



Vendor Application

May 21, 2016

All day

EVENT LOCATION

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

Free to the Public

Rain or Shine Event

www.purcellvilleva.gov

www.facebook.com/PurcellvilleParksandRec



PURCELLVILLE MUSIC AND ARTS FESTIVAL INFORMATION PACKET

Event Overview and General Rules & Regulations

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

The Town of Purcellville affords equal opportunity to all existing and prospective Exhibitors 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 of Purcellville reserves the right to limit the number of exhibitors.

The Town of Purcellville 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.

Applications are available as follows:

1. Town Hall, Town of Purcellville, 221 S. Nursery Avenue, Purcellville, VA 20132
2. www.purcellvilleva.gov
3. PurcellvilleParksandRec on Facebook

Applications, required documents and full payment must be received by May 2, 2016. Payment must be made by cash or check (payable to Town of Purcellville). Credit card payments are NOT accepted by the Town of Purcellville.

Returned Check Fee is \$50.00

The Town of Purcellville will fully refund the registration fee if cancellation notification is received, in writing, on or before May 2, 2016. No refunds will be offered after May 2, 2016. There will be no exceptions.

Exhibitors are permitted to distribute and/or sell their products in compliance with all Virginia laws. Items to be sold must be listed on the Exhibitor Application and be reviewed by the Town of Purcellville.

Exhibitors must bring their own tent, tables and chairs. Tents must be of a solid color and text and emblems must be related to the exhibitor's business or product. Electricity is not available.

Exhibitors are required to maintain General Liability Insurance and must provide a Certificate of Insurance.

For more information visit:

www.purcellvilleva.gov/events

www.facebook.com/PurcellvilleParksandRec

Deadline for Completed Application Packets is May 2, 2016
May 2 - Last day to cancel for registration refund.

Exhibitor Checklist for your Application Packet

- ___ Completed Application
- ___ Certificate of Insurance
- ___ Food Permits (if applicable)
- ___ Payment - Cash or Check (payable to Town of Purcellville)



Vendor Rules, Regulations and Information

Load-In & Load-Out

Load-In: More information will be provided as we get closer to the event.

Load-Out: All tents and vending equipment must be removed by 9 PM, Saturday May 21, 2016.

Electrical

Electricity will not be provided and generators will not be allowed.

Space Assignment

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

Exhibitor 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 booth open during the entire event Failure to do so may result in exclusion from future events.
- d) Any activity must take place in the booth space. This includes sales, giveaways, contests, etc.
- e) Exhibitors cannot use amplification devices.
- f) Exhibitors are responsible for any taxes required in accordance with Virginia and local laws.
- g) Signage may not extend out of booth space.

Insurance

All Exhibitors are required to maintain general liability insurance.

Exhibitors who are serving and/or selling food and alcohol at the Purcellville 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 Melanie Scoggins at 540-751-2350.

Cancellations & Exclusions

The Town of Purcellville will fully refund the registration fee if cancellation notification is received, in writing, on or before May 2, 2016, no refunds will be offered after May 2, 2016 - no exceptions.



VENDOR APPLICATION

May 21, 2016
250 S. Nursery Avenue Purcellville, VA 20132

APPLICATION DEADLINE IS May 2, 2016

Company/Organization: _____

Contact Person: _____

Company Address: _____

City/State/Zip: _____

Email Address: _____

Phones: Office _____ Cell _____

Emergency Contact: Name _____ Cell Phone _____

DESCRIPTION	PRICE
One 10' x 10' Display Space – Payment is due at time of application submission	\$100.00

EXHIBITOR ACTIVITY INFORMATION

Artisan Booths:

- Briefly describe the products/services to be exhibited/sold. Include any additional specifics about your exhibit, including contests and give-a-ways, etc. Attach additional sheet and/or photo if necessary. **Applications will not be considered without this information.**

Food Booths:

- Attach a menu of the items you wish to sell for review by the Town of Purcellville.
- Loudoun County Department of Health food safety requirements must be observed at all times. If you are prepping, sampling and/or selling at the event you must have a Temporary Food Permit from Loudoun County. For application and/or information visit www.loudoun.gov/DocumentCenter/View/114

EXHIBITOR AUTHORIZATION & INDEMNIFICATION

The individual signing below verifies that he or she is legally authorized to bind and act on behalf of the participating Exhibitor. The Exhibitor, 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 Exhibitor, including, but not limited to, the Exhibitor's installation, removal, maintenance, occupancy, and/or use of the exhibition premises or any part thereof, at the Purcellville Music and Arts Festival. Exhibitor 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 Exhibitor will result in a financial obligation of the Exhibitor to the Town of Purcellville to replace, repair or otherwise correct such damage. I agree that all representatives acting on the Exhibitor'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 Exhibitors' representatives prior to and/or during the Purcellville Music and Arts Festival.

Print Name: _____

Title: _____

Signature: _____

Date: _____