

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

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

**69<sup>th</sup> Annual Colonial Beach Potomac River Festival**  
*This is a 'Rain or Shine' Event*  
**Craft Vendor Contract**

**NEW! LOCATION: Colonial Beach Boardwalk**

EVENT DATES: Saturday & Sunday, September 19<sup>th</sup> & 20<sup>th</sup>, 2020

TIMES: 10:00am - 5:00pm (Saturday)

10:00am - 3:00pm (Sunday)

FEES: \$110 per 10' x 10' space (includes both days) + 10% Town Fee (10% for one 10X10 space - \$11. For every additional 10X10 space, pay another \$11)

Parking will be subject to daily/hourly kiosk rates. Vendors will need to secure your own parking.

RULES:

1. **Contracts are due by September 15<sup>th</sup> and must include completed, signed contract and payment.**
2. **Contracts received after September 15<sup>th</sup> 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. It is expected that all vendors will stay for the entire festival.
6. All work must be priced.
7. Spaces must be set up by 9am. You may arrive as early as 7am on September 19<sup>th</sup> for area prep.
8. No vehicles will be allowed on the Boardwalk except for loading and unloading.
9. Confirmation provided upon receipt of contract/payment. **Please include a valid email address.**
10. The entry fee is non-refundable for cancellations made less than 30 days from the event date.
11. This event takes place Rain or Shine.
12. By signing the contract to participate as a vendor in the 69<sup>th</sup> 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.
13. The Potomac River Festival Committee/Chamber of Commerce Staff reserve the right to dismiss vendors for inappropriate wares, behavior, or customer interactions.
14. Please understand, there will be no "off-sides" vending without prior permission.
15. Vendors **MUST** park away from the Boardwalk after unloading your vehicle.
16. Please manage your booth's trash.
17. Each business is responsible for securing a business license from your business hometown. If there are questions, contact the Town of Colonial Beach (804) 224-7181.

69<sup>th</sup> Annual Potomac River Festival  
*This is a 'Rain or Shine' Festival*

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)     \$ \_\_\_\_\_

10% Town Fee     \$ \_\_\_\_\_  
(10% for one 10X10 space - \$11. For every additional 10X10 space, pay another \$11)

**Total amount enclosed:**     \$ \_\_\_\_\_

Please describe your business:

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

Business Name: \_\_\_\_\_

Business Representative for this event: \_\_\_\_\_

**E-Mail Address (Please PRINT):** \_\_\_\_\_

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

\_\_\_\_\_

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

By signing this contract to participate as a vendor in the 69<sup>th</sup> 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: \_\_\_\_\_