

KING WILLIAM

County Fest Vendor Packet

Presented By: King William County Parks and Recreation

August 19, 2017

11:00am-5:00pm

King William Rec Park

We need all Vendor applications turned in by August 4, 2017 to ensure enough time to review/approve vendors

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!

Reserving your Vendor Booth:

- Reserve your vendor booth(s) by submitting payment to the King William Parks and Recreation Officer along with your application
- Your payment receipt serves as a confirmation of your vendor booth reservation
- Approval to participate as a vendor is contingent upon review of your **Vendor Application**
- Your completed **Vendor Application** must be received in order for registration to be finalized

Approval of product, services, activities

- Vendors 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
- Vendors 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 vendors per category, approved on first come, first served basis.

Vendor Booth Fee Schedule:

King William County Fest Vendor Fees				
Options	Non- Food Vendor	Non- Food Vendor with Electrical Hook-up	Food Vendor	Food Vendor with Electrical Hook-up
1 Space reserved by July 15	\$35.00	\$50.00	\$50.00	\$65.00
1 Space reserved: July 16 or Later	\$50.00	\$65.00	\$65.00	\$80.00
2 Spaces reserved by July 15	\$55.00	\$70.00	\$70.00	\$85.00
2 Spaces reserved: July 16 or Later	\$70.00	\$85.00	\$85.00	\$100.00
3 Spaces reserved by July 15	\$70.00	\$85.00	\$85.00	\$100.00
3 Spaces reserved: July 16 or Later	\$85.00	\$100.00	\$100	\$115.00

Event Layout

- All Vendor spots are approximately 10' x 10'
- Consideration will be made to assign a corner or prime booth space located near the County Fest welcome tent for vendors specifically promoting County Fest of King William County.
- Generators are allowed for vendor sites
- Vendors requiring electrical access must submit the Electrical Request Form and payment, and be approved by 07/22/2017
- All tents must be securely **weighted down**.

Vendor 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.)

Vendor Check In/ Set Up Schedule	
Friday August 18, 2017	Saturday August 19, 2017
12:00 p.m.-7:00 p.m.	Begins at 7:30 a.m. at the County Fest Welcome Tent
Event field for set up closes at 7:00 p.m.	Unloading zones will not be available.
Vendors 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.	Vendors will be responsible for transporting all items from vehicle to booth space.

Parking Passes

- Each Vendor 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.**

Vendor 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

(804) 769-4981

tjohnson@kingwilliamcounty.us

(804)769-4923

Vendor Rules and Regulations

Saturday, August 19, 2017

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

King William Rec Park

Please retain this copy for your records

EVENT INFORMATION

1. The King William County Fest Executive Board ("Board") reserves the right to refuse the approval of a vendor 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 04, 2017
4. The Community Event assumes no responsibility for loss of product during the Event or if the vendor chooses to set up their booth the night before the event.
5. Vendors will be issued TWO (2) Vehicle passes per approved booth. Passes MUST be displayed to access the designated vendor 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 vendor 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. Vendors are responsible for carting items from the unloading zones to your booth space. On Saturday- the unloading zones will not be available. Vendors will be required to park in the designated parking areas and cart items to your vendor space.
7. **Vendors 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. Vendors 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 vendor 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.

VENDOR 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 vendors will be parked in the designated parking areas and will 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 Vendors must be set up by 10:30 a.m. Saturday, August 19, 2017**

VENDOR BOOTH INFORMATION

1. Each Vendor 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 vendor.
4. All personnel must remain within the vendor's space, informational flyers and brochures must be distributed within the vendor's space. No roving vendors are permitted. All on-site storage must be kept within vendor's operating space. All walkways must remain clear at all times.
5. Generators are not permitted for arts & craft and commercial vendors. Limited electricity will be available depending on the option you choose.
6. Vendors are required to provide a complete list of all items to be sold and/or services, activities to be conducted at their booth. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
7. The selling of flea market items is also prohibited.
8. Access to water is not provided.
9. 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 vendor 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 vendor and may prohibit the participation of the vendor in all future County Fests.

The Vendor 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 vendor hereby fully consents to allow King William County Parks and Recreation to use photographs taken during this event for publicity purposes. The vendor fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the event.

Vendor 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 vendor booth space at the event, please complete the following:

Number of Vendor booth space(s) requested: _____

Total \$ _____

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

**Please see fee chart
for pricing options.**

Will you be requesting electricity (please check one)? ☐ No ☐ Yes
(An Electrical Request Form will be sent to you)

If approved for electrical hook up, you will be required to submit the proper payment.

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 fax to: (804) 769-4964

The King William County Fest Executive Board reserves the right to refuse the approval of a vendor application. Vendors 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. Vendors 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 vendor 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 Kin William County Fest being held on Saturday August 19, 2017

Signed _____

Date _____

Vendor 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.) _____

Approval of product, services, activities:

Vendors 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. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.

Please check the box or boxes that best describe your product, service, or nature of your business.

**** Please note we will be only allowing a limited number of vendors per category. These will be offered on a first come, first served basis.**

Vendors Selling Products	Please check all that apply		Services, Businesses, and Organizations	Please check all that apply		
	Purchased Items for resale	Handmade Products		Items for sale	Services being promoted	Activities at your booth
Art			Government			
Paintings			Civic/ Community			
Photography			Church			
Clothing			Sports			
Craft: Hair accessories			Political			
Craft: Jewelry			Other (Please specify below)			
Craft Wood Working						
Household Items						
Pet Products						
Outdoor Items						
Food Products						
Toys						
Other (please specify below)						

If you are interested in becoming a **Sponsor** of the King William County Fest, please contact us at afox@kingwilliamcounty.us or call us at 769-4981/769-4923

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)

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

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

☐

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Food Samples: Will you be offering any food samples at your booth(s)? **Yes** **No**

If yes, you must provide the King William Health Department with an Application for Temporary Food Establishment and fees a minimum of ten (10) business days prior to the event.

- This includes vendors that are only providing samples of food at the event. Application is available at Kingwilliamrec.com
- No foods prepared in home kitchens, unless the home kitchen is inspected by Virginia Department of Agriculture and Consumer Services, will be considered an approved food source per the Virginia Food Regulations.