



Colonial Beach Chamber of Commerce  
106 Hawthorn Street  
Colonial Beach, Virginia 22443

## 4<sup>th</sup> Annual Colonial Beach Bike Fest

### Merchandise/Craft Vendor Information

LOCATION: Colonial Beach Town Hill and Colonial Beach Boardwalk

EVENT DATES: Thursday, Friday, Saturday & Sunday, October 5, 6, 7 and 8, 2017

TIMES: 9:00am - 5:00pm daily (Mandatory) -extended sales hours are at the discretion of the vendor.

EVENT FEES: \$250 per 10' x 10' space  
\$450 per 10' x 20' space  
\$550 per 10' x 30' space  
\$750 per 10' x 60' space

Electricity is \$15.00 per space in addition to entry fee (limited availability-Town Hill only)

**NOTE: YOU ARE REQUIRED TO STAY WITHIN YOUR ASSIGNED AREA**

#### GUIDELINES:

1. Applications are due by September 4, 2017. If available, late entries will incur a \$20.00 fee.
2. A \$30.00 fee will be charged for all returned checks.
3. Applications are accepted and processed on a first-come-first-served basis.
4. A picture of merchandise must be submitted with application (new applicants only).
5. Confirmation provided upon receipt of completed application and payment.  
**Please provide a valid email address. Correspondence for this event will be completed primarily through email.**
6. Spaces will be preassigned and emailed to you prior to the event.
7. Spaces must be set up by 9:00 am on Thursday, October 5 but you may arrive on Wednesday, October 4 to set up and begin vending.
8. Changes to set-up location will not be made on the day of the event. If you have any specific needs, please indicate in your application and an attempt will be made to accommodate.
9. One vendor per space. Vendor or proxy must host display.
10. Vendors are required to dispose of their trash daily. A dumpster is located at 700 Colonial Ave. for this purpose. Event staff is not responsible for trash removal.
11. No vehicles will be allowed on Town Hill except for loading and unloading.
12. This event takes place Rain or Shine.

# 4<sup>th</sup> Annual Colonial Beach Bike Fest

## Merchandise/Craft Vendor Application

**(PLEASE TYPE OR PRINT CLEARLY)**

Payment options include mailing a check or money order to:

**Colonial Beach Chamber of Commerce (CBCOC)  
106 Hawthorn Street  
Colonial Beach, VA 22443**

or calling: **(804) 224-8145** or **(804) 224-7192** for Credit Card payments  
or using PayPal online

The entry fee is non-refundable for cancellations made less than 30 days from the event date.

10' x 10' Space (\$250.00) \$ \_\_\_\_\_

10' x 20' Space (\$450.00) \$ \_\_\_\_\_

10' x 30' Space (\$550.00) \$ \_\_\_\_\_

10' x 60' Space (\$750.00) \$ \_\_\_\_\_

Electricity \$15.00 (limited availability-Town Hill Only) \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Will you be arriving on Wednesday October 4, 2017? (Yes/No) \_\_\_\_\_

Returning vendor who would like the same vendor space that you had in 2016? (Yes/No) \_\_\_\_\_

Please describe your business:

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

Company Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

By signing this application to participate as a vendor in the 4<sup>th</sup> Annual Colonial Beach Bike Fest, all parties acknowledge and agree that the Town of Colonial Beach and/or the Colonial Beach Chamber of Commerce, or any persons affiliated with these entities, will not be held responsible for theft, loss and/or damage to any property, or liable for injury to any participant.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_