

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

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

69th Annual Colonial Beach Potomac River Festival *This is a 'Rain or Shine' Event*

Food Vendor Contract

NEW! LOCATION: Colonial Beach Boardwalk

EVENT DATES: Saturday & Sunday, September 19th & 20th, 2020

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

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

FEES: \$110 per 10' x 10' space

10% Town Fee

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

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

RULES:

- 1. Contracts are due by September 15, 2020 and must include the completed and signed contract and payment.**
- 2. All food vendors must display a Westmoreland County Health Department permit. Call (804) 493-1124 for more information. Health Department Certificate must be on display during the entire event.**
- 3. Contracts received after September 15 will be charged an additional \$20.**
4. A \$30 fee will be charged for all returned checks.
5. It is expected that all vendors will stay for the entire festival.
6. One vendor per space. Vendor or proxy must host display.
7. Spaces must be set up by 9:30am. You may arrive as early as 7am on September 19 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 69th 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.

69th Annual Potomac River Festival

Food 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 69th 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: _____