



Vendor Application

May 20, 2017

10AM

EVENT LOCATION

**Fireman's Field Park
Purcellville, Virginia**

Free to the Public

Rain or Shine Event

purcellvilleva.gov

Purcellvillemusicandartsfestival.com

PurcellvilleParksandRec on Facebook

PURCELLVILLE MUSIC AND ARTS FESTIVAL INFORMATION PACKET

May 20, 2017

Event Description: The purpose of this event is to create a fun community oriented event offering multiple performance areas and highlighting local and regional music, visual and performing arts.

VENDOR FEES		FOOD PREPARATION
Standard Booth Space (Includes one 10' x 10' Space)	\$100.00	Will you have food samples? _____ Are you prepping at the event? _____ If you are prepping food at the event site, have you paid your Loudoun County Temporary Food Permit Fee of \$40 for the year 2017? _____ Please attach a copy of your appropriate Loudoun County food permit with your application. Loudoun food safety requirements must be observed at all times.
Vendors must bring their own tents, tables and chairs. Tents must be striped or solid color and text and emblems must be related to the vendor's business or product. Electricity is not available.		

For more information, visit us on Facebook – PurcellvilleParksandRec
 The Purcellville Parks and Recreation Advisory Board reserves the right to decline a space to any applicant whose activity and/or exhibit is not consistent with the purpose of the Purcellville Music and Arts Festival.

APPLICATION INFORMATION AND DEADLINES

Applications are available at purcellvilleva.gov. Applications, required documents and full payment by cash or check must be received **by May 1, 2017**. The Town of Purcellville does not accept credit cards. Checks should be made out to the Town of Purcellville. Thirty spaces are available on a first-come, first-serve basis.

To Apply by Mail:

Send your completed application packet with your application, all required documents and full payment **by May 1, 2017** to:

Returned Check Fees:

A \$50 service fee will be added for any returned checks.

*Purcellville Music and Arts Festival
 Town of Purcellville
 221 S. Nursery Avenue
 Purcellville VA 20132*

Purcellville Music and Arts Festival

VENDOR APPLICATION

May 20, 2017 Fireman's Field
APPLICATION DEADLINE IS May 1, 2017

Company/Organization: _____
 Contact Person: _____
 Company Address: _____
 City/State/Zip: _____
 Email Address: _____
 Office Phone: _____ Cell Phone: _____ Fax: _____

DESCRIPTION	PRICE
One 10' x 10' Space for vendors – vendors provide tent, table(s) and chairs	\$100.00
Total Cost of Application to be submitted by May 1, 2017	\$

VENDING ACTIVITY INFORMATION

Briefly describe the products/services to be exhibited. Include any additional specifics about your exhibit, including contests and give-a-ways, etc. If you are a food vendor, please include a menu. ***Applications will not be considered without this information.***

VENDOR AUTHORIZATION & INDEMNIFICATION

The individual signing below verifies that he or she is legally authorized to bind and act on behalf of the participating Vendor. The Vendor, including all of its employees, agents, and other representatives, hereby agrees to hold harmless and to indemnify, defend and protect the Town of Purcellville and its Council Members, employees, agents, volunteers and other representatives against any and all claims, losses, damages and liabilities whatsoever to persons or property incurred as a result of the actions of the participating Vendor, including, but not limited to, the Vendor's installation, removal, maintenance, occupancy, and/or use of the exhibition premises or any part thereof, at the Purcellville Music and Arts Festival. Vendor agrees that any damage to the property of the Town of Purcellville, including, but not limited to the Town of Purcellville, and any related equipment or property, due to the actions of the Vendor will result in a financial obligation of the Vendor to the Town of Purcellville to replace, repair or otherwise correct such damage. I agree that all representatives acting on the Vendor's behalf for any matter pertaining to the Purcellville Music and Arts Festival will be subject to all rules herein as well as any rules provided to the Vendors' representatives prior to and/or during the Purcellville Music and Arts Festival.

Print Name: _____ Title: _____
 Signature: _____ Date: _____

Purcellville Music and Arts Festival – May 20, 2017

Vendor Rules, Regulations and Information

Load-In & Load-Out

Load in for Vendors will be Saturday May 20, 2017 beginning at 8 AM. Vendors will be allowed to pull down the service road behind the ball field to their spot to unload, but must park elsewhere.

All tents and vending equipment must be removed immediately following the event.

Electrical

Electricity will not be provided.

Non-Discrimination Policy

The Town of Purcellville affords equal opportunity to all existing and prospective vendors without regard to race, color, sex, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.

The Town reserves the right to limit the number of vendors.

The Town reserves the right to determine the placement of vendors within the festival area.

Vendor Responsibilities

- a) Adherence to all local, state and federal laws whether stated or unstated in this application.
- b) Responsible for the proper conduct and demeanor of employees, agents and/or volunteers during the event.
- c) Keep booths open during the entire event (11 AM – 7PM) failure to do so may result in exclusion from future events.
- d) Any activity must take place in the booth space. This includes sales, give-aways, contests, etc.
- e) Vendors cannot use amplification devices
- f) Vendors are responsible for any taxes required in accordance with Virginia and local laws. Town of Purcellville business license requirements are waived for this event.

Vendor Insurance

All vendors are required to maintain general liability insurance. Exhibitors who are serving and/or selling food, alcohol or any other product at the Music and Arts Festival must maintain a general liability policy with a minimum coverage of \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. The insurer must add the Town as an additional insured by endorsement to the general liability policy. A Certificate of insurance (COI) and the additional insured endorsement shall be provided to the Town by the exhibitor prior to the event evidencing compliance with these insurance requirements. If you need information about how to obtain this insurance, please contact Hibah Salah at 540-751-2390.

Cancellations & Exclusions

The Town of Purcellville will fully refund the registration fee if cancellation notification is received, in writing, on or before May 08, 2017.

Vendors are permitted to distribute and/or Sell their products in compliance with all Virginia laws. All items to be sold must be listed on the exhibitor application and be reviewed by the Town of Purcellville.