

2019 Historic Appomattox Railroad Festival

Non-Concession Vendors Application

Where:

Historic Downtown Appomattox, VA

When:

Saturday, October 12, 2019 9:00am to 5:00pm No Rain Date
 Sunday, October 13, 2019 12:00pm, to 5:00pm No Rain Date

Name:		
Business Name:		
Billing Address:		
City:	State:	Zip:
Phone:	*Tax ID #:	
Email:		

**Tax ID Number is only required for Non-Profit Organizations.*

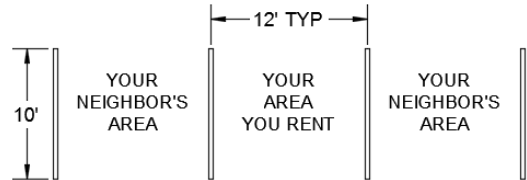
Cost Per Space:

- The Standard cost: **Crafters (\$75.00)**, **Commercial (\$125.00)**, **Non-Profit (\$30.00)**
- Early Bird Special: Applications received before March 31st will save \$10.00 per space.
- Late Penalty: Applications received after August 31st will be charged an additional \$25.00 per space.

Space:

The size of each space is a 10' x 12'. If your booth does not fit within the listed space you will be required to pay for an additional space. How many spaces would you like to rent?

- One Two Three



Participation:

- Have you previously participated in this event? Yes No
- If so, has any of your contact information changed? Yes No
- If so, would you like to request a different space from last year? Yes No
- Do you need access to electricity? (This will affect your placement.) Yes No

If you are new to this event (not a returning vendor from the previous year, or if you have changed your products or display), please provide a specific description of all items you intend to sell and have on display. Use a separate sheet if necessary.

You may also submit a representation of your work/items being sold and booth display by supplying a website or by sending photographs being of items sold or on display. Photos may not be returned and may be used for promotional purposes.

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Agreement & Waiver

Please read the following statements carefully. To participate in this year's Historic Appomattox Railroad Festival, you must sign and return this agreement with your application.

- I understand and comply with the Historic Appomattox Railroad Festival General Guidelines and Rules of Participation (Pages 3 & 4 of this application).
- I do hereby waive the Town of Appomattox, its officers, its agents, its assigns, its council members, its employees and Festival Board Members, committee members, volunteers, sponsors, and fellow participants, from any liability due to personal injury, loss or damage to any property that may occur during the Historic Appomattox Railroad Festival.
- I agree to allow the Historic Appomattox Railroad Festival Board full use of images and other promotional materials (photographs, video, audio) taken during the Festival for purposes of promoting the Festival this year and in future years.

Signature

Date

You may submit this application by mail or email as described below. You will not be required to do both. If you submit this application by email, you may still mail your check, or pay online using our secure Pay Pal option by visiting: <http://www.appomattoxrrfest.org/forms.php>.

Mail To: Historic Appomattox Railroad Festival
PO Box 513
Appomattox VA 24522

OR Email To:
vendors@appomattoxrrfest.org

Before mailing, be sure that you have included the following:

- Completed Application with signed Agreement & Waiver
- Application Fee (Checks payable to Appomattox Railroad Festival, Inc.)

Deadline: August 31, 2019. Any entries after this date will considered if space is available and be assessed the \$25 late penalty. Any Entries received after September 30th will be declined.

Acceptance: You will be notified within two weeks of receipt of your application only if there is a concern. Payment will be processed for all applications accepted. You will be notified with a confirmation email at the beginning of September. One additional email will be sent as a reminder, with set up instructions and other important information during the week before the event in October.

Office Use Only: Check No. _____, Date Received ____/____/2019, Amount \$ _____

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Historic Appomattox Railroad Festival General Guidelines and Rules of Participation

Please retain this information for your use and only return the signed application (pages 1 & 2)

Attention Vendors:

The Historic Appomattox Railroad Festival committee cordially invites you to participate in the 47th annual Festival to be held October 12 - 13, 2019. Each year the festival is becoming better and attracting more and more visitors. We hope you plan to join us at this years' festival! Below are the general guidelines and rules for participation in the 2019 Historic Appomattox Railroad Festival. Please read them carefully.

Participation:

If you are not a returning vendor or have changed your display, items sold, distributed, or on display must be approved by the festival committee. A website or photograph of your work/items being sold and your display must accompany your application. If this information is not provided with your application, your application and fee will be returned to you.

Banned items – No exceptions:

- Pets
- Generators
- Yard sale or flea market type items
- Items with profanity
- Snap pops or any other item containing explosive material
- Air guns, bb guns, pellet guns, etc.
- Knives, Blades, Weapons
- Alcohol and Drugs
- Any other item deemed necessary for removal by any member of HARF

Where:

Check in at the corner of Morton Ln & Court Street on the Saturday morning of the event. GPS address is 339 Court Street, Appomattox.

When:

Saturday,	October 12, 2019	9:00 a.m. to 5:00 p.m.	No rain date
Sunday,	October 13, 2019	12:00 p.m. to 5:00 p.m.	No rain date

Vendors should be completely set up with vehicles removed before the opening of each day's event. It is not required to tear down and re-set up between Saturday night and Sunday morning.

Cost per space:

- \$75.00 – Crafters
- \$125.00 – Commercial
- \$35.00 – Non-Profit

Early Birds (*Applications received before March 31, 2019*)

- \$65.00 – Crafters
- \$115.00 – Commercial
- \$25.00 – Non-Profit

Late Penalty (*Applications received after August 31, 2019*)

- \$100.00 – Crafters
- \$150.00 – Commercial
- \$60.00 – Non-Profit

Additional Notes About Payment:

1. Any entries received after September 30th, will be declined.
2. Due to PayPal fees, the early bird special does not apply to online payments.
3. Non-Profit organizations are required to provide Tax ID# on page 1 of application.

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Electricity:

Electricity is available, but limited to first come first served. (Based on receipt of application)

Space:

- Approximately 10' x 12' space
- Vendors must provide their own tables, chairs, tents, display equipment and anything else needed throughout the festival. Vendors are required to allow way for the parade route and Railroad Willie Express. After the parade, your tent may be moved further into the street.
- Spaces will be marked prior to the festival. You will receive your space number at the time of registration on the day of the festival. Entrances to buildings and storefronts must remain open. No material is to be displayed or hung on buildings, windows, or street lamps. Vendors are responsible for keeping their area clean and free of hazards. Vehicles must be parked outside of the Festival grounds

Refunds:

If for any reason you will not be able to participate in the festival and you have paid your fee, you must notify the festival committee by *September 11, 2019* to receive a refund. After this time, no refunds will be given for any reason. Refunds will not be given for vendors that are asked to leave the festival for non-compliance, or for rain.

Tax Collection:

Vendors are responsible for collecting, filing, and reporting sales tax collected. HARF will provide copies of the tax forms if needed, and will file them as a courtesy if needed.

Map:

A map of the festival events is available at <http://www.appomattoxrrfest.org/map.php>. This map will be updated periodically, but will be available for you the week before the event. Please familiarize yourself with available parking, restrooms locations, and the flow of traffic to ensure a positive experience.

Setup Information:

- You must check in at the registration table to receive your vendor space information.
- Saturday setup is 6:00 a.m. to 9:00 a.m. All vehicles must be off the streets by 9:00 a.m.
- Sunday setup is 9:00 a.m. to 12:00 a.m. All vehicles must be off the streets by 12:00 a.m.

The Historic Appomattox Railroad Festival Committee cannot and will not assume any responsibility for any lost, damaged, stolen or destroyed work, material or equipment attended or unattended during the festival. Anything left throughout the night will be at your own risk.

Failure to comply with any of the general guidelines and regulations may result in the vendor being asked to leave the festival. All state and local law enforcement have grounds to ask you to leave at their discretion. If you have any questions, please feel free to call the Railroad Festival at 434-363-8003 or email vendors@appomattoxrrfest.org.