



47th Annual Festival of Leaves



Sponsored by
Warren Heritage Society
Saturday, October 14, 2017
9 AM – 6 PM
(Rain or Shine)

VENDOR APPLICATION/CONTRACT

The Warren Heritage Society invites you to participate in its annual fundraiser – the Festival of Leaves. This is an outdoor event taking place along Chester and Main Streets in historic downtown Front Royal, Virginia. All vendors must fully complete this form and send it along with payment to:

Warren Heritage Society, 101 Chester Street, Front Royal, VA 22630.

No Refunds will be given after September 1, 2017.

Name: _____	<u>Vendor Fees Per Space</u>
Business Name: _____	___ Warren County Merchant \$ 60.00
Address: _____	___ Other Merchant 85.00
_____	___ Crafter/Artist 105.00
Phone: _____	___ Commercial Merchandise 200.00
E-mail: _____	___ Commercial Promotions 125.00
Number of spaces requested _____	___ Commercial Food 255.00
	___ Non-Profit Food 135.00
	___ Non-Profit Organizations 65.00
	___ Heritage Square (historical only) n.a.

Credit Card Type: ___ Visa ___ MasterCard ___ Discover
Card #: _____ Exp: ___/___ Sec.: ___

Full Description of what you intend to display or sell: _____

___ Own Generator
___ Need 110V Hook-up (not guaranteed and limited spaces) – PLEASE INCLUDE ADDITIONAL \$20 FOR ELECTRICITY
___ No Electricity Needed

Spaces are 10' X 10' for crafters/vendors and 12' x 18' for food vendors within the gazebo area. **You must provide your own staff and tables chairs, etc. needed for your booth set up.** Tents are recommended but not required (food vendors, see requirements on reverse side). You can arrive as early as 6 AM. We ask that you be set up by 9 AM, which means **ALL** vehicles must be off the festival grounds by 8:30 AM (this includes the gazebo area/town commons). Confirmation of booth space will be sent beginning July 1. **Only paid accounts will be assigned a booth #.** Payment can be made by cash, check, credit card (Visa, MasterCard, Discover).

___ Request space in same area as last year ___ Assign a new space number

If you have any questions, please contact:

**Festival of Leaves Vendor Coordinator, 101 Chester Street, Front Royal, Virginia 22630,
Phone: (540) 636-1446 ext. *#, Email: whsbusinessmanager@comcast.net, Website: warrenheritagesociety.org**

___ I have read and agree to the terms and conditions of this contract for exhibit space and affix my signature to commit to participating in the 47th Annual Festival of Leaves according to the terms stated.

(Authorized Signature)

(Printed Name)

Date _____

47th Annual Festival of Leaves
Saturday, October 14, 2017, 9 a.m. – 6 p.m.

LOCATION: Chester and Main Streets, Front Royal, VA

ATTENDANCE: Approximately 25,000 THIS IS A RAIN OR SHINE FESTIVAL. **NO PETS PLEASE.**

ASSIGNMENT OF EXHIBIT SPACE: Space will be assigned with due consideration to an exhibitor's preference based upon date of receipt of application and payment. Specific space locations and/or exhibitor requests cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the Festival of Leaves Committee.

BOOTH DIMENSIONS AND DESIGN: Booth size are 10'x10'; booth size for food vendors within the Town Commons parking area will be 12'x18'. Exhibitor's displays MUST fit within the booth size or request additional spacing. Space reservations are for space only. Tents, tables, and chairs are not provided. Exhibitor is responsible for own signage. All exhibits must be freestanding. No bolts, screws, hooks, or nails shall be driven into buildings, sidewalks, or pavement.

COMMERCIAL MERCHANDISE: Non-merchant vendor or crafter/artist (as defined below) selling merchandise and merchandisers selling products where the organization limits their independent contractor to one per event.

COMMERCIAL PROMOTIONS: Any organization (other than non-profit) promoting their business only.

NON-PROFIT ORGANIZATION: Must be a 501(c)(3) organization.

CRAFTER/ARTIST REQUIREMENTS: All work must be the original creation of the crafter/artist.

FOOD VENDOR REQUIREMENTS: All food vendors must apply for a health department permit ***30 days prior to the festival.*** To obtain an application, please contact the Warren County Health Department, 465 West 15th Street #200, Front Royal, VA 22630, 540-635-3159. The Health Department also requires food vendors to provide overhead protection. Electrical access is included in food vendor fee but MUST be requested.

HERITAGE SQUARE EXHIBITORS: Heritage Square is located on the grounds of the Warren Heritage Society, 101 Chester Street, Front Royal, VA. Historical vendors may sell products, provide a living history demonstration, etc. at no charge in exchange for providing an historical demonstration, etc. within Heritage Square.

MERCHANTS: Merchants with a Warren County, VA business license may apply to participate in the Festival of Leaves as a Warren County Merchant. Merchants holding a business license outside of Warren County, VA may apply to participate in the Festival of Leaves as Other Merchant.

ELECTRICITY: Add \$20 if access to 110V power is needed (with the exception of food vendors). Extension cords are not provided and must be supplied by exhibitor. If a generator is used, it must be in a soundproof box.

REASSIGNMENT OF SPACE: Exhibitors may not permit other companies to use their space, or any part thereof, without permission from the Festival of Leaves Committee.

CARE OF EXHIBIT SPACE: Sidewalks must be kept clear. All exhibitor products and materials must be stored and maintained within booth space allotted. Trash must be placed on curb at the close of show; large items, such as packaging and/or boxes must be broken down.

LIABILITY AND INSURANCE: If insurance is desired, it must be placed by the exhibitor. Exhibitors are advised to see that their regular company insurance includes extra territorial coverage and that they have their own theft, public liability and property damage insurance. Neither the sponsors, the employees thereof, nor their representatives, nor any employee or representative of the Warren Heritage Society, Inc. will be responsible for injury, loss, or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the contract, and the exhibitor on signing this contract expressly releases the sponsors, the Warren Heritage Society, Inc., its employees and representatives from, and agrees to indemnify same against any and all claims for such loss, damage, or injury.

CANCELLATION POLICY: The 2017 Festival of Leaves will take place rain or shine. **NO** refunds will be issued due to weather. Should an exhibitor find it necessary to cancel their space, written notice must be sent before September 1, 2017 in order to receive a refund. Refunds are issued at the sole discretion of the Festival of Leaves Committee. Cancellations received on or after September 1, 2017 will not receive a refund of their fee(s).

AMENDMENTS: The Warren Heritage Society, Inc. shall have full power to interpret or amend these rules. Wherever these rules do not appear to cover specific situation(s), the Warren Heritage Society, Inc. reserves the right to make such rulings as may appear to be in the best interests of the show and the exhibitor agrees to abide by such rulings.