

Office Use Only:
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**Powhatan Chow Down Festival
Arts and Craft Vendor Application—Saturday, April 9, 2011**

Business Name of Vendor: _____

Business Mailing Address: _____

City, State, Zip Code: _____

Business Phone: _____ Business Cell phone _____

Business E-mail: _____

Person in Charge: Name: _____ Cell Phone: _____

List items to be sold/prices _____

Standard Booth size: **10x10 @ \$20.00** a day Extra space can be reserved at additional cost. **Select one: Single Space** \$ _____ **Double Space** \$ _____ **Triple Space** \$ _____
Vendor must pay for space prior to set-up. \$20 Service charge for returned checks

Information:

- All participating craft vendors are required to have a professional presentation (as decided by the Chow Down Festival staff).
- Vendors will be expected to remain open during the hours that the festival is open and must be set-up and be ready for inspection by 10:00 AM Saturday morning.
- The Chow Down Committee reserves the right to determine concession status and location. Vendors will be assigned space taking into consideration space needs; past practice and where possible, consideration will be given to requests for specific requests.
- Chow Down Committee reserves the right to amend product lists and/or deny the sale or distribution of any item it deems inappropriate and/or repetitive for the Festival. We do not want numerous vendors selling the same items.
- Deadline for application is 5:00 pm Friday March 5, 2011. Please mail payment for booth fee with the registration form. **Make checks payable to: Powhatan County Attn: Kevin Myers, 3834 Old Buckingham Rd, Powhatan, VA 23139 or fax form to 804-598-7835**
- This agreement is for rain or shine. If the event is cancelled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.

Rules and Regulations:

1. Before commencing any activity, all craft vendors granted approval to operate on the premises shall sign a waiver of liability statement holding harmless the Chow Down Committee, Powhatan County, Powhatan Chamber of Commerce, Powhatan County Fair Association, Powhatan County Parks and Recreation its employees, agents, representatives and volunteers of any loss or damages". You must sign the waiver of liability statement below.

2. Vendor must be in total compliance with State and Local ordinances as does your product and equipment.
3. Vendors will be permitted to unload supplies/equipment during appropriate times, then vehicles must be moved outside the event area.
4. Vendor must provide their own tents, chairs, tables, extension cords, power strips, lighting, and generator for electricity. Electricity is not provided unless stipulated in writing. Power will cost an additional fee.
5. Security for the grounds will be provided by the Powhatan County Police Department. Although security is provided, the Chow Down Festival assumes no responsibility for lost, stolen or damage to person or property. We will not be responsible for any item or equipment vendors leave on the grounds.
6. NO PART OF THIS DOCUMENT MAY BE CROSSED-OUT OR OTHERWISE ELIMINATED OR MODIFIED.
7. Vendor shall designate a person-in-charge as his representative to be responsible for decisions necessary to complete any and all aspects of this agreement. This person shall be on-site and available from the beginning of load-in through the completion of load-out.
8. The facilities kitchen shall be used by person(s) to which it is has been assigned with no outside traffic allowed, meaning getting water and/or ice will not be permitted. This activity is in violation of the State and Local Health Code. Person in violation may be penalized and fined as deemed appropriate by Health Office by authority of health department.
9. All structures, tents, etc. must be dismantled and removed by 11:00 PM, Saturday evening. A committee designee will check your site before departure. Failure to comply will result in vendor privileges being denied at future Festivals
10. The Fairgrounds is committed to reducing the environmental impact of its events. We support the use of plastic, recyclable aluminum & steel cans, bottles, glass, paper and cardboard. Please, dispose of waste in an environmentally responsible manner. Recycling collection bins will be provided on-site.

Prohibited items & behavior

11. Vendors may not share space. Only one business may be indicated on the application and signage. You are required to post signage to promote items sold and prices.
12. Booths shall be kept clean. Vendor is responsible for booth trash removal and is expected to use their trash bin not receptacles for use by general public.
13. No alcohol may be consumed by vendors, workers, volunteers, or employees on-site during working hours.
14. The duplication or use of any trademarks or logos belonging to the committee is strictly prohibited
15. Language or behavior that is not appropriate for the family-oriented Festival.

Waiver of Liability:

I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, that may be sustained by me, or loss or damage to property owned by me, as a result of participation and hold harmless the Chow Down Committee, Powhatan County, Powhatan Chamber of Commerce, Powhatan County Fair Association, Powhatan County Parks and Recreation its employees, agents, representatives and volunteers.

This is to certify that I, _____, do consent and agree to the release as stated above.

Print Name	Signature	Date
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I have read and understand regulations and I agree to comply with the regulations. All revision or addition in terms of this agreement must be in writing and approved in writing by all parties. I understand there are no refund or rain checks due to inclement weather. I understand failure to comply with the regulations may result in expulsion from the event without a refund.

Vendor:

By: _____ Date: _____

Review by: _____ Paid in Full: _____ Partial Payment: _____

Thank you. We will respond within 7 days of receiving your application. Questions call 804-598-1304