

Vendors, please keep this page and review the information before the festival.

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

68th Annual Colonial Beach Potomac River Festival *This is a 'Rain or Shine' Event*

Craft Vendor Contract

LOCATION: Colonial Beach Town Hill (at the corner of Colonial and Washington Avenues)

EVENT DATES: Saturday & Sunday, June 8 & 9, 2019

TIMES: 10:00am - 5:00pm (Sat.) Mandatory

10:00am - 3:00pm (Sun.) Mandatory

FEES: \$110 per 10' x 10' space (includes both Saturday and Sunday)

\$10 additional per space electric fee upon request for electricity (Limited availability)

Reserved vendor parking will be available in the Wilder Lot and will be subject to daily/hourly kiosk rates. If you do not reserve a space (see signature page), you will need to secure your own parking.

RULES:

1. **Contracts are due by May 8, 2019 and must include the completed and signed contract, payment, and a copy of your business license.**
2. **Contracts received after May 8 will be charged an additional \$20.**
3. A \$30 fee will be charged for all returned checks.
4. One vendor per space. Vendor or proxy must host display.
5. All work must be priced.
6. Spaces must be set up by 9am. You may arrive as early as 7am on June 8 for area prep.
7. No vehicles will be allowed on Town Hill except for loading and unloading.
8. Confirmation provided upon receipt of contract/payment. **Please include a valid email address.**
9. The entry fee is non-refundable for cancellations made less than 30 days from the event date.
10. This event takes place Rain or Shine.
11. By signing the contract to participate as a vendor in the 68th Annual Potomac River Festival, 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.
12. The Potomac River Festival Committee/Chamber of Commerce Staff reserve the right to dismiss vendors for inappropriate wares, behavior, or customer interactions.
13. Please understand, there will be no "off-sides" vending without prior permission.
14. Vendors **MUST** park away from Town hill after unloading your vehicle.
15. Please manage your booth's trash.

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Craft Vendor Contract

(PLEASE TYPE OR PRINT CLEARLY)

Complete this contract and return it with your check or money order made payable to:

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

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

Number of spaces requested (\$110 per 10 x 10 space) (fee covers both days) \$ _____

Electricity requested (\$10 each space) (please write in "yes" or "no") \$ _____

Total amount enclosed: \$ _____

Request reserved parking (*see page one – kiosk fees apply) (Yes/No) _____

Please describe your business:

Business Name: _____

Business Representative for this event: _____

E-Mail Address: _____

Address/City/State/Zip Code: _____

Phone Number: _____ Alternate Number: _____

By signing this contract to participate as a vendor in the 68th Annual Potomac River Festival, 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 is responsible for adhering to all RULES set forth in this document. Failure to comply may result in dismissal without refund.

Vendor Signature: _____ Date: _____