

# 2024 Historic Appomattox Railroad Festival

## Non-Concession Vendors Application

Where: Historic Downtown Appomattox, Virginia

When: October 12 9am to 5:00pm No Rain Date  
October 13 12:00pm to 5:00pm No Rain Date

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

### SPACE FEES:

Standard Cost: after 5/31	Crafters: \$125	Commercial: \$165	Non-Profit: \$55
Early Bird Special: before 5/31	Crafters: \$110	Commercial: \$150	Non-Profit: \$40
Late Penalty: after 8/30	Crafters: \$150	Commercial: \$190	Non-Profit: \$80

### Space:

The size of each space is 10 foot deep by 12 foot wide. **PLEASE NOTE IF YOU ARE ON MAIN STREET: You will be required to move your booth two foot back and onto the side during the parade. After the parade you will move it back to the curb of the street. This is a mandatory move if you are on Main Street.**

- One Space       Two Spaces       Three Spaces

### Participation:

Have you previously participated in this event?  Yes  No

If so, would you like to request the same space?  Yes  No

Note: If so, please indicate the space # or at least street location: \_\_\_\_\_

Do you need access to electricity?  
(This will affect your placement and is on a first come, first served basis.)  Yes  No

**PLEASE NOTE: We will do our best to give you a specific site, if that is your request; however, there is NO guarantee.**

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. Photos will not be returned and may be used for promotional purposes.

# 2024 Historic Appomattox Railroad Festival

## Non-Concession Vendors Application

### Agreement and Waiver:

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

1. I understand and comply with the Historic Appomattox Railroad Festival General Guidelines and Rules of Participation (pages 3 & 4 of this Application).
2. I do hereby waive the 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.
3. 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  
P.O. Box 513  
Appomattox VA 24522

OR Email to: [vendors@appomattoxrrfest.org](mailto:vendors@appomattoxrrfest.org)

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

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

Deadline: Acceptance: August 31, 2024. 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 \_\_\_\_/\_\_\_\_/2024 Amount Received: \$ \_\_\_\_\_

# 2024 Historic Appomattox Railroad Festival

## Non-Concession Vendors Application

### 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 and 2.

#### Attention Vendors:

We hope you plan to join us at this year's festival! Below are the general guidelines and rules for participation in the 2024 Historic Appomattox Railroad Festival. Please read them carefully. The Historic Appomattox Railroad Festival committee cordially invites you to participate in the 52<sup>nd</sup> annual Festival to be held October 12 – 13, 2024. Each year the Festival is becoming better and attracting more and more visitors. We hope you plan to join us at this year's Festival! Below are the general guidelines and rules for participation in the 2024 Historic Appomattox Railroad Festival. Please read them carefully.

#### Participation:

If you are not a returning vendor or have changed or display, items sold, distributed, or on display they must be approved by the Festival Committee. A website or photograph of your work/items being sold in 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 or Drugs
- Any other item deemed necessary for removal by any member of HARF

#### Where:

Check in at the corner of Morton Lane and Court Street on the Saturday morning of the event. GPS address is 339 Court Street, Appomattox, 24522.

**When:**            October 12, 2022            9am to 5:00pm            No Rain Date  
                          October 13, 2022            12:00pm to 5:00pm        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, however there is no guarantee of vendors' spot not being disturbed. See General Guidelines and Rules of Participation.

#### Cost per Space:

Standard Cost: after 5/31	Crafters: \$125	Commercial: \$165	Non-Profit: \$55
Early Bird Special: before 5/31	Crafters: \$110	Commercial: \$150	Non-Profit: \$40
Late Penalty: after 7/30	Crafters: \$150	Commercial: \$190	Non-Profit: \$80

# 2024 Historic Appomattox Railroad Festival

## Non-Concession Vendors Application

### Additional Notes About Payment:

Any entries received after September 30<sup>th</sup> may be declined.

1. Due to PayPal fees, the early bird special does **NOT** apply to online payments.
2. Non-profit organizations are required to provide tax ID# on page 1 of the application.

### Electricity:

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

### Space:

- Approximately 10' by 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 back on to the street. See page 1 re spaces on Main 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 the area clean and free of hazards. Vehicles must be parked outside of festival grounds.

### Refunds:

For any reason you will not be able to participate in the festival and you have already paid your fee, you must notify the festival committee no later than September 11, 2024 to receive a refund. **After this time, no refunds will be given for any reason.**

### Tax Collection:

Vendors are responsible for collecting, filing and reporting sales tax collected

### Map:

A map of the festival events is available at [www.appomattoxrrfest.org/map](http://www.appomattoxrrfest.org/map). This map will be updated periodically, but will be available for you the week before the event. Please familiarize yourself with available parking, restroom 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 set up at 6:00am to 8:30am
- All vehicles must be off the street by 8:30am
- Sunday set up is 9:00am to 11:30am
- All vehicles must be off the street by 11:30am

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 left 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](mailto:vendors@appomattoxrrfest.org).