



August 16th – 22nd, 2026

POP UP Commercial Exhibit/Craft Vendor Application

(This is not a contract for food service)

The intention of this application is to allow vendors who are unable to attend for the full Fair week an opportunity to participate during select days of the week.

Pop Up Vendor spaces are extremely limited. Availability is based on space, booth type, and schedule openings. Pop up locations are pre-determined by the commercial vendor committee.

****Pop Up vendors may request a singular day, or multiple consecutive days; however, we cannot accommodate requests for non-consecutive days throughout the week****

Application Deadline

July 1st - All Pop Up Vendors - the final deadline by which all vendors must submit their applications.

- **Vendors will wait for confirmation email prior to submitting payment.** Once received, applicants must submit payment in full within 2 weeks. Failure to meet this may result in the loss of your space.
- Applications will be processed in the order that they are received.

ADDITIONAL NOTES:

- Applications or inquires received AFTER July 1st will be reviewed on a case-by-case basis and will depend on space availability.
- Any applications received after reaching capacity may be placed on a waiting list for the 2027 Fair.
- Early submission is strongly encouraged, as space is extremely limited.
- There are no guarantees on specific space location requests.
- Reservations may be cancelled and payments refunded **ON OR BEFORE** August 5th. No refunds will be given after August 5th.
- Vendors are not required to be present during the early afternoon hours; however, should be present during peak operating hours (4:00 pm – 10:00 pm).

Fair Week Vendor Exhibits open to public as follows:	
Sunday, August 16 th	1:00 pm – 10:00 pm
Monday, August 17 th & Tuesday, August 18 th	1:00 pm – 10:00 pm
Wednesday, August 19 th	11:00 am* – 10:00 pm
Thursday, August 20 th & Friday, August 21 st	1:00 pm – 10:00 pm
Saturday, August 22 nd	10:00 am – 10:00 pm

****Wednesday is Senior Citizen Day, please plan to have exhibit open during this time, if possible****



Vendor Space Options:

1. Outside Spaces Only

- Fees / Space Size:
 - \$60 per day / 12 x 12
 - \$120 per day / 12 x 24
- *Please Note: Due to limited space, pop up space options larger than 12x24 are not available*
- No weather protection (Vendors to furnish their own weather protection if desired; Vendors must secure tents and displays in the event of inclement weather)
- Bring your own extension cords to hook-up to electric

Rules & Important Information

- This is not a contract for food service. This application does not permit you to sell made-to-order food in any way.
- Vendor spaces are reserved **only** for the businesses/organizations listed on the completed application. Subletting/sharing vendor space with other businesses/organizations will not be permitted.
- Vendors are responsible to provide their own tents, tables, chairs, etc.
- Your entire exhibit display - including tables, tents, trailers, awnings, etc - must be within your marked vendor space at all times. *****If you do not confine your exhibit within your rental space you will be given ONE warning, after that you will be asked to leave the fairgrounds with NO refund provided.*****
- No laser pointers, knives, throwing stars, nun-chucks, snap caps, play guns, or any other offensive products are to be sold on the fairgrounds. Any vendors violating this rule will be ejected from the fairgrounds with **NO** refund and will be banned from the fairgrounds indefinitely. The Fair reserves the right to inspect any exhibit to ensure compliance.
- Demonstration of sports equipment/games must stay within vendor's marked space, including required safety nets. If complaints are received, active demonstrations will be halted and items may only be used as a display moving forward.
- The Commercial Vendor Committee is **not responsible** for transporting vendor materials or individuals.
- Vehicles are not permitted within the Fairgrounds after 12:00 pm (Noon) each day.

CONFIRMATION: An acceptance confirmation will be emailed to vendors after the application form has been received and space availability is confirmed. A second confirmation will be sent once payments have been received and processed.

- Additional communication regarding space location/check-in reminders will follow as the Fair approaches closer. If you have any questions or concerns, please contact Chelsey Weaning at 304-807-0306/ jeffcofairvendors@gmail.com



PAYMENT: Payment may be submitted by check or cash, either by mail or in person. Payments are due upon receipt of the acceptance confirmation email from the Commercial Vendor Committee. Space rental is not guaranteed without payment.

Mailed payment may be sent to:	In-Person payments may be dropped off at our secure drop box location:
Jefferson County Fair Association C/O Chelsey Weaning P.O. Box 653 Ranson, WV 25438	Jefferson County Fairgrounds 2005 Old Leetown Pike Kearneysville, WV 25430 <i>*Located at the gate 2 ticket booth, near caretaker's residence</i>

CHECK-IN/SET UP:

Pop Up Vendors must pick up their Fair Passes & confirm space location during designated check-in dates below:

Check-In Dates/Times	
Friday, August 14 th	9:00 am – 7:00 pm
Saturday, August 15 th	9:00 am – 7:00 pm
Sunday, August 16 th	8:00 am – 10:00 am

- Regardless of you designated pop-up day, check-in must be completed during the times/days listed above prior to Fair week start. The commercial vendor committee will not meet vendors at gates with passes during Fair week operating days.
- The check-in table will be located at the Fair Office near Gate 1 where vendors can obtain their welcome packets, including parking passes, copy of the vendor map, and daily entry passes.
- Complimentary daily passes are provided with your space rental at time of check-in. Additional passes are available at all local banks for purchase at a reduced price prior to the Fair.
- Vendors will not be permitted to set up their space without payment.
- Pop up vendors reserved for the first day of Fair (August 16th), may set up their booth early during normal check in days (8/14 – 8/16).

TEAR DOWN: Vendors are responsible to clean up their area at time of breaking down with removal of all displays and trash. ***Failure to clean assigned area of all debris may result in rejection for future Fair's.***



- Tear down of booths may begin at the conclusion of fairground public hours (10PM). However, no vehicles are permitted within the Fairgrounds until after 11:00 pm. Prior to that time, vendors are responsible for transporting their belongings to the parking lot.
- All materials must be removed from the vacated space the evening of the concluding day.
- Pop up Vendors attending on the last day of Fair (Saturday, August 22nd), may return the next morning (8/23) to conclude tear down, if needed.

PARKING: Vendors are permitted to enter the Fairgrounds with vehicles and drive to their rented space for supply drop off **until** 12:00 pm (Noon) each day. All vehicles must be removed from inside the fairgrounds and relocated to parking areas **no later** than Noon. Absolutely no vehicles are permitted to re-enter the Fairgrounds until after 11:00 pm.

*****If your vehicle is not removed by the designated time of 12 PM (Noon) each day, or re-enters the fairgrounds prior to 11:00 pm, you will be given ONE warning. After that you will be asked to leave the fairgrounds with NO refund provided.*****

SECURITY: The fairgrounds will be patrolled periodically during evening hours throughout the week; however, all vendors are responsible for their own materials.

Questions? Contact Chelsey Weaning - 304-807-0306 Or Email jeffcofairvendors@gmail.com

*Application Forms may also be submitted electronically via the Fair's website.



August 16th – 22nd 2026

Pop Up Commercial Exhibit/Craft Vendor Application Form

By signing and returning the below application form, you understand and agree to the rules & information provided.

Name: _____ Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person (if different): _____ Contact Phone: _____

Contact email: _____

Space Request:

Outside Space: 12 x _____ (12 or 24)

Requested Day(s) for Set Up:

Vendors may request a singular day, or consecutive days; however, we cannot accommodate requests for non-consecutive days throughout the week

_____ Sunday, August 16th

_____ Thursday, August 20th

_____ Monday, August 17th

_____ Friday, August 21st

_____ Tuesday, August 18th

_____ Saturday, August 22nd

_____ Wednesday, August 19th

Type of Display? (Check appropriate space below):

_____ Representative Present **OR** _____ Informational Display/No Representative Present



A Brief Description of what you will be selling and/or promoting: _____

A brief description of your set-up (example: tents, trailers, clothes racks, games, etc.): _____

The Fair Vendor Committee reserves the right to place vendors where it is most beneficial to all parties

I understand, by signing, that the Jefferson County Fair Association and its entities are not responsible for loss or damages, personal injury, or theft while on premises. I also understand that I am responsible, and will be held liable for any damages that I may cause while on premises.

Signature: _____ Date: _____

****Application Deadlines -**

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- Applications will be processed in the order that they are received.

For Office Use Only

Form Received: _____

Confirmation Sent: _____

Payment Received: _____

Payment Type: _____