

# 2011 Historic Appomattox Railroad Festival Application

## Arts and Craft Vendors

### Where:

Historic Downtown Appomattox, VA.

### When:

Saturday, October 8, 2011      9:00 a.m. to 5:00 p.m.      No rain date  
Sunday, October 9, 2011      12:00 p.m. to 5:00 p.m.      No rain date

### Contact Information

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

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

### Space:

- Size = 10' x 12'
- What type of vendor are you?    \_\_\_ Crafter      \_\_\_ Commercial      \_\_\_ Non-Profit
- Will you need electricity?    \_\_\_ Yes    \_\_\_ No
- Will you be attending the festival both days?    \_\_\_ Yes    \_\_\_ No  
    If no, please specify which day you will attend \_\_\_\_\_

### Cost per space:

- \$75.00 – Crafters                      \$125.00 – Commercial                      \$30.00 – Non-Profit

***Early Birds*** (Applications received before March 31, 2011)

- \$65.00 – Crafters                      \$115.00 – Commercial                      \$25.00 – Non-Profit

### Previous Participation

Have you previously participated in the Historic Appomattox Railroad Festival?    \_\_\_ Yes    \_\_\_ No

\_\_\_ I would like to request the same space I had last year\*

\_\_\_ Last years' space number

*\*Consideration of request is acknowledged, but not guaranteed*

Is there anything you would like us to know when assigning your space (i.e.: companies and products you would or would not like to be in close proximity to)

\_\_\_\_\_  
\_\_\_\_\_

In order to best promote your items, please provide a specific description of all items you intend to sell. (Use a separate sheet of paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Submit a representation of your work/item being sold and booth set-up by supplying a website or by sending photographs of your work/items being sold ***and*** display. Photos may not be returned and may be used for promotional purposes. Be sure to include you name on reverse side of photographs.

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## 2011 Agreement & Waiver

Please read the following statements carefully. To participate in the 39<sup>th</sup> annual Historic Appomattox Railroad Festival, you must sign and return this agreement with your application.

- I understand and comply with the Historic Appomattox Railroad Festival General Guidelines and Rules of Participation (Pages 3 & 4 of this application).
- I do hereby waive the Town of Appomattox, its officers, its agents, its assigns, its council members, its employees and Festival Board Members, committee members, volunteers, sponsors and fellow participants, from any liability due to personal injury, loss or damage to any property that may occur during the Historic Appomattox Railroad Festival.
- I agree to allow the Historic Appomattox Railroad Festival Board full use of images and other promotional materials (photographs, video tape, audio tape) taken during the Festival for purposes of promoting the Festival this year and in future years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Before mailing, be sure that you have included the following:***

- Completed 2011 Application with signed Agreement & Waiver
- Application Fee (checks payable to Historic Appomattox Railroad Festival)
- Representation of work/items being sold ***and*** display (website or photographs)

Mail to: Historic Appomattox Railroad Festival  
P.O. Box 513  
Appomattox, VA 24522

Deadline: **September 30, 2011.** Any entries after this date will be considered on a space available basis.

Acceptance: You will be notified within two weeks of receipt of your application IF there is a concern. Otherwise, you should plan to participate and you will receive a confirmation letter and other important information in early September. Cancelled checks serve as preliminary acceptance as a festival vendor.

Office Use Only: Check Number \_\_\_\_\_ Date received \_\_\_\_\_ Amount \_\_\_\_\_ Space Assignment \_\_\_\_\_

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## Historic Appomattox Railroad Festival General Guidelines and Rules of Participation

Please retain these information sheets for your future use and only return the signed application (pages 1 & 2)

### Attention Vendors:

The Historic Appomattox Railroad Festival committee cordially invites you to participate in the 39<sup>th</sup> annual Festival to be held October 8-9, 2011. Each year the festival is becoming better and attracting more and more visitors. We hope you plan to join us at this years' festival! Below are the general guidelines and rules for participation in the 2011 Historic Appomattox Railroad Festival. Please read them carefully.

### ***Application Deadline – September 30, 2011***

### Participation:

Hand crafted items, showcasing the abilities of the artisans and craftspeople will receive preference and scheduling priority. Commercially made items (i.e. T-shirts, hats, plastic trinkets, etc.) must be approved by the festival committee prior to being sold. A website or photograph of your work/items being sold and your display must accompany your application. If this information is not provided with your application, your application and fee will be returned to you.

### Banned items – No exceptions:

- Yard sale or flea market type items
- Snap pops or any other item containing explosive material
- Air guns, bb guns, pellet guns, etc.
- Items with profanity
- Alcohol and Drugs
- Any other item deemed necessary for removal by any member of HARF

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Historic Downtown Appomattox, VA.

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### Cost per space:

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### Electricity:

Electricity is available, but limited to first come first served. (Based on receipt of application)

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## Arts and Craft Vendors

### Space:

- Approximately 10' x 12' space
- Vendors must provide their own tables, chairs, tents, display equipment and anything else needed throughout the festival. Vendors are required to allow way for the parade route and Railroad Willie Express. After the parade, your tent may be moved further into the street.
- Spaces will be marked prior to the festival. You will receive your space number at the time of registration on the day of the festival. Entrances to buildings and storefronts must remain open. No material is to be displayed or hung on buildings, windows or street lamps. Vendors are responsible for keeping their area clean and free of hazards.

### Refunds:

If for any reason you will not be able to participate in the festival and you have paid your fee, you must notify the festival committee by September 8, 2011 to receive a refund. After this time, no refunds will be given for any reason. Refunds will not be given for vendors that are asked to leave the festival for non-compliance, or for rain.

### Tax Collection:

VA States sales tax must be collected, reported and paid to the festival treasurer at the end of the day. Forms will be available at the festival.

### Setup Information:

- You must check in at the registration table to receive your vendor space information.
- Saturday setup is 6:00 a.m. to 9:00 a.m. All vehicles must be off the streets by 9:00 a.m.
- Sunday setup is 9:00 a.m. to 11:00 a.m. All vehicles must be off the streets by 11:00 a.m.

The Historic Appomattox Railroad Festival Committee cannot and will not assume any responsibility for any lost, damaged, stolen or destroyed work, material or equipment attended or unattended during the festival. Anything left throughout the night will be at your own risk.

Failure to comply with any of the general guidelines and regulations may result in the vendor being asked to leave the festival. All state and local law enforcement have grounds to ask you to leave at their discretion. If you have any questions, please feel free to call the Town of Appomattox office at 434-352-8268.

Historic Appomattox Railroad Festival  
P.O. Box 513, Appomattox, VA 24522  
(434) 352-8268