

Guidelines:

This is a Holiday Event.

All vendors must have items to sell **on hand** that can either be used for holiday decorations or used as holiday gifts. Mail-order items **WILL NOT BE PERMITTED**.

We will not accept booths that provide services.

Vendors selling baked goods or any types of food should have items available for sample.

No political or organizational booths will be permitted.

THIS IS AN OUTDOOR EVENT. PLEASE PLAN ACCORDINGLY!



2018 Vendor Application

S'mores With Santa & Hoover Ridge Holiday Bazaar

Festival location: Hoover Ridge Park, Madison, VA
158 Primary School Dr, Madison, VA 22727 (for GPS)

Festival Date: Saturday, December 8, 2018 12:00PM – 5:00PM

Vendor Agreement (please print clearly)

Business Name: _____ Contact Person: _____

Street Address: _____

City, State, Zip _____

Phone Number: _____ Cell Phone: _____

Vendor e-mail: _____ Vendor Website: _____

Vendor Facebook Page: _____

Please provide an itemized list of what you will sell. If you don't have a website or Facebook page, please include 3-5 quality photos of your work. Any pictures submitted may be used in advertising the festival. You can email the pictures to events.mcparksrec@gmail.com.

Give a brief description of your booth that you would like to be posted on the Facebook page/Instagram.

Festival fee is \$25.00/space if application and payment is received **by November 30, 2018**. There are limited spaces available. Spaces are approximately 10' x 10' and you will need to provide your own tent, tables and chairs.

All vendors are subject to approval by the Events committee. Checks are to be written to **MCPRA** and mail with application to **PO Box 435, Madison, VA 22727**.

Please refer to vendor rules and regulations. Vendor will receive an acceptance e-mail or the check and pictures will be returned by mail if not accepted.

I have read and agree to the Vendor Rules and Regulations on page 2.

Vendor Signature _____ Date _____

Official use: Received _____ Approved _____ Check # & Amount _____ Space # _____

Vendor Rules and Regulations

1. Food vendors are responsible for obtaining a temporary restaurant permit and must have a working fire extinguisher at their booth.
2. Spaces are approximately 10' x 10' in an open field. Vendor is to supply its own tent and is responsible for anchoring it to the ground. Hoover Ridge assumes no liability for damage caused by tents. Vendors are asked to keep within their marked space.
3. One week prior to the festival day, a vendor packet will be e-mailed to the address given on the vendor's application. The packet will include booth location, festival map, and any other important information necessary for the day.
4. There will be no refunds for vendor applications.
5. Festival setup will be done by 11:30AM. All vendor booths must be open for sale 12:00PM – 5:00PM. Break down is to be started after 5:00 and must be completed by 6:00PM.
6. All vehicles must be moved off the festival grounds by 11:30AM the day of the event. Vendors may park in the grass area in front of the MCPRA office.
7. Vendors are to keep their booth and its surrounding area neat and clean. There will be trash receptacles available throughout the festival. Vendors are responsible for removing large trash items for the festival grounds.
8. Vendors should consider providing holiday gift wrapping, either for free or as part of the purchase.
9. Insurance is not provided for vendors or their products, liabilities, including attorney's fees. Insurance is the responsibility of the vendor.
10. Vendors are responsible for collecting and reporting Virginia sales tax. If you need information concerning Virginia sales tax you can call (804) 367-8057 or visit <http://www.tax.virginia.gov/site.cfm?alias=salesusetax>
11. It is an outdoor event and may be COLD! Please plan accordingly!
12. There will be a children's event immediately following the Bazaar. Please be mindful of this when packing driving to pack up your items.
13. There will be a \$35 Insufficient Funds Charge for every returned check.

Questions? Concerns?

Lindsay Von Herbulis, Recreation Coordinator

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