

2020 Historic Appomattox Railroad Festival

Non-Concession Vendors Application

Where: Historic Downtown Appomattox, Virginia

When: Saturday, October 10, 2020 9:00am to 5:00pm No Rain Date
 Sunday, October 11, 2020 12:00pm to 5:00pm No Rain Date

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

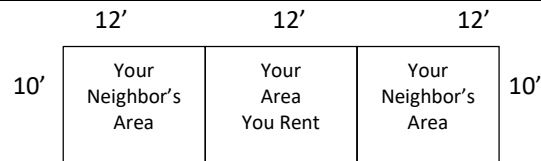
*Tax ID Number is only required for Non-Profit Organizations

Cost Per Space:

- The Standard cost: **Crafters (\$75.00)** **Commercial (\$125.00)** **Non-Profit (\$30.00)**
- Early Bird Special: Applications received before April 30th 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 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 of items being sold or on display. Photos may not be returned and may be used for promotional purposes.

**** If your spot is on Main Street, your booth will have to be moved onto the sidewalk during the parade. Please ask for details if you have questions or have not previously been placed on Main Street. ****

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Agreement & 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.

- 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 **OR** Email To:
P.O. Box 513 vendo4rs@appomattoxrrfest.org
Appomattox VA 24522

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, 2020. Any entries received after this date will be considered only if space is available and will be accessed the \$25.00 late penalty. Any entries received after September 30, 2020 may 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 the set up instructions and other important information during the week before the event in October.

Office Use Only: Check No.: _____ Date Rec'd: ____/____/2020 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 48th annual Festival to be held on October 10-11, 2020. 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 2020 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 they 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 or weapons of any kind
- 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, Virginia 24522.

When:

Saturday	October 10, 2020	9:00am to 5pm	No rain date
Sunday	October 11, 2020	12:00 pm to 5pm	No rain date

Vendors should be completely set up with vehicles removed from the opening of each day's event 30 minutes prior to the event start time. It is not required to tear down and re-set up between Saturday and Sunday. Anything that is left is left at your own risk and is not the responsibility of HARF.

Cost per space:

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

Early Birds (Applications received before **April 30, 2020**)

- \$55.00 – Crafters
- \$115.00 – Commercial
- \$25.00 Non-profit

Late Penalty (Applications received after **August 31, 2020**)

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

Additional Notes About Payment:

1. Any entries received after September 30, 2020 may be declined.
2. Due to PayPal fees, the early bird discount does **NOT** apply to online payments.
3. Non-profit organizations are required to provide Tax ID number on page 1 of the application.

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Electricity:

Electricity is available, but limited to first come first served, and is based on receipt of application.

Space:

Each space is approximately 12 feet wide and 10 feet deep (see page 1). 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, those vendors on Main Street may move their tents further into the street.

Spaces will be marked prior to the festival start. 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 no later than **September 11, 2020** to receive a refund. After that 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 in the event of rain.

Tax Collection:

Vendors are responsible for collecting, filing and reporting all sales tax collected. Historic Appomattox Railroad Festival will provide copies of the tax forms, if needed.

Map:

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

Set-up Information:

1. You must check in at the registration table to receive your vendor space information.
2. Saturday set up is 6:00 am to 8:30 am. All vehicles must be off the streets by 8:30 am.
3. Sunday set up is 9:00 am to 11:30 am. All vehicles must be off the streets by 11:30 am.

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 and their discretion. If you have any questions, please feel free to call the Railroad Festival at (434) 363-8003 or email vendors@appomattoxrrfest.org.