

# Town of Jarratt Community Outreach Festival

Hosted by Jarratt Town Council

## Contact Information:

Town of Jarratt  
Wanda Manning-Fikes  
108 S. Braxton Avenue  
P. O. Box 336  
Jarratt, VA 23967  
[www.jarrattva.org](http://www.jarrattva.org)  
[jarrattva@telpage.net](mailto:jarrattva@telpage.net)

Saturday, October 15, 2016  
Festival time: 11:00 AM – 8:00 PM

**Festival Location:**  
Johns Manville Clubhouse  
121 Allen Road  
Jarratt, VA 23867

## Essential Information for Vendors

### INTRODUCTION

The Jarratt Town Council welcomes all Vendors to the 2016 Fall Festival. We look forward to a successful Festival for all involved. This Vendor's Rules & Regulations Handbook was prepared to assist in achieving that goal. The official date of the 2016 1<sup>st</sup> Annual Jarratt Fall Community Outreach Festival is October 15, 2016. Festival hours are 11:00 a.m. to 8:00 p.m.

**AGREEMENTS:** Your agreement (contract) is reviewed and acted upon in the best interest of the Festival. Please be aware that these Rules and Regulations are made to be a part of your Agreement, which you and your staff agree to abide by when you sign and return your Agreement.

Spaces measure 12' x 12' and are located on the North side and rear of the clubhouse (see map).

Vendor spaces are \$25.00. Applications must be received by September 15, 2016, fees are due at this time. Applications without fees included will not have a space reserved. Submit applications early, as spaces are first come, first serve basis.

Space set up times will be Saturday prior to the festival. All vendors must set up and vehicles moved out of the festival area by 10:30 AM. Vehicles will not be allowed in the festival area from 10:30 AM and 8:00 PM.

Vendor parking is in the front of the clubhouse, located in the horseshoe (see map).

**The Council members reserve the right to reject any application.** We will limit each type of vendor to a total of three (3) of the same type item. We will keep all vendor applications on file and put you on a waiting list. If for some reason one of the first three (3) vendors does not submit their fee or cancels, we will call you and see if you are still interested in attending our festival. **Remember table spaces are issued on a first come, first served basis.**

**RETURNED CHECKS** If a check is returned for any reason, your personal and business checks will no longer be accepted. Additionally, an administrative fee of \$35 will be charged for each returned check

### EVENT TAKES PLACE RAIN OR SHINE

Please be prepared for any weather. The 1<sup>st</sup> Annual Jarratt Fall Community Outreach Festival will be held rain or shine. If you offer a quality product, great price, an eye-catching booth, and a pleasant attitude, you should do well.

No dogs on festival grounds.

**CONDUCT:** In order to maintain the peace and protection of the general public, the Jarratt Town Council reserves the right to regulate time, manner, and activities of Vendors. This regulation extends, without limitation, to individuals, noise, products, conduct, signs and/or printed materials that Council may determine to be offensive or objectionable. Council shall have the right to audit and review any and all sales, tax and other information or activities of Vendor necessary to assure compliance with the terms and conditions of the Agreement. Council is authorized to monitor Vendor's activity and sales.

**COLD STORAGE:** The Jarratt Town Council does not provide refrigerated storage units.

**DAMAGES:** You agree to promptly reimburse and pay the Council for any damages to Clubhouse property or equipment that you, your employees or your agents cause during the term of your Agreement.

**Town of Jarratt Community Outreach Festival**

**Vendor Application Form**

**Vendor Type:**  Craft Vendor  Food Vendor  Non-profit vendor  Wood crafts/furniture  Music  Baked goods  
 Floral arrangements  Wreaths  Jewelry  Clothing  Knitted/crochet goods  Honey  Herbs  Cookware

Company/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Saturday (Outside Table) \$25.00 \$25.00 \_\_\_\_\_

September 15, 2016 is our deadline: after that date, booth space will be \$40, if available

TOTAL \_\_\_\_\_

All payments, request forms and signed contracts must be completed as specified and returned to the Town Office by the contract date, subject to cancellation.

**Check enclosed Payable to "Town of Jarratt" (\$35 charge for returned checks)**

**NO REFUNDS FOR ANY REASON**

Please read the statement below and sign this document. Return it to the address below with your check, money order (Payable to Town of Jarratt). Unsigned applications will not be accepted.

I hereby agree to abide by all the rules stated in this application. I accept the decision of the Jarratt Town Council as final and agree to sell only approved items. If asked to remove any item from my booth, I will do so. I understand that I can be asked to leave and will forfeit my booth fee if I fail to comply. I agree to indemnify and hold harmless all entities associated with the 1<sup>st</sup> Annual Jarratt Fall Community Outreach Festival from any and all demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action of any and every kind and nature arising, or growing out of, or in any way connected with, my participation in the 1<sup>st</sup> Annual Jarratt Fall Community Outreach Festival. With my signature, I agree to all conditions set forth herein by the Town Council of Jarratt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return to:

Wanda Manning-Fikes  
Town Clerk  
P. O. Box 336  
Jarratt, VA 23867

You will be contacted by mail, email or phone call to confirm your acceptance.

Please feel free to email with any questions. Thank you.