrencountyva.gov) for processing.
- Vendor application fee can be paid by check payable to Warren County Treasurer and mailed or submitted in person, or, once form is received and processed, it can be paid online at <https://eservices.warrencountyva.gov> and select e-Treasurer Options.
- The issuance of a Warren County Vendor License does not relieve the licensee of the obligation to comply with the requirements or regulations of the Department of Health, Fire & Rescue Department, Alcoholic Beverage Control Board, and/or all other applicable State or local agencies or County Departments.