

Falling for Fall Arts & Crafts Show

September 16th & 17th 2017

Saturday – (10:00am-6:00pm)

Sunday – (10:00am-5:00pm)

Handmade Arts & Crafts Vendor Application

Bull Run Regional Park

7700 Bull Run Drive

Centreville, VA 20121

Please note, there are only 4-6 food vendor spaces available and are first come first serve and subject to approval.

Food vendors will be notified via email upon acceptance.

All vendor payments are final upon acceptance.

If not accepted, vendor Show Fee Check will be returned.

FOOD VENDORS – Booth Spaces & Food Trucks

Type of Vendor Spaces – (10' x 20')	Payment
Food Vendor - 1 Side Open Space	\$400.00
Food Truck Vendor	\$400.00

If accepted, Program listing Name/Title _____

Vendor Type: (CHECK ONE ONLY)

Stand Alone Booth Food Vendor

Food Truck

Food Type: Please list the type of food with examples of items.

Price range: _____ What payment options do you accept: _____ Cash _____ Charge

Please note that we limit food vendor types to only one of each food type for a better representation mix to enhance the overall shopping experience for our patrons, as well as a balanced profitable experience for our food vendors.

I have read, understand and agree to the general conditions stated herein for entry to this show. As a food vendor, I agree to only display and sell food types that are indicated above. All food vendors agree, Troy Promotions and the Bull Run Regional Park are not responsible for personal injuries, loss or damage to any property. Food vendors are solely responsible for obtaining and having any necessary permits. If accepted, my signature on this application will act as acknowledgement & acceptance to all rules, policies, procedures and requirements contained within this application.

YES NO VIOLATION OF THIS AGREEMENT WILL RESULT IN EXPULSION WITH NO REFUND.

Signature _____

Date _____

Vendor Agreement *(please print clearly or you may type in appropriate spaces)*

Organization/Business Name: _____

Contact Person: _____

Street Address: _____

Phone Number: _____ Cell Phone Number: _____

Vendor Email: _____

Website: _____

Please note that all vendors may have a link to their website on the event website.

Additional vendor spaces may be purchased if necessary.

FOOD VENDOR OPTIONS:

Additional (10x10) before 8/1/17 - \$100.00

Vendors will receive an acceptance email and sales receipt upon receiving and processing of payment.

10'x20' Food Space ----- = \$400.00 Total

Number of additional 10'x10' if paid before 8/1/17 _____ x \$100.00 = \$ _____ Total

\$ _____ Total enclosed.

Checks payable to **Troy Promotions**. Please see page 4 to submit Credit Card info.

Mail your Application, Payment, Photographs & signed Hold Harmless Form to:

Troy Promotions
1614 17th Street NW, #805
Washington DC 20009

I have included:

Signed Application _____ Required Photos _____ Food Vendor Fee Check _____ Signed Hold Harmless Form _____

I have read and agreed to the Vendor Rules and Regulation on page 3. [] YES [] NO

Vendor Signature: _____ Date: _____

Vendor Rules and Regulations:

1. Falling for Fall Arts & Crafts Show is free to the public with plenty of free parking.
2. Food Vendor spaces are 10'x20' with an options to purchase additional 10'x10' spaces if desired. Vendors must setup within their allotted space.
3. Troy Promotions will assume no liability for damages caused Food Vendors.
4. No vendor shall impede on any other vendor's space.
5. **Tents must be INDUSTRIAL/COMMERCIAL QUALITY, 10x10 and STRAIGHT LEGGED. (No Exceptions)**
6. **All tent legs must be staked and weighted/ballast properly and amply with appropriate weight.**
7. Electricity will not be available to vendors.
8. **Deadlines:** Applications and payment must be received by no later then 9/10/17.
9. All vendor payments must be received along with the application to be considered for acceptance into the event.
NO PAYMENTS WILL BE ACCEPTED THE DAY OF THE EVENT!
10. **Food Vendors Application Requirements (Photographs)** – 4 photos of products, 1 of booth display.
(Photos will be return at event)
11. **Hold Harmless Form** – Must be fully completed and included with all applications to be considered for acceptance.
12. This is a rain or shine event.
13. All vendor payments are final upon acceptance. **No refunds** will be issued once vendor has been accepted and notified of acceptance in to the show.
14. A \$35 Insufficient Funds Charge will be applied to any returned check.
15. At least one week prior to the event a vendor email will be sent to all vendors with detailed setup information and other important event details.
16. **Load In – Vendors must check in to learn assigned space. Vendor will then be shown their space to set up in.**
17. **Setup times** will tentatively be Friday (the day before the event) between (3:00pm -8:00pm), and Saturday (the morning of the event) from (6:00am-8:00am). Sunday setup and restock will start at 7:00am. Please check the setup email prior to the event to confirm these times.
18. **Show Hours** – Saturday (10:00am-6:00pm) & Sunday (10:00am-5:00pm)
19. No vendor will be permitted to breakdown before the close of the event. Any vendor that attempts to breakdown and leave the event during the show will not be permitted to drive onto the event site until the closing of the show that day. Additionally, breakdown prior to the closing of the show without events management's prior approval will result in being permanently barred from participating in any future Troy Promotion events.
20. **ALL** vehicles must be removed from the event grounds and moved to designated vendor parking no later than one hour prior to gates open to the general public each day of the event with exception to Food Trucks.
21. While Troy Promotions will provide onsite overnight security from Friday (the night before the event) thru Sunday (last day of the event), vendors leaving merchandise, goods & food overnight do so at their own risk. Troy Promotions and Bull Run Regional Park assume no responsibility for loss, damage or theft.
22. Troy Promotions does not provide insurance for vendors or their products. Insurance is the responsibility of the vendor. The vendor agrees to hold harmless Troy Promotions, all employees, and property owners from any claims, demands, suits, damages, losses, costs, accidents, injuries, or expenses which might arise out of any action or failure to act by Troy Promotions.
23. All vendors will be responsible for collecting and reporting local, state, and federal taxes.
24. Vendors are responsible for leaving their assigned space clean and in the same condition it was in prior to setting up.
25. A majority of all communication with Troy Promotion will be conducted via email, so please give a current and active email address.

26. Troy Promotions will provide a blanket vendor permit for all vendors (if applicable). Please note that this does not cover required permits through the health department and/or fire department.
27. Advertising – There will be extensive advertising for all Troy Promotions events. We believe in marketing.
28. **All vendors must provide and are responsible for their tents, tables, and chairs unless renting a Commercial Industrial Grade Tent from Show Management for an additional fee. Call or email for details.**

CUSTOMER DRAWING SHOW BUCKS PROGRAM

Winnings must be used towards purchase of goods or services at vendor booths during show only.

Drawings Times – Once every 30 minutes (Sat. 10:30am – 5:00pm) & (Sun. 10:30am – 4:00pm)

Drawing Amounts - \$100.00 in \$5.00 Show Bucks Denominations

Winners agree that there is **NO CASH BACK** as change on purchase with Show Bucks, only exchanges for goods.

Winners agree that no cash back will be given as change for purchases made using Show Bucks.

Total drawing amount during Show to be spent at vendor booths - \$2500.00

Vendors

All vendors are required to participate and honor Show Bucks Winnings.

Vendors may redeem Show Bucks received at Management/Information Tent after close of show at 5:00pm on Sunday for equal value in cash. Show Bucks will be redeemed in cash.

This program was developed to attract patrons and generate more money back to our vendors!

Credit Card Payment Information

There is a 3.75% processing fee that is non-refundable

Payment Type: MasterCard VISA Discover American Express

Name on Card: _____

Card No: _____ Zip Code: _____

Expiration Date: _____ 3 or 4 Digit Security Code (back of card): _____

Street Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

PLEASE RETURN THIS FORM BY EMAIL OR WITH YOUR APPLICATION

Troy Promotions
1614 17th Street NW, #805
Washington DC 20009

TroyPromotions@gmail.com

(202) 270-6793

We ask that all vendors put this event on their website and link to the event.

It can only generate more business for all.

If you have a mailing list, be sure to email your customers and let them know you'll be at this event.

Vendor fees are non-refundable

Thank you.

Hold Harmless Agreement

_____ (Vendor/Exhibitor)
agrees to the following conditions of participation in the Falling for Fall Arts & Crafts Show (Event).

1. The **Vendor/Exhibitor** agrees to release, defend, indemnify and hold the Falling For Fall Arts & Crafts Show, Northern Virginia Regional Park Authority and Troy Promotions (**Parties**) and their agents, servants, employees and volunteers harmless from and against all claims of any nature whatsoever, arising out of or in connection with the **Event**. On behalf of the **Vendor/Exhibitor**, and any estate, assigns and heirs, **Vendor/Exhibitor** do hereby indemnify and hold the **Parties**, their trustees, officers, agents, employees and volunteers harmless from any damage or liability incurred by the **Parties** or others as a result of participation in the **Event** for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of participation in the **Event**. Further, it is expressly understood that such indemnity of the **Parties** shall not be limited by reason of enumeration or any insurance coverage provided.
2. The **Parties** shall not be responsible for any loss or damage occurring to the **Vendor/Exhibitor**, booth, equipment, vehicles personnel and/or property arising from participation in the **Event**.
3. **Vendor/Exhibitor** represents that it is sufficiently staffed, skilled and experienced in the type of services set forth herein.
4. The **Vendor/Exhibitor** represents that it shall comply with all applicable local, state and federal laws while conducting its activities in connection with this Agreement.
5. The terms of this Agreement may not be changed, except by a written amendment executed by the **Parties** and the **Vendor/Exhibitor**.

Print Name

Title

Signature

Date