

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
jarrattva@telpage.net

Saturday, October 21, 2017
Festival time: 11:00 AM – 5:00 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 2017 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 2017 2nd Annual Jarratt Fall Community Outreach Festival is October 21, 2017. Festival hours are 11:00 a.m. to 5:00 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 – outside and \$35.00** inside the building. Applications must be received by September 15, 2017, 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 5:00 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 2nd 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 _____

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 1st 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 1st 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.