

Celebration of the Horse Event Vendor Application



Thank you for your interest in being a Vendor at the 5th Annual Celebration of the Horse & AG EXPO on Saturday, May 4, 2019 at Rocky Oak Farm at 2693 Rocky Oak Road, Powhatan, VA 23139!

2019

Business Name: _____

Name of Person Representing Business: _____

Business Website: _____

Business Address: _____

Contact Phone: _____ Contact E-mail: _____

What type of products/services does your business sell/offer: _____

| Select: | Type of Vendor | Vendor Fee |
|---------|--------------------|---|
| | Food/Entertainment | 10% of sales day of event (*\$50 deposit taken out of 10% of sales) |
| | Retail | \$25 (per 10' x 10' space) |
| | Non-Profit | *submit application w/ refundable \$25 fee for attending* |

Number of 10' x 10' Vendor Spaces: _____ Total Due: \$ _____

Please refer to vendor rules and regulations. Vendor will receive an acceptance e-mail or the check will be returned by mail if not accepted.

Please complete the following checklist:

- Does Powhatan's Celebration of the Horse have your permission to list your company's name in printed media and on-line? Yes No
 - Certificate of Insurance enclosed? Yes No
 - Completed application returned by April 12, 2019 with check Yes No
- (**check made out to:** Celebration of the Horse) for total vendor space amount or deposit for food.
Mailed to: Powhatan Farm Bureau Attn: Celebration of the Horse, 3833 Old Buckingham Road, Powhatan, VA 23139

The applicant understands that this is an application ONLY and is not a space rental contract with the Celebration of the Horse. Final discretion on products allowable for sale will be communicated upon acceptance of application: "I certify that this information is complete and true to the best of my knowledge. I have read and agree to the Vendor Rules and Regulations on page 2."

Signature of Applicant _____ Date _____

Official use: Received _____ Approved _____ Check # & Amount _____ Space # _____

If you have any questions please contact Shelly Walz at (804) 414-5848 or email shlwa8@aol.com.

Vendor Rules and Regulations

1. Food vendors are responsible for obtaining a temporary restaurant permit and must have a working fire extinguisher at their booth.
2. Final discretion on products allowable for sale will be communicated upon acceptance of application.
3. Spaces are approximately 10' x 10' in a field backing up to the entrance road. Vendor is to supply its own tent and is responsible for anchoring it to the ground (via stakes or weights if on the tennis court). Celebration of the Horse assumes no liability for damage caused by tents or vendor equipment. Vendors are asked to keep within their staked space.
4. One week prior to the festival day, a vendor packet will be e-mailed to the e-mail address given on the vendor's application. The packet will include event map, one vehicle free parking pass and any other important information necessary for the day. Specific booth location will be assigned to you as you arrive
5. Celebration of the Horse will not give refunds for cancellations. As a courtesy please contact Shelly Walz (804) 414-5848 (shlwa8@aol.com) as soon as possible if you are unable to attend.
6. Setup may be done on Friday, May 3, 2019 – 2:00 pm – 6:00 pm. Early set-up will be allowed Saturday, May 4, 2019 at 7am. Booths must be set up by 8:30am. Security will not be provided for Friday overnight. All booths must be completely set up by 8:30 am. All vendor booths will be open for sale at 9 am – 4:00 pm. Break down is to be started after 4:00 and must be completed by 8:00 pm, Saturday, May 4, 2019.
7. All vehicles must be moved to designated vendor parking by 8:30am the day of the event. One vendor parking pass will be issued per vendor. Additional vendor vehicles are to park in general parking and will be charged the \$5/vehicle fee.
8. Vendors are to keep their booth and its surrounding area neat and clean. There will be trash receptacles available throughout the celebration. Vendors are responsible for removing large trash items from the grounds.
9. The Celebration of the Horse does not provide insurance for vendors or their products. The vendor agrees to hold harmless, defend and protect Powhatan's Celebration of the Horse, the property owner(s), Rocky Oak Farm from any claims, demands, suits, damages, losses, costs, or expenses which might arise out of any action or failure to act by Powhatan's Celebration of the Horse or any of its officers, representatives, etc., and to hold Powhatan's Celebration of the Horse, the property owner(s), Rocky Oak Farm harmless from any and all liability and responsibility arising from any accident or injury sustained by the vendor's participation in or presence at the aforesaid celebration. The undersigned also agrees to hold harmless Powhatan's Celebration of the Horse, the property owner(s), Rocky Oak Farm for any expenses or liabilities, including attorney's fees. Insurance is the responsibility of the vendor.
10. Vendors are responsible for collecting and reporting Virginia sales tax. If you need information concerning Virginia sales tax you can call (804) 367-8057 or visit <http://www.tax.virginia.gov/site.cfm?alias=salesusetax>
11. No pets are permitted at Powhatan's Celebration of the Horse. The only animals permitted are exhibit animals, demonstration animals, and service dogs.
12. Communication with the Celebration of the Horse will be through e-mail, so please give a current, active e-mail address.
13. There will be a \$50 Insufficient Funds Charge for every returned check.