



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

5th 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 11, 12, 13, and 14, 2018

TIMES: 10:00am - 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 10:00 am on Thursday, October 11th, but you may arrive on Wednesday, October 10th 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.

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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 10, 2018? (Yes/No) _____

Returning vendor who would like the same vendor space that you had in 2017? (Yes/No) _____

Please describe your business:

Company Name: _____

Vendor Name: _____

E-Mail Address (please print or type): _____

Address/City/State/Zip Code: _____

Phone Number: _____ Alternate Number: _____

By signing this application to participate as a vendor in the 5th 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: _____