

# KING WILLIAM

## County Fest Community Partner Packet

Presented By: King William County Parks and Recreation

**August 19, 2017**

**11:00am-5:00pm**

**King William Rec Park**

**We need all Community Partner applications turned in by August 4, 2017 to ensure enough time to review/approve Community Partners**

### What is County Fest?

King William County Parks and Recreation will be hosting a Community event on Saturday, August 19, 2017. This event will be a great way for the citizens of King William to come together and enjoy a day filled with food, music, and all around fun that the entire family will enjoy.

County Fest will be a great opportunity for local businesses and Organizations to reach out to the community!

### Becoming a Community Partner:

Community Partners help create a family friendly fun atmosphere for event attendees. With their support, we are able to provide free activities, offering face to face interactions with children and families. As a Community member, you are required to provide an interactive game of hands-on activity including supplies, equipment and staff needed to be successful for the duration of the event.

Community Partners may be offered a free or discounted booth in exchange for providing a children's activity for event attendees. Approval to participate as a community partner is contingent upon review and approval of your **Community Partner Application**

### Approval of product, services, activities

- Community Partners are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth.
- Please keep in mind that this is a family friendly event when selecting items, activities & services
- Community Partners will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
- Please note we will be only allowing a limited number of Community Partners per category, approved on first come, first served basis.

## Event Layout

- All Community Partner's spots are approximately 10' x 10'
- Community Partners will be located in the Children's area of the Event field. Electrical hook up is not available in this area. Generator Usage will be approved on a case-by-case basis
- All tents must be securely **weighted down**.

## Community Partner Check In

Vehicle access will not be permitted on the event field for unloading/loading purposes. (Only approved displays to include rides and attractions will be permitted vehicle access on the event field.)

Check In/ Set Up Schedule	
Friday August 18, 2017	Saturday August 19, 2017
12:00 p.m.-7:00 p.m.	Begins at 7:00 a.m. at the County Fest Welcome Tent
Event field for set up closes at 8:00 p.m.	Unloading zones will not be available.
Community Partners will be responsible for transporting all items from designated unloading zones on the perimeter of the event field	Only vehicles with parking passes displayed will be permitted access to the vendor parking areas.
Event field access is restricted by King William County Sheriff's Department from 8:00 p.m.-5:30 a.m.	Community Partners will be responsible for transporting all items from vehicle to booth space.

## Parking Passes

- Each Community Partner will be issued two (2) vehicle passes per approved booth space.
- Additional passes available 8/18/2017.
- If you have individuals dropping items off for you, they are **required** to display a parking pass to access the unloading zones.
- Parking passes **must** be displayed for access to the designated vendor parking areas.
- **Failure to display a parking pass will result in being directed to the event general parking.**

## Community Partner Booth Breakdown

- Designated loading zones will be made available to vendors on the perimeter of the event field at approximately 5:30p.m. (once the event has ended)

## Contact Us

We would appreciate the chance to talk with you about the many opportunities and have the privilege of your Organization or Business being a vendor at our event. Please contact us so that we can set you up with the perfect option for you!

[Afox@kingwilliamcounty.us](mailto:Afox@kingwilliamcounty.us)

(804) 769-4981

[tjohnson@kingwilliamcounty.us](mailto:tjohnson@kingwilliamcounty.us)

(804) 769-4923

# Community Partner Rules and Regulations

**Saturday, August 19, 2017**

*11:00 a.m.-5:00 p.m.*

*King William Rec Park*

## **EVENT INFORMATION**

**Please retain this copy for your records**

1. The King William County Fest Executive Board ("Board") reserves the right to refuse the approval of a Community Partner application.
2. The King William County Fest is a rain or shine event. NO REFUNDS will be made in the event of rain. If weather is severe, the Board will make the decision to continue the festival.
3. NO REFUNDS will be issued after August 4, 2017
4. The Community Event assumes no responsibility for loss of product during the Event or if the Community Partner chooses to set up their booth the night before the event.
5. Community Partners will be issued TWO (2) Vehicle passes per approved booth. Passes MUST be displayed to access the designated Community Partner parking areas. Failure to display your parking pass will result in being directed to the general parking area. Additional passes available 8/18/17. Please Note: if you have individuals dropping items off for you, they will need to have a vehicle pass to access the Community Partner parking areas as well. (No Exceptions)
6. Vehicular field access for booth supply drop off/ unloading is prohibited. On Friday Only- There will be designated unloading zones on the perimeter of the event field. Community Partners are responsible for carting items from the unloading zones to your booth space. On Saturday- the unloading zones will not be available. Community Partners will be required to park in the designated parking areas and cart items to your booth space.
7. **Community Partners must remain set up and man their booth through the entire event which concludes at 5:00p.m.** Loading areas on the perimeter of the event field will be made available for vehicle access starting at approximately 5:30p.m. (Time Subject to change based on event crowd.)
8. Community Partners are prohibited from using the King William County Fest name and Logo
9. The consumption and selling of alcoholic beverages are prohibited on the property. Failure to adhere to this rule will result in the removal of the vendor from the Event area with NO REFUND.
10. The participating Community Partner shall comply with all state, federal, and local laws, rules, ordinances, and regulations during the event. Failure to do so will result in the removal of the vendor from the festival premises with NO REFUND.

## **CHECK IN INFORMATION**

1. Friday August 18: Check in with vehicular access to the designated unloading zones on the perimeter of the event field will be available from 12:00 p.m. until 7:00 p.m. Event field and booth access will close promptly 7:00 p.m. Parking passes must be displayed to access the unloading zones.
2. Saturday August 19: Check in begins at 7:30 a.m. the day of the event, where Community Partners will be parked in the designated parking areas and will be responsible for transporting all items from their vehicle to their booth space. Parking passes must be displayed to access the designated vendor parking areas. (No exceptions). Vehicle access will not be permitted to the loading areas until 5:30 p.m.
3. All Community Partners must be set up by 10:30 a.m. Saturday August 19, 2017

## **BOOTH INFORMATION**

1. Each Community Partner will be provided with a booth space of Approximately 10'X10'
2. **Vendors must stay within the confines of the 10'X10' space. No items to be sold or decoration of your booth may be displayed on the exterior of your space. If a Vendor is not following this rule you will be asked to take down your items and potentially asked to leave the event.**
3. All tents, chairs, tables, and items for sale etc. are the responsibility of the Community Partner.
4. All personnel must remain within the Community Partner's space, informational flyers and brochures must be distributed within the designated event space. Roving is not permitted. All on-site storage must be kept within Community Partner's operating space. All walkways must remain clear at all times.
5. All Community Partners will be located in the Children's area of the event field. Electrical hook up is not available in this area. Generator usage will be approved on a case-by-case basis.
6. Community Partners are required to provide a complete list of all activities to be conducted at their booth Activities that have not been approved will not be permitted. Raffles are prohibited during this event.
7. Access to water is not provided.
8. Vendors are responsible for the collections and removal of their own trash from the event premises. Failure to do so may result in a fine and/or denial in future participation in the King William County Fest.

The Board may terminate the Community Partner agreement between King William County Fest and the vendor at any time upon breach of these rules and regulations. Upon termination, the Board may choose to keep all booth space rental fee paid by the Community Partner and may prohibit the participation of the vendor in all future County Fests.

The Community Partner hereby releases and agrees to indemnify and save harmless King William County and Virginia Cooperative Extension and their employees and representatives from any and all claims of any nature for injury or loss that may result from participation or preparation in the King William County Fest. The Community Partner hereby fully consents to allow King William County Parks and Recreation to use photographs taken during this event for publicity purposes. The Community Partner fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the event.

# Community Partner Application

Name of Organization or Business: \_\_\_\_\_

Website of Business/ Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ (h/w) \_\_\_\_\_ (c) \_\_\_\_\_

Email (for receipt & event communication): \_\_\_\_\_

If you have reserved your booth space online, please complete the following:

**Number of vendor Booth(s) Reserved:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

-OR-

If you are requesting a Community Partner booth space at the event, please complete the following:

**Number of Vendor booth space(s) requested:**

*Non-profit agencies are required to reserve and pay standard booth space fee as listed above*

**Community Partner spaces will be located in the Children's area of the field. Electrical hoop up is not available in this area. Generator usage will be approved on a case-by-case basis.**

PLEASE SUBMIT THIS COMPLETED VENDOR APPLICATION TO:

King William County Parks and Recreation within ten (10) days of reserving your vendor booth(s) online

Mail to: 180 Horse Landing Rd #4, King William, VA 23086

Email to: [Afox@kingwilliamcounty.us](mailto:Afox@kingwilliamcounty.us) fax to: (804) 769-4964

*The King William County Fest Executive Board reserves the right to refuse the approval of a Community Partner application. Community Partners are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth. Please keep in mind that this is a family friendly event when selecting items, activities & services. Community Partners will not be permitted to sell items, provide services or conduct activities that are not pre-approved by The King William County Fest Executive Board. The County Fest Board also reserves the right to assign booth spaces according to the layout. Failure to adhere to the Festival rules and regulations may result in the removal of a Community Partner from the event with NO REFUND and being prohibited from participation in all future events. By Signing below, you fully understand and agree to abide by the above conditions and attached rules and regulations in regards to the King William County Fest being held on Saturday August 20, 2016*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Check In/ Set up Options:

Requested Check In/ Set up

Friday Aug. 18 (12:00 p.m.-7:00 p.m.) \_\_\_\_\_ Saturday Aug. 19 (beginning at 7:30 a.m.) \_\_\_\_\_

For office use only-

Processing

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

\_\_\_ Cash \_\_\_ Ck #

\_\_\_ MO Amount \_\_\_\_\_

Receipt # \_\_\_\_\_

## CP Booth Information

Business/ Organization Name: \_\_\_\_\_

### Approval of product, services, activities:

Community Partners are required to provide a complete list of all items to be sold and/or services/ activities to be conducted at their booth. Please keep in mind that this is a family friendly event when selecting items, activities & services. Community Partners will not be permitted to sell items, provide services or conduct activities that are

### Please provide details for all items checked above:

**Items for sale:** (resale, handmade and all others) provide a complete list of all items available for sale (attach pages if necessary)

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**Services being promoted:** Described in detail the services that will be promoted by your business/ organization.

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**Activities at your booth:** Describe in detail any and all activities and fees you will charge for them, if applicable.

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## Community Partner Activity Information

**Please provide a list including description of activities/ games you are proposing to offer as a Community Partner:** (please be reminded, these activities are to be offered at no cost to the event participants.)

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**We would like to thank you in advance for your support of this event.**